

Make this Year Personal Best

5 Action Steps to make this year Personal Best.





Personal Best Year WORKSHEETS

Contents

1.		Know your DREAMS	3
		Write them down	
		Add a time-frame	
		Goal Check-Up	
		Know where you are today	
		Recognise My Achievements from Last Year	
2	2.2.	Recognise my disappointments	5
	2.3.		
2	2.4.	Stop Limiting Beliefs	
2	2.5.	Understanding my Values	

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

Page 2 of 9

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1. Know your DREAMS

1.1. Write them down

Start by making a list of all the the want – houses, money, feelings recognition, spirituality, knowled 20 minutes.	nings you desire in the future. Ju: , jobs, family, relationships, travel ge, skills – Just writer for about 2	st start writing and let it flow. Inc , events, sporting achievements, 0 minutes, don't stop. Keep goir	lude anything you artistic awards, ig and writing for a full
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Page 3 of 9

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1.2. Add a time-frame

For each of your dream goals write next to it when you want it to happen by – either 1, 3, 5, 10 or 20 years.

1.3. Goal Check-Up

Ask these questions to help determine the most appropriate goals to focus on:

Why do I want to achieve this goal? - if you can't quickly & clearly think why, put a line through it Is this truly MY goal (not something I think others, society wants me to do)? – if no, put a line through it Do I feel totally committed to persisting to achieve this outcome? – if no, put a line through it Do I have at least one goal in each on these areas? Business/Career, Financial, Fun/stuff, Health, Relationships, Personal Growth, Spirituality.

Page 4 of 9

2. Know where you are today

2.1. Recognise My Achievements from Last Year

List your achievements – all of them – big or small, just write! Include things like paying your bills and credit card debt, exercising, going on a holiday, getting a promotion or new job, your kids learning to read, buying or selling a house or a car and so on. Use 1 or 2 (no more) words to describe how you felt during the experience.

Achievements	Feeling

2.2. Recognise my disappointments

List your biggest disappointments! What did you want to achieve last year, but didn't? Use 1 or 2 (no more) words to describe how you felt during the experience. "Sanity Check" – make sure that you have a balance between the number of achievements versus disappointments. More achievements is OK. If you have many more disappointments go back to the achievements and write more!

Disappointments	Feeling

Some words to describe feelings: enjoyment, magical, ecstatic, happy, excited, relaxed, calm, secure, relieved, sad, loved, belonging, proud,

Page 5 of 9

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 dis	scípline in relation to exercising – I intend to do it but never do
using a coach	, mentor or support group enabled me to achieve more
1 often "ignore	" problems initially instead of facing them.
your life. Which	ou have mined all the "gold", then select those lessons that, if followed, would have the most impact o three would have THE GREATEST IMPACT on your life. Write them below as guidelines. Start with nem as short as possible (examples are at the end of the worksheet in the sample 1 page plans)
Guidelines	
1	
2	
Add this to yo	our <u>Summary Page</u> .
2.4.	Stop Limiting Beliefs
	s about identifying beliefs that are holding you back. You will determine whether these eficial to you right now.
Look at the list	of beliefs below. Highlight the ones that relate to you. Add your own.
	rnal conditions are to blame for me current position in life
It's me (or us)	
I'm too old OR Money is the re	
	o make money
Add your own	- think closely about beliefs that relate to your dreams.
	Page 6 of
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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 helief. It should be exciting positive personal, stated in present tense and powerfully

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

Page 7 of 9

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.

Page 8 of 9

My New Empowering Belief		
My Major Focus		
My Top 10 Goals	ROLE / AREA	INNER STATE

Page 9 of 9