

## META STRATS

### 1: “The “Ultimate Schedule”

#### **OVERVIEW**

The “Ultimate Schedule” is a two-part organizer that effectively manages multi-project workflow by ‘breaking down’ and ‘building up.’ The goal is to, first, break down large projects into manageable steps, second, build a daily task list to make progress toward each goal. The two parts can be completed through the “Mini to Master Calendar” and “Scheduling Framework,” respectively, which are guiding workflow templates. They are customizable to fit the number and content of your projects and purposed to clarify a daunting workflow.

#### **MINI TO MASTER CALENDAR**

The “Mini to Master Calendar” is a three-tiered calendar that outlines your projects’ periodic checkpoints, steps to reach each checkpoint, and daily tasks for each project.

##### Tier 1: Mini Calendar

- Break your project into smaller parts
- Identify checkpoints to build each part
- Assign each checkpoint to an estimated DOC

##### Tier 2: Checkpoint Map

- Identify the steps necessary to meet each checkpoint
- Fit the step(s) to a date between the start and end date

##### Tier 3: Master Calendar

- In each row, input steps for the same day from each project (these will become the daily tasks you will fit into your scheduling framework!)

	Date	Date	Date
Part	Goal	Goal	Goal
Part	Goal	Goal	Goal
Part	Goal	Goal	Goal

	<b>Part</b>	<b>Part</b>	<b>Part</b>
Day			
Day			
Day			
🏁 <b>Date</b>	Goal	Goal	Goal
	<b>Project</b>	<b>Project</b>	<b>Project</b>
<b>Day</b>	Task	Task	Task
<b>Day</b>	Task	Task	Task
<b>Day</b>	Task	Task	Task

## SCHEDULING FRAMEWORK

The “Scheduling Framework” is an outline with PTFs (project time frames) to which daily tasks are assigned respectively. I recommend pairing it with the “Mini to Master Calendar” to clarify daily tasks, although planning is still possible using this one template.

### Time Frame:

- Partition your working hours into several PTFs for each of your projects

### Fit List:

- Input your daily tasks into each project
- Assign each an ETC (estimated time of completion)
- Sum up each project’s hours and adjust to fit PT

### Schedule:

- Schedule daily tasks into their PTFs in 0:00 format

NOTE: Time frames are not fixed and may even change on a daily basis!

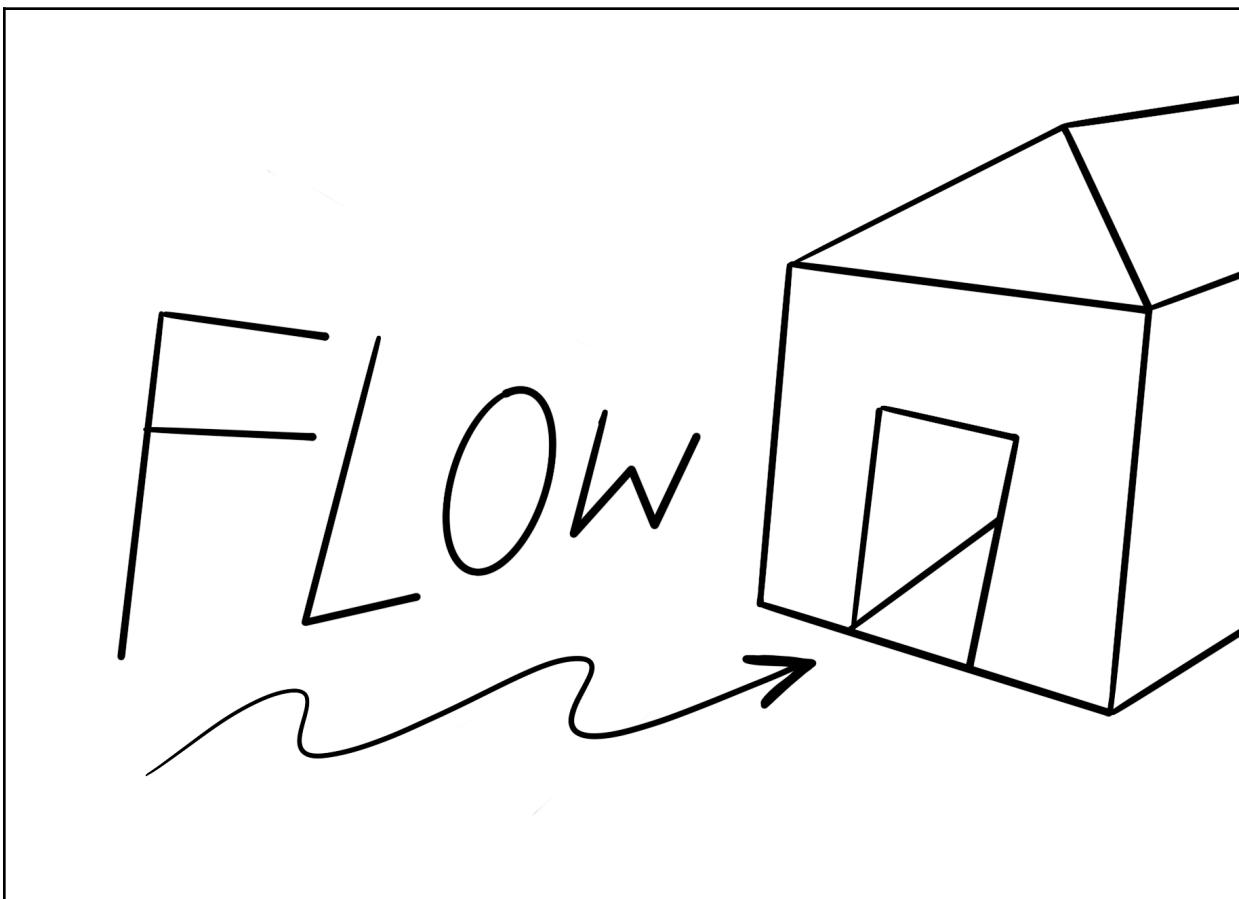
TIME FRAME		LIST	ETA	SCHEDULE
Category	0:00	Task(s)	0:00	
Category	0:00	Task(s)	0:00	
Category	0:00	Task(s)	0:00	
Category	0:00	Task(s)	0:00	

