



2016

BEST YEAR YET
Workbook

2016

“Best Year Yet”

Workbook

Suggested use: Set aside some time to complete the following exercises. Clear your calendar and go somewhere you won't be distracted. Turn off your wifi, alerts on your phone, etc. You are important enough to deserve your full attention.

If you're a pen and paper kind of person, print out this workbook (or grab your journal) and go to town. If you prefer a digital version, you can save a copy of → [this google doc](#) ← and work on that instead.

Completed By: _____

Date: _____

Introduction

Congratulations on taking steps to become the best version of yourself!

This workbook is part two of two.

In part one, we reviewed the year that is coming to a close.

Now, in part two, we'll look at the year ahead. We'll start by exploring who you want to be, and then identify some goals that flow out of this place of being. Lastly, we'll lay out a plan to get those goals accomplished, and then get to work!

Together, these incredibly simple yet powerfully effective tools are designed to help you get clarity on your dreams, define your vision, and create a plan of action to make it a reality.

Based on proven principles of productivity, leading research in positive psychology, and the work of high-end coaching and planning professionals, these strategies are designed to maximize your chances of success, while helping to keep the process fun and enjoyable. The goal is to be happy, healthy, productive, and prosperous.

It's a process that works. It's worked for me, it's worked for my family and friends, and it's worked for my clients. But it won't work unless you do.

What are you creating with your hours, days, months, and years? Your life is yours to shape, so shape it. Be more than average. Be filled with passion, joy, and prosperity.

Be the best YOU that you possibly can.

Cheers,
Michael

Create A Road Map For The Year Ahead

"Your answers to these three questions, 'Who are you?' 'Where are you going?' and 'How will you get there?' give you a map for developing your authentic voice. Your sense of identity leads you to a compelling vision, which then illuminates the skills and platform you need to master in order to succeed." - Todd Henry, Louder than Words

It's time to make next year your best year yet. Use the exercises and prompts on the following pages to clarify who you want to be, and the habits you'll start (or stop) to become that person. Then, identify the areas of your life you're going to focus on, the specific goals you'd like to achieve, and the steps you'll take to succeed.

Get Clear On Who You Want To Be

It's common to spend a lot of time thinking about what we want to do, and not enough time thinking about who we want to be. By getting clear on our principles and values, we put in place a strong foundation from which accomplishments and success naturally arise. After thinking about the ideas that we want to live our lives by, each moment becomes an opportunity to put those ideas into practice.

1. Who are you now? Who do you want to be?

2. What principles and values are you going to stand for?

Example: Being, love, happiness, health, growth, adventure, impact

3. Write down your vision for yourself a year from now. How do you respond to challenges? What do you spend the majority of your time doing? Write this affirmatively and in the present tense.

Example: I am loving, creative, disciplined, and playful. I appreciate each and every day, am grateful for the opportunity to grow through challenges, and am a positive source of life, love, and energy to everyone I meet.

Habits & Fundamentals

Now that you're clear on how you want to show up in the world on a day-to-day, moment-to-moment basis, it's time to identify the habits that can help make it automatic. Start small - even small actions can lead to massive transformations.

Identify six to twelve habits you want to improve on or change. Pick a different habit to work on every month or two and, if you stay consistent, by the end of the year you'll have made big changes! A few of the previous habits I've focused on are: making fewer commitments, going to bed and waking up earlier, meditating, eating plant based, living complaint free, reading more, getting stressed less, living simply and uncluttered, and journaling.

Habit #1:

Habit #2:

Habit #3:

Habit #4:

Habit #5:

Habit #6:

Habit #7:

Habit #8:

Habit #9:

Habit #10:

Habit #11:

Habit #12:

Broad Areas of Focus

"I'd rather do the right things poorly than the wrong things efficiently, so I spend more time thinking about these kinds of high-level things than about how I can save 5 minutes a day." - Chris Guillebeau

Identify all of the different areas of your life that you'd like to focus on and make improvements in. For example: the areas I focused on last year were: Creating/Writing, Love, Friends & Family, Service, Travel, Spirituality/Growth, Health, Learning/Awareness, Music, Financial (Earning/Giving/Saving)

Complete the following with anywhere from six to ten areas of focus.

