



Make this Year Personal Best

5 Action Steps to make this year
Personal Best.



Personal Best Year WORKSHEETS

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2018 - A PB year

My Guidelines

Think and act with Abundance

Invest time in myself

Let Go

My New Empowering Belief

I have the ability and mindset to excel in all areas of my life

My Major Focus

Career Woman

My Top 10 Goals

GOAL	AREA	INNER STATE
1 Double my business revenue	Career	Successful
2 Exercise 4 times at week for 1 hour	Health	Energised
3 Spend an hour a week for me-time	Personal Dev	Relaxed
4 Pay-off my credit card every month	Finances	Satisfied
5 Give 10% of my income to charity	Contribution	Inner contentment
6 Take time to appreciate what I HAVE	Personal Dev	Happy
7 Enjoy NOW	Personal Dev	Excited
8 Make at least one decision a month on intuition	Career/Personal Dev	Enthused
9 Celebrate my wins with my friends	Social	Loved
10 Travel overseas with my partner	"stuff"	Excited

2.3. Lessons Learned

Reflect over last year and start writing things that you learned. Write what worked for you? What didn't work for you? What was the "secret of your success"? They may be related to an experience, some specific training, or to your successes and disappointments. After listing at least 10 things, you can match some of these to your successes and disappointments.

Example:

*I need more discipline in relation to exercising – I intend to do it but never do
using a coach, mentor or support group enabled me to achieve more
I often "ignore" problems initially instead of facing them.*

Once you feel you have mined all the "gold", then select those lessons that, if followed, would have the most impact on your life. Which three would have THE GREATEST IMPACT on your life. Write them below as guidelines. Start with a verb and keep them as short as possible (examples are at the end of the worksheet in the sample 1 page plans)

Guidelines

1. _____
2. _____
3. _____

Add this to your [Summary Page](#).

2.4. Stop Limiting Beliefs

This exercise is about identifying beliefs that are holding you back. You will determine whether these beliefs are beneficial to you right now.

Look at the list of beliefs below. Highlight the ones that relate to you. Add your own.

Others or external conditions are to blame for me current position in life
A person is better because they have more (money, status, possessions)
It's me (or us) versus them
I'm too old OR I'm too young
Money is the root of all evil
Takes money to make money
I am disorganised

Add your own – think closely about beliefs that relate to your dreams.

Now review your beliefs. Do these beliefs help you move toward your goal?

If these beliefs are no longer useful, you can choose to change them. You can change them by forming a new belief. So for example say you wish to change the belief "I am disorganised". Here are the steps:

1. Choose a new belief like "Being organised means I am effective, in control AND flexible."
2. Notice when you are thinking "I am disorganised" (or anything similar)
3. Immediately replace the old belief with the new belief
4. Describe or list the actions that are associated with you new belief. Do at least on of these actions everyday to reinforce your new belief.

If you are unsure about what your beliefs might be, this will help. Answer these questions:
In which areas of my life am I not achieving what I want?

What thoughts, feelings and/or behaviours hold me back from reaching my full potential?

How do I justify these thoughts/feelings/behaviours?

The answers to this last question are clues to your limiting beliefs. Look at the list and identify the STRONGEST NEGATIVE influence on your life right now. Look at this belief and ask yourself, "what has it cost me to hold this belief?" Also ask "How do I benefit from holding this belief?"

Now, create a new empowering belief. It should be exciting, positive, personal, stated in present tense and powerfully describing a new possibility. (examples are at the end of the worksheets in the sample 1 page plans)

NEW BELIEF

Finally, read the new belief and ask "am I really willing to change?"

Write this in your [Summary page](#) now

2.5. Understanding my Values

Values are the guiding principles for living our lives. Values provide a framework for the way we want to live and what we want more of in our lives. Our purpose at this point is to get clear about our values and ensure they are right for us, that they are congruent with our desired OUTcomes and that they are being expressed (rather than bottled up or ignored)

Some examples of values are abundance, achievement, adventure, challenge, compassion, contribution, creativity, dependability, empathy, choice, family, friendship, flexibility, financial independence, innovation, fun, growth, happiness, health, honesty, inspiring others, integrity, intelligence, love, quality of life, recognition, relationship with spouse, respect, security, self-expression, spirituality, stability, true to myself, trust, peace of mind.

As you are working through the exercise below take note of whether some of your values seem a mismatch (for example some-one with both stability & adventure might consider this a mismatch). Also note if your values are congruent with your goals (if some-one with a goal to start their own business, but has security as a primary value would experience some internal conflict).

Select the TOP 5 Values you want to live by right now.

1. _____
2. _____
3. _____
4. _____
5. _____

In one line or less describe where and how you express each of these values.

1. _____
2. _____
3. _____
4. _____
5. _____

Now, look at your values and your dreams (especially your dreams for this year). Make notes on the connection/alignment or the mismatch/conflict between values and between values and dreams

.

If there are strong connections you have a solid foundation for achieving your dreams. If the connection is uncertain or if there are conflicts then these need to be resolved to achieve your dreams. I suggest the best way to resolve these situations is to engage a coach to guide you through the process.

_____ - A PB year

My Guidelines

My New Empowering Belief

My Major Focus

My Top 10 Goals

GOAL	ROLE / AREA	INNER STATE