## METASTRATS

### 3: “Flow Checklist”

#### OVERVIEW

The “Flow Checklist” is a set of steps that help you enter flow state: complete immersion in a particular task. It's a deep focus—nothing but the activity itself—where time, distractions, and external rewards melt away. Entering flow state can be intentional if you set your environment to allow it. The checklist can be thought of as preparing your home for a guest: you lock the rooms, clean the space, and open the door to welcome them in.



<input checked="" type="checkbox"/>	<b>LOCK THE ROOMS</b>	Lockdown your devices. Activate screen time apps (I highly recommend Opal), power off your phone, and put it out of sight. This also applies to the device you're working on, block links to social media and actively clear all unused tabs. When you try to access them, these locks keep you out.
-------------------------------------	-----------------------	--

<input checked="" type="checkbox"/>	<b>CLEAN THE SPACE</b>	Clean the clutter off your desk: snack wrappers, paper, empty cups—anything that's not study material. A clear desk is a clear mind, and a pile-up can make it hard to focus.
<input checked="" type="checkbox"/>	<b>OPEN THE DOOR</b>	For flow state to enter, you need to let it in. Play binaural beats, diffuse uplifting aromas, and most importantly, keep waiting. You will struggle to stay still at first, but eventually, it will come.

## META STRATS

### 2: “Perfectionist’s Guide to Writing”

#### **OVERVIEW**

The “Perfectionist’s Guide to Writing” is a three-step procedure that standardizes the writing process. It involves mapping out a line of reasoning, splitting tasks between outline and words, and merging the two components. By establishing a clear line of sight at the beginning, writing an outline without content to express ideas, and choosing from a list of phrases to swap in, this procedure saves time that perfectionists often waste without definite steps.

#### **STEPS**

- 1. MAP** line of reasoning to address goal(s)
  - Identify the goal of your writing. What exactly are you writing about? Is it a research topic? Personal qualities? Opinion piece?
    - The Dangers of Hustle Culture
  - Break down your goal into components. What points do you want to get across?
  - Order the components to establish a line of reasoning.
    - Story Hook → Context → Thesis → Examples → Significance
- 2. SPLIT** writing between an outline and fillers while referencing your LOR
  - **Outline = structure**
    - We are ( ) in silence, and it's time we ( ) about how hustle culture is being ( ) on the youth by ( ), where students are often ( ) to believe that mistakes are signs of ( ), that sleep is for ( ), and that rest will ( ) you fall behind.
  - **Fillers = words**
    - Suffering, speak up, imposed, modern education, conditioned, failure, weak
- 3. MERGE** outline and fillers
  - Select the filler that fits best in the context of your outline
    - We are (suffering) in silence