This year, I am going to focus on growing in the following areas:

Define What Success Looks Like

“Don’t be afraid to fail. Be afraid not to try.” - Michael Jordan

Now that you know the general areas you want to focus on, it’s time to get specific. For each broad area of focus, list one to five goals you’d like to achieve. When you’re finished, you should have a concise list that allows you to easily see what your biggest priorities are.

When defining your goals, consider the following suggestions:

- Goals should be challenging yet achievable.
- Goals should be clear and measurable.
- Ideally, try to set goals that are less about getting, and more about giving or doing.
- What do you want to discover? To see? Or to explore?
- Who do you want to spend more time with?
- Try to have at least one goal that seems impossible, and/or that really scares you.

Area of Focus:

1. Goal #1:
2. Goal #2:
3. Goal #3:

Area of Focus:

1. Goal #1:
2. Goal #2:
3. Goal #3:

Area of Focus:

1. Goal #1:
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Area of Focus:

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2. Goal #2:
3. Goal #3:

[Repeat as needed]

Make It Emotional & Make It Real

To give yourself the best chance of success, you need to have a clear and compelling why. When you have a reason why, it gets done. When you don't, it makes it much more difficult. Why creates an emotional commitment, so be honest and clear.

For each of the goals listed in the previous pages, consider the following questions.

- What will achieving this goal create in your life?
- Why is this goal important for you? What will it allow you to do?
- How is it going to feel once you accomplish this goal? Create a positive emotional memory.
- What are you going to gain if you accomplish this goal?
- What are you going to lose if you fail to accomplish it?
- Who do you need to be in order to accomplish this? What kind of person accomplishes this? Write this affirmative and in the present tense. (example: I am disciplined and strong.)

Prioritize

A year feels like a long time, and right now you're probably excited to get going on everything, but that can quickly lead to overwhelm. Instead, identify which goals you're going to focus on first.

- Which goals are more important to you than others?
- What is your number one goal?

Stakes & Accountability

Next, set yourself up for success by building a team and creating some stakes.

- Who is willing to hold you accountable? How are they going to do so?
- Who do you know (or can you meet) that has knowledge and experience that can help you accomplish your goals?
- Complete the following: "If I accomplish all of these goals, I will reward myself with _____. If I don't accomplish all of these goals, I promise to _____"

Clarify Your Roadmap

"If you have built castles in the air, your work need not be lost; that is where they should be. Now put the foundations under them." - Henry David Thoreau

You've got a destination and you know why you're going there, now it's time to figure out how. What needs to be done in order to accomplish the goals you set for yourself? This is how dreams transform step-by-step into reality.

Rather than spending a ton of time planning for every single goal, we're going to attack this in three-month chunks. This creates flexibility to deal with challenges and avoids spending too much time in the planning phase.

Identify the goals from above that you want to prioritize over the next three months. Break each goal down into individual tasks. Each task should be concrete, actionable, self-explanatory, and accomplishable in a few 30-90 minute blocks of time.

Every three months (or as necessary) identify the most important goals and repeat this process.

Area of Focus:

4. Goal #1:
 - a. Step 1:
 - b. Step 2:
 - c. Step 3:
5. Goal #2:
6. Goal #3:

[Repeat as necessary]

Clear The Path Ahead

“Rule of thumb: The more important a call or action is to our soul’s evolution, the more resistance we will feel toward pursuing it.” - Steven Pressfield

Overcome obstacles before they stand a chance! Consider the following:

- What are the obstacles that could stop you from achieving these goals?
- Who do you need to be to overcome those challenges?
- What actions can you take for each obstacle to make sure you don’t succumb to them?
- What impediments to success can you eliminate right now?

Action! Get Started

“The way to get started is to quit talking and begin doing.” - Walt Disney

Final step. Pick one of your tasks from above and do it. Go for something super easy; send an email, make a phone call, do an initial brainstorm, write the first paragraph of something... whatever.

A year from now, you aren't going to look back on today and wish you had started. You'll be celebrating a job well done!

Inspirations

Huge thanks to the following people, whose work has guided me on my journey.

Chris Guillebeau Yearly Review

Scott & Chelsea Dinsmore of Live Your Legend

Alex Ikonn & UJ Ramdas of Intelligent Change

James Clear Yearly Review

Lewis Howes of The School of Greatness

Croix Sather of Dream Big

Taylor Pearson author of The End of Jobs

Anuschka of Into Mind