

Upgrade Program Life Work Plan

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Introduction

This document is part of a series of upgrade plans for every [area](#) of your life. It's broadly designed for a single, middle-class, 30-something living in a major city in a developed country.

“Life work” is the day-to-day activities needed to successfully manage one's basic life needs. This includes things like chores, cleaning, errands, shopping, mail, etc. Or things like “finishing that pile of stuff on the kitchen table”, doing taxes, dealing with the neighbors' loud kid, and anything else that seems to better fit here rather than other life areas. Note there may be overlap or you may subsume all of these items into other areas.

As much as we might like to ignore life work, we do so at our own peril. It's wise to systemize and automate this as much as possible, rather than just ignoring it.

Please go to “File” > “Make a copy” and make a copy of it for yourself. Then fill it out section by section according to your particular needs and circumstances. Perhaps add sections or items, delete them, change the order, and so on.

Your aim should be to make the plan as applicable and useful to you as possible. You should not follow the plan blindly—think it through for yourself.

Note that this process might be challenging. You might need to teach yourself things you aren't very knowledgeable about yet. You might feel like you need to do preliminary work in a different life area first. That's okay. Figure out broadly what makes sense for you, operationalize that understanding as specific actions in the [Actions](#) section, and then do them.

If it feels overwhelming, just start with the parts you find most valuable and do what you can. Tackle the rest over time. It may also help to set aside a dedicated [day](#) to work exclusively on this by yourself or with friends. Or you may choose to enlist an [UP Coach](#) to co-design and execute this plan alongside you.

Epistemic Status

This is an overview of how confident the principal [author](#) is in this plan.

- Generally moderate confidence in plan
- Based on 30+ years of systematizing life work and 100+ hours supporting 10+ clients on their life work

Objectives

Decide what objectives you have with this plan and rank them in order of importance. Below are some sample objectives.

1. Ensure that life runs as smoothly as possible
 - a. Free up time
 - b. Free up headspace
 - c. Increase productivity

Metrics

Decide what metrics you will use to evaluate the effectiveness of this plan. Also include the frequency in which you'll evaluate those metrics. For example, ad hoc, once, hourly, daily, weekly, monthly, quarterly, annually or per decade. Below are some sample metrics.

- Life Work Rating: How would you rate how well you manage your life work, on a 1-10 scale?
- Time Spent on Life Work

Values

List all of your relevant values and rank them in order of importance. Below are some sample values.

1. Calm
2. Time
3. Productivity
4. Efficiency

Value Analysis

List and then analyze all of the costs and benefits of this plan. Potentially also estimate expected value and/or return on investment. Below is a sample value analysis.

- Time costs: 1 - 500 hours
- Financial costs: \$0 - \$25,000 dollars (e.g., professional organizers, cleaners, assistants, tools, etc.)
- Benefits: \$X in small or large objective or subjective benefits

Strategies

Decide on your high-level strategies for achieving your objectives. Below are some sample strategies.

Key People

- Do the work on your own
- Outsource some or most of the work to experts
- Outsource some or most of the work to assistants
- Outsource some or most of the work to family or friends

Key Timings

- Make incremental changes every day until you master your life work
- Do as much of your life work as you can over a set period (e.g., one day, one week or one month)
- Do your life work as intensively as you can until you've mastered it

Actions

List the specific actions you will take to achieve your objectives. You should add these tasks to your project management system unless you are choosing to do them now. Below is an example sequence of actions you might take.

1. Create a [mental model](#) of your life work
 - a. Create a visual representation from memory without referencing the plan or outside sources of information
 - b. Create a new visual representation after thoroughly studying the plan and any relevant sources of information
 - c. Pay special attention to the improvements in the second version as incorporating those new insights may be crucial to the success of your plan
2. Finish every section of this plan, including the [assessments](#), [tools](#), and [resources](#) below
3. List out all of your life work
 - a. Assess your [personal environments](#)
 - b. Assess your [finances](#)
 - c. Assess your [nutrition](#)
 - d. Assess your [privacy](#)
 - e. Assess your [productivity](#)
 - f. Assess your [safety](#)
 - i. Assess your [emergency preparedness](#)
 - g. Assess your [transportation methods](#)

4. Decide on how to execute everything
 - a. Pay special attention to automating, outsourcing, or eliminating whatever you can
5. Execute

Schedule

Decide on which days you will take which actions. You should add these dates to your calendar now.

- [Date]: Finalize plan
- [Dates]: Execute plan
- [Dates]: Review plan's outcomes

Predictions

Predict how well you will do in achieving your objectives.

- [Name]: I predict with [X]% confidence that I will [Y] by [Z].
- [Team Member's Name]: I predict with [X]% confidence that [Name] will [Y] by [Z].
- [Team Member's Name]: I predict with [X]% confidence that [Name] will [Y] by [Z].

- Combined: We predict with an average [X]% confidence that [Name] will [Y] by [Z].

Outcomes

Objectively record how well you achieved your objectives.

- [Date #1]: [Outcomes]
- [Date #2]: [Outcomes]
- [Date #3]: [Outcomes]
- [Date #4]: [Outcomes]
- [Date #5]: [Outcomes]
- [Date #6]: [Outcomes]
- [Date #7]: [Outcomes]
- [Date #8]: [Outcomes]
- [Date #9]: [Outcomes]
- [Date #10]: [Outcomes]

Assessments

List all of the assessments you might take to understand how you're doing compared to your objectives. Below are some sample assessments.

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Tools

List all of the tools you might use to achieve your objectives. Below are some sample tools.

- [Amazon](#)
- [Amazon's Choice](#)
- [Bag](#)
- [Box](#)
- [Earth Class Mail](#)
- [EBay](#)
- [Fakespot](#)
- [File cabinet](#)
- [Google Takeout](#)
- [Homey](#)
- [iCloud](#)
- [Ifttt](#)
- [Mogics Adapter](#)
- [Mogics Charger](#)
- [Mogics Donut & Bagel](#)
- [Target](#)
- [TaskRabbit](#)
- [UP Actions](#)
- [UP Assessments](#)
- [UP Curriculum](#)
- [UP Tools](#)
- [Virtual Post Mail](#)
- [Walmart](#)

Resources

List all of the resources you might use to achieve your objectives.

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Notes

Add any random thoughts, questions, and uncertainties you may have.

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