Upgrade Program Plan Template

Table of Contents

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.

This is a generic template meant to be used for X [life area](#) or major life project, where you define X however you'd like.

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

Write out how confident you are in this plan and what evidence serves as the basis for that confidence.

-
-
-

Objectives

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

1.
2.
3.

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.

-
-
-

Values

List all of your relevant values and rank them in order of importance.

1.
2.
3.

Value Analysis

List and then analyze all of the costs and benefits of this plan. Potentially also estimate expected value, cost-benefit, return on investment, and/or net present value.

Overview

- Time costs:
- Financial costs:
- Benefits:

Value Analysis

- Expected Value (EV)
  -
- Cost-Benefit Analysis (CBA)
  -
- Return on Investment (ROI)
  -
- Net Present Value (NPV)
  -

Highest Value Upgrade Examples

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Most Cost-Effective Upgrade Examples

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Strategies

Decide on your high-level strategies for achieving your objectives.

Category #1

-
-
-

Category #2

-
-
-

Category #3

-
-
-

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.

General

1. Describe your [mental model] of this topic
    a. Create a visual representation from memory without referencing this plan or outside sources of information
    b. Create a new visual representation after thoroughly studying this 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. Step #3
4. Step #4
5. Step #5

All UP Life Areas I

1. Improve your [appearance]
2. Improve your [behavioral mastery]
3. Improve your [brand]
4. Improve your [career]
5. Improve your [cognitive capacities]
6. Improve your [communication skills]
7. Improve your [community connections]
8. Improve your [consciousness]
9. Improve your [emotional well-being]
10. Improve your [end of life]
11. Improve your [personal environments]
12. Improve your [family life]
13. Improve your [finances]
14. Improve your [fitness]
15. Improve your [goal attainment]

16. Improve your [health](#)
17. Improve your [social and environment impact](#)
18. Improve your [knowledge base](#)
19. Improve your compliance with relevant [laws](#)
20. Improve your [leisure experiences](#)
21. Improve your [life work](#)
22. Improve your [nutrition](#)
23. Improve [other](#) areas of your life
24. Improve your [perception](#)
25. Improve your [personality](#)
26. Improve your [personal philosophy](#)
27. Improve your [privacy](#)
28. Improve your [productivity](#)
29. Develop your [purpose](#)
30. Improve your [romantic relationships](#)
31. Improve your [safety](#)
32. Develop your sense of [self](#)
33. Improve your [sex life](#)
34. Improve your [skills](#)
35. Improve your [sleep](#)
36. Improve your [social life](#)
37. Improve your [societal connections](#)
38. Improve your [spiritual life](#)
39. Improve your [personal team](#)
40. Improve your [time management](#)
41. Improve your [transportation methods](#)
42. Develop your [values](#)

All UP Life Areas II

1. [UP Appearance Plan](#)
2. [UP Behavioral Plan](#)
3. [UP Brand Plan](#)
4. [UP Career Plan](#)
5. [UP Cognitive Plan](#)
6. [UP Communication Plan](#)
7. [UP Communities Plan](#)
8. [UP Consciousness Plan](#)
9. [UP Emotional Plan](#)
10. [UP End of Life Plan](#)
11. [UP Environmental Plan](#)
12. [UP Family Plan](#)
13. [UP Financial Plan](#)

14. [UP Fitness Plan](#)
15. [UP Goals Plan](#)
16. [UP Health Plan](#)
17. [UP Impact Plan](#)
18. [UP Knowledge Plan](#)
19. [UP Legal Plan](#)
20. [UP Leisure Plan](#)
21. [UP Life Work Plan](#)
22. [UP Nutrition Plan](#)
23. [UP Other Plan](#)
24. [UP Perception Plan](#)
25. [UP Personality Plan](#)
26. [UP Philosophy Plan](#)
27. [UP Privacy Plan](#)
28. [UP Productivity Plan](#)
29. [UP Purpose Plan](#)
30. [UP Relationships Plan](#)
31. [UP Safety Plan](#)
32. [UP Self Plan](#)
33. [UP Sex Plan](#)
34. [UP Skills Plan](#)
35. [UP Sleep Plan](#)
36. [UP Social Plan](#)
37. [UP Societal Plan](#)
38. [UP Spirituality Plan](#)
39. [UP Team Plan](#)
40. [UP Time Plan](#)
41. [UP Transportation Plan](#)
42. [UP Values Plan](#)

Schedule

Decide on which days you will take which actions. You should add these dates to your project management system or 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.

- [Year 1]: [Outcomes]
- [Year 2]: [Outcomes]
- [Year 3]: [Outcomes]
- [Year 4]: [Outcomes]
- [Year 5]: [Outcomes]
- [Year 6]: [Outcomes]
- [Year 7]: [Outcomes]
- [Year 8]: [Outcomes]
- [Year 9]: [Outcomes]
- [Year 10]: [Outcomes]
- [Year 25]: [Outcomes]
- [Year 50]: [Outcomes]
- [Year 100]: [Outcomes]

Assessments

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

-
-
-

Tools

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

-
-
-

Resources

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

-
-
-

Notes

Use this as a section for random thoughts, questions, uncertainties, etc.

-
-
-

Legal

- © 2017 [Upgradable](#). All rights reserved.
- We [do not profit](#) off any product recommendations.
- We declare no conflicts of interest.
- This plan is not for commercial re-use.
- Please do not share.