

Clarify. *Organise.*

The second movement: moving the load out of your head and into structure that remembers for you — so your mind is free to do what it's actually brilliant at.

Centre › **Clarify** › Choose › Repeat

What does Clarify mean?

Getting honest about what's actually on your plate, putting it somewhere outside your head, and surfacing what matters most. Clarity isn't knowing everything — it's answering two questions fast: what has a time today, and what matters most that doesn't?

Does my system have to look beautiful?

No. Aesthetic systems are lovely until maintaining the aesthetic becomes its own job. Your system needs to be with you, honest, and looked at daily. A scruffy notebook you actually use will outperform a colour-coded masterpiece you're avoiding, every week.

Is needing structure a sign of failure?

The opposite. Every high performer you admire runs on external structure — calendars, checklists, teams, routines. Pilots use checklists precisely because they're excellent. Building structure isn't admitting weakness; it's engineering for your own success.

What about my creative chaos — I don't want to become a robot.

The Frame doesn't want that either. Structure isn't there to replace your spark; it's there to protect it. When the remembering is outsourced, the wandering, connecting, idea-making part of your mind gets its bandwidth back. Clarity is what chaos creates best inside.

Why one calendar and one list?

Because the quiet hum of *I'm forgetting something but I don't know what* is one of the heaviest loads a mind can carry — and it's almost entirely optional. One trusted place for time, one for tasks, and the hum stops. The freed-up bandwidth goes back to thinking and being present.

Why does time keep getting away on me?

Minds tend to live in *now* and *not-now*, and the future arrives faster than it feels like it should. That's perception, not character. The fix is to make time visible — timers you can see, deadlines entered twice (the date, and an honest start-point earlier). If you can't feel time, you can see it.

How much planning is too much?

When planning becomes a sophisticated way of not starting — and most of us know that move. The Frame keeps it lean: pick at most three things a day (one that matters, one that's due, one that moves something long-term). A finished one beats an abandoned five. Then close the planner and live.

I've abandoned every planner I've owned. Why would this be different?

Because the planner was never the problem — it was a second storey built without a foundation. Structure stands on regulation (Centre) and survives through small, anchored habits: a three-minute daily look attached to something you already do, like the morning coffee. Boring, tiny, and attached — that's the version that lasts.

What if my week explodes anyway?

It will, sometimes — that's life, not a flaw. A good structure isn't one that prevents explosions; it's one that makes the rebuild fast. After the blast: one breath (Centre), one three-minute look (Clarify), one small step (Choose). You're back.

IF THINGS FEEL UNSAFE RIGHT NOW

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