

# Upgrade Program Time 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.

Time is critical to nearly everything you want to do in life. Indeed, it is life itself in a manner of speaking. It's commonly said that "Time is money" but a more apt saying might be "Money is time."<sup>1</sup> Ultimately, everything we care about comes down to experiences made salient by the passage of time.

UP is a means to focus your precious time on what you care about the most. This and the [UP Productivity Plan](#) help with that, both from slightly different angles.

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 very high confidence in plan
- Based on 25+ years of personal experimentation around time management, coaching 100+ others on time management, 25+ years of daily tracking of either time or goals, 10+ years of tracking nearly every task down to the 5-15 minute interval, extensive experience modeling out time optimizations for self and dozens of coaching clients, developing [UP Focus Day \(outcome data\)](#), developing [UP Focus Week](#), and developing UP itself ([outcome data](#))

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<sup>1</sup> This is still an oversimplification, but it is useful nonetheless.

## Objectives

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

1. Maximize amount of time allocated to highest values
  - a. Achieve an 8+ monthly average Time Rating or Focus Rating
  - b. Achieve an 80+ monthly average RescueTime Productivity Pulse
2. Minimize amount of time allocated to lower values
  - a. Allocate no more than 20% of total discretionary time to lower value activities
  - b. Fully eliminate all very low value activities from life

## 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.

- Time Rating: How would you rate your use of time on a 1-10 scale?
- Focus Rating: How would you rate your focus on a 1-10 scale?
- [RescueTime Productivity Pulse](#)
- Average Hours of Logged Work
- Average Hours of Highest Value Work
- Average Hours of Lower Value Work
- Average Hours of Wasted Time
- Average Weekly Hours of Free Time
- Attentional Concentration Test (ACT) Score
- Continuous Performance Test (CPT) Score
- Test of Variable Attention (TOVA) Score

## Values

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

1. Time
2. Focus
3. Effectiveness
4. Efficiency
5. Accomplishment
6. Productivity

7. Discipline
8. Balance

## 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.

- Time costs: 1 - 250 hours
- Financial costs: \$0 - \$10,000 dollars (e.g., performance coaches, productivity coaches, time tracking software, etc.)
- Benefits: \$X in potentially extremely large objective and 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 of the work to experts (e.g., performance coaches, productivity coaches, etc.)
- Outsource some of the work to assistants

### *Key Timings*

- Make incremental progress every day until you reach your objectives
- Make as much progress as you can over a set period (e.g., one day, one week or one month)
- Intensively invest resources until you reach your objectives

## 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. Describe your [mental model](#) of time (or focus)
  - a. Create a visual representation from memory without referencing this plan or outside sources of information

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- 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. Track your time allocations for a set period of time (e.g., 1 day, 3 days, 7 days, 14 days, 1 month) using the tool of your choice (e.g., [RescueTime](#), [Toggl](#), [Harvest](#), [UP Time Allocation](#), etc.)
    - a. Identify the activities you'd like to spend more time on and increase your time allocations to them
    - b. Identify the activities you'd like to spend less time on decrease your time allocations to them
  4. Calculate the value of your hour
    - a. Use [Clearer Thinking Value of Hour Calculator](#)
    - b. Use your subjective rating of the value of your hour
      - i. How much is an hour of your life worth?
    - c. Use your subjective rating of the value of your life divided by the number of hours you expect to live (X dollars / Y hours)
    - d. Use your "life hour" (LH) or how many hours (or minutes or seconds) of life you would forgo right now in exchange for \$1
      - i. Try to consider it from different time perspectives
        1. How much money would you need to receive if the immediate consequence is you would become 1 hour older?
        2. How much money would you need to receive if the immediate consequence is you would become 1 year older?
        3. How much money would you need to receive if the immediate consequence is you would become 10 years older?
    - e. Use an official standard you choose (e.g., [Economic Value of a Statistical Life](#), which at \$6.2M per person translates into approximately \$8.9/hour per life hour)
    - f. Use an estimate of your billable hourly time<sup>2</sup>
    - g. Consider averaging some or all of the estimates above
  5. Use [UP Time Optimizer](#)
  6. Use [UP Time Budget](#)
  7. Use [UP Schedule Design](#)
  8. Consider doing [UP Time Allocation](#)
  9. Consider doing [UP Organizational Time Allocation](#) for any organization you're leading or influencing
  10. Delegate as much as you cost-effectively can to your [personal team](#)
  11. Improve your [productivity](#)
  12. Improve your [cognitive abilities](#)
  13. Improve your [behavioral mastery](#)

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<sup>2</sup> Note this undercounts the actual value of your time.

