

WELCOME AND OVERVIEW

Hi, I'm Megan Hyatt Miller, and congratulations on your purchase! You're about to experience the power of clearer goals, smarter productivity, and unbeatable focus. The Full Focus Planner® was designed by leadership expert Michael Hyatt to help you prioritize what matters most and make progress on the work that really matters. In today's world of distraction, that can be difficult, but with the proven framework inside the planner, we make this really simple.

I want to set you off on the right foot. This video will show you how to get up and running with the Full Focus Planner® as fast as possible. The first thing I want you to do is to start off with the daily pages. Many people think they can't use the planner until they complete the first few pages. We, however, encourage our users to start planning their days with the daily pages first. Then when you're ready, set aside a day to go through setting up the rest of the planner.

Here's how to use the Daily Pages. First, put the date here. Then you'll set your daily big three. These are the top three priorities that you must accomplish today for it to be a success. Before using the planner, many of our users told us that they felt overwhelmed with their to-do lists. Many of their lists were overloaded with empty tasks, or tasks that did nothing to help them make progress on their most important goals. The planner corrects that injustice with the daily big three. These are the most important items for you to accomplish in a day.

This is how the planner helps you focus on what matters most. By identifying your top three priorities, you protect yourself against items being added to your to-do list. Typically, your daily big three should be tied to your weekly big three, which you'll set up in your weekly preview. But for now, since you haven't done a weekly preview yet, just start here with your daily big three. On this page, you'll see how you can put your schedule for the day, and other tasks on your to-do lists down here. The tasks for the bottom list are not your most important items. They're just things you want to do in the day.



FULL FOCUS PLANNER

But add a constraint to your task list by defining just three priorities for the day.

Starting with your daily pages is the best way to start seeing wins with your planner. After using the daily pages for about a week, you'll experience a reduction in overwhelm and an increase in success. The next step after completing your daily pages, is to do a weekly preview at the beginning of the next week. This is one of many of our user's favorite features of the planner. I'm positive it'll add a level of clarity and peace to your upcoming week.

In the videos below, you'll learn how to use the other features in the planner like the weekly preview, but again, start by using the daily pages. After doing this for a while, you'll want to see how you can level up your achievement by adding your goals in and using your goals to inform your weekly big three and your daily big three. But for now, just get started with those daily pages.

One final thing, you should join the Full Focus Planner® community on Facebook. There you'll receive all the encouragement and support you need to maximize your achievement with the planner. Just go to FullFocusPlanner.com/community to get access. Once you're ready, you can view the other videos below and learn how to use the other features of the planner.