**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.

**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.