14. Improve your [sleep](#)
15. Improve your [personal environments](#), especially your office
16. Improve your [health](#)
17. Improve your [fitness](#)
18. Improve your [nutrition](#)
19. Improve your [life work](#)

## 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.

- [RescueTime Productivity Pulse](#): a score that helps you understand where your time is spent while working on your computer or mobile device (requires app download)
- [UP Time Budget](#): a tool that estimates how much time a person spends on each area of their life
- [What is Your Time Really Worth to You?](#): an instrument that estimates how much money each hour is worth to you so that you can make wiser decisions about how to spend that time (UP Top Pick)

## Tools

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

- [Adblock Browser](#)
- [AdBlock for YouTube](#)
- [AdBlock Plus](#)
- [Aniracetam](#)
- [Any.do](#)
- [Apollo](#)
- [ATracker](#)
- [BetterMe](#)
- [BreakTime](#)
- [Buddhify](#)
- [Calendly](#)
- [Calm](#)
- [Checky](#)
- [Clockify](#)
- [Cold Turkey](#)
- [Distraction Free for YouTube](#)
- [E.gg Timer](#)
- [Encore](#)
- [Every Time Zone](#)
- [Foc.Us](#)
- [Foci](#)
- [Focus@Will](#)
- [Forest](#)
- [Freedom](#)
- [Google Calendar](#)
- [Harvest](#)

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- [Headspace](#)
- [Holosync](#)
- [I Can't Wake Up!](#)
- [Insight Timer](#)
- [LeechBlock](#)
- [Lumie Wake-Up Lights Alarm Clock](#)
- [Lumosity](#)
- [ManicTime](#)
- [Mercury Reader](#)
- [Mindfulness App](#)
- [Momentum Dash](#)
- [Muse](#)
- [NeoRhythm](#)
- [NeuroNation](#)
- [NeurOptimal](#)
- [News Feed Eradicator for Facebook](#)
- [Nootroo](#)
- [Notifications Off](#)
- [Omvana](#)
- [one sec](#)
- [Online Timer](#)
- [Peak](#)
- [Pzizz](#)
- [Qbserve](#)
- [Quantified Mind](#)
- [RescueTime](#)
- [SavvyCal](#)
- [Schedule](#)
- [ScheduleOnce](#)
- [Screen Time](#)
- [Screen Time Genie](#)
- [SelfControl](#)
- [Sleep as Android](#)
- [Sleep Cycle](#)
- [Sleep Time](#)
- [StayFocusd](#)
- [Tempo](#)
- [Ten Percent Happier](#)
- [Thrive Away](#)
- [Tide](#)
- [Timeboxing](#)
- [Time Doctor](#)
- [Timely](#)



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- [Timerdoro](#)
- [Timeshifter](#)
- [Toggl](#)
- [TruBrain](#)
- [UnDistracted](#)
- [UP Assessments](#)
- [UP Behavioral Plan](#)
- [UP Cognitive Plan](#)
- [UP Curriculum](#)
- [UP Exocortex Design](#)
- [UP Focus Day \(“Personal Hackathon”\)](#)
- [UP Focus Week](#)
- [UP Organizational Time Allocation](#)
- [UP Productivity Plan](#)
- [UP Schedule Design](#)
- [UP Sleep Plan](#)
- [UP Team Plan](#)
- [UP Time Allocation](#)
- [UP Time Budget](#)
- [UP Time Optimizer](#)
- [UP Tools](#)
- [Vigo](#)
- [Vitamin-R](#)
- [Waking Up](#)
- [Withings Hybrid Smartwatches](#)
- [WorldTimeBuddy](#)

## Resources

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

- [Cosmic Calendar](#)
- [Dopamine fasting](#)
- [Timeboxing](#)
- [Wait But Why: Putting Time In Perspective \(infographic\)](#)
- [Wait But Why: The Tail End \(infographic\)](#)

## Notes

Add any random thoughts, questions, uncertainties, etc.

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