

02 - 04 - 01 - Shadow Planner Guide

Purpose of This Guide

The Shadow Planner is your weekly rhythm tool inside BrainFrameOS. It connects your Framework to real-world action, clarity, and reflection.

This guide shows you how to use it — and more importantly, how to adapt it to your natural working style.

What Is the Shadow Planner?

A lightweight weekly structure built to:

- Anchor your week in purpose (Why)
- Keep your focus aligned with your outcomes (What)
- Reflect your unique style of working (How)

It isn't about scheduling. It's about **rhythm, momentum, and feedback**.

Core Elements

1. **Start of Week Setup**
 - Clarify focus, energy, and direction.
 - Use your SelfFrame as reference.
 2. **Midweek Check-In**
 - Quick scan for drift, distractions, or clarity boosts.
 3. **End-of-Week Reflection**
 - Look back with honesty.
 - Extract insights, alignment, and course-corrections.
 4. **Shadow Notes**
 - Micro-journaling space for tracking thoughts, wins, tensions, patterns.
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Weekly Rhythm

- **Monday:** Complete “Start of Week” prompts
- **Wednesday:** Quick Midweek Check-In
- **Friday:** End-of-Week Reflection + Shadow Notes

Each session takes 5–15 minutes. The key is **consistency** — not perfection.

Using Your Planner

- Use [02 - 04 - 02 - Prompts Sheet.docx] for ready-made questions
- Use [02 - 04 - 03 - Printable Planner Pages.docx] to create a physical or digital notebook

You can also create your own prompt set — the planner is flexible by design.

Final Notes

- The Shadow Planner isn’t for task management — it’s for **alignment and insight**.
- Done weekly, it prevents drift and sharpens your thinking.
- It’s your mirror, not your manager.

Next: Load up prompts in [02 - 04 - 02 - Prompts Sheet.docx] to start planning this week.