

A SIMPLE GUIDE

to planning your

New Year Goals

You can do this the best way that reflection and planning works for you. I personally have these questions in my notebook because I like to hand write when reflecting and planning. I then transfer my final plan into a digital document that I can refer to often.

I've added some examples of how I use this guide and a blank sheet with the same questions for you.



WHAT WORKED WELL (WWW)

I think of WWW as mindset, actions and feelings that ;

- Allowed me to get through things and follow through plans.
- The sensation that came after I had successfully completed something I had planned to do.

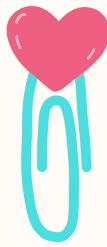


QUESTION: When I think about the past year, what worked well that I would like to carry into the new year?

I found my voice on social media which made the work there a bit easier to do because I felt relaxed and confident.

I started working with a mentor which provided me with so much insight about how to think about my work with clients.

I allowed myself to rest more without panicking that work isn't getting done and I'm not making money.



IT WOULD BE EVEN BETTER IF...

This is where I think about some of the things that I would like to improve on or do better.

By starting the statement as “it would be even better if...” I open myself up to thinking about possible solutions.



QUESTION: Thinking about some of the areas I want to work on, it would be even better if...

It would be even better if I created more time for research and reading

it would be even better if I created a schedule with all of the work needing my attention. This would stop it from feeling like everything is an emergency.



WHAT'S MY ACTION PLAN?

I like to tackle this by actually putting it onto a calendar and coming up with a schedule of tasks that gradually build up over time into mastery of a skill.

Break down the thing you're working on into smaller achievable tasks and draw up a game plan.

Practice makes PROGRESS

QUESTION: How, where and when can I start putting my plans into action?

READING- Identify 3 books I want to read in JAN-APR
2 for work and 1 for entertainment

Pick a time to read and add it to my schedule.
Maybe less scrolling.

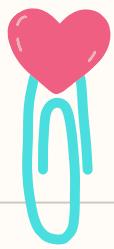
make notes from the WORK_ Readings so that I can remember the knowledge

MAKE IT *yours!*



WHAT WORKED WELL (WWW)

When I think about the past year, what worked well that I would like to carry into the new year?



IT WOULD BE EVEN BETTER IF...

Thinking about some of the areas I want to work on, it would be even better if...



WHAT'S MY ACTION PLAN?

How, where and when can I start putting my plans into action?