

Make 2010 a Personal Best Year



5 Action Steps to make this year your
Personal Best.



Personal Best Year WORKSHEETS

PS – Our business is built on referrals & I greatly appreciate any referrals you can provide ☺.

Contents

1.	Know your DREAMS	4
1.1.	Write them down	4
1.2.	Add a time-frame.....	5
1.3.	Goal Check-Up.....	5
2.	Know where you are today	6
2.1.	Recognise My Achievements from Last Year	6
2.2.	Recognise my disappointments.....	6
2.3.	Lessons Learned.....	7
3.	Know your driving forces.....	7
3.1.	Understand your “Being Bank”	7
3.2.	Stop Limiting Beliefs.....	8
3.3.	Understanding my Values	9
3.4.	My Roles	10
4.	Define your goals.....	14
4.1.	Major Focus for This Year	14
4.2.	Goals by Roles (or Areas)	14
4.3.	Goal Health Check	19
4.4.	Top 10 Goals.....	19
4.5.	Number 1 Goal.....	20
4.6.	Top 3 Goals.....	20
5.	Take Action.....	22
5.1.	Reflect, Review, Refine = R ³	23
5.2.	Visibility & Accountability.....	23
6.	Appendix.....	24
6.1.	Samples	24
6.2.	Additional Achievement & Disappointment sheets	25
6.2.	Additional Achievement & Disappointment sheets	26
6.3.	Creating motivation for your top 10 goals.....	29

2010 - 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](#).

3. Know your driving forces

3.1. Understand your "Way of Being"

We have a "way of being" or internal program that controls how we act and feel. In computer terms it is our "operating system software". Our "way of being" is created through all our experiences. It is heavily influenced by what happened early in your life. To get different results, we must change the way our mind operates. Probably 99% of all of the activity going on in your mind is happening UNconsciously – outside of your awareness. It runs on automatic, aiming to deliver circumstances to up-hold the current beliefs in your "being bank". The fact that it runs automatically and unconsciously makes it SEEM as if whatever is happening is "just happening" to you, that it is coming from outside circumstances. BUT it doesn't have to be this way!

Understanding those things you believe about yourself will help you determine if which beliefs (we all have them) are limiting you -- keeping you from being happy and achieving your goals. These beliefs could be "I'm never going to be a success." "No one will ever love me." "There's something wrong with me." "I can't seem to do anything right." "People always take advantage of me." "Everyone I care about leaves me in the end." "No one cares about me." "I am just no

good at selling." "Making money is not spiritual." And so on. These statements are big clues to what negative core beliefs you have.

If you would like to pursue this in more depth I suggest you speak to your coach or mentor or send an email to michael@timecreationcoaching.com.au with "way of being" in the subject.

3.2. 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

3.3. 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.

3.4. My Roles

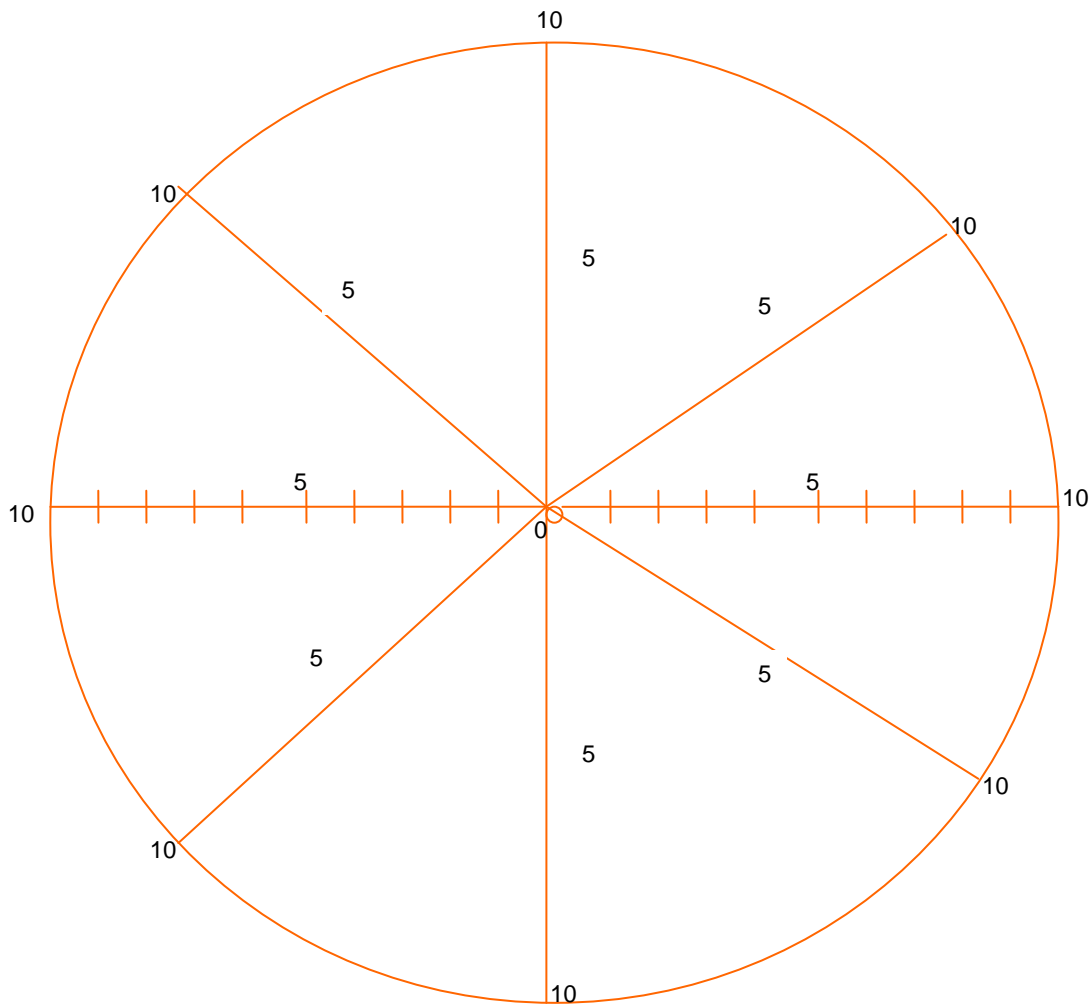
Getting clear the roles in your life provide many benefits. These include clarity of direction, connection with my values, focusing on using your gifts, generating balance and increasing motivation.

To determine your goals ask yourself: What are my current responsibilities? What do I spend most of the day doing? What I am accountable for?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

If you feel you have more than eight roles I strongly suggest you combine or remove some of these. Five is ideal and eight is the maximum to enable you to succeed in "self-management".

My Web of Life – Whole Life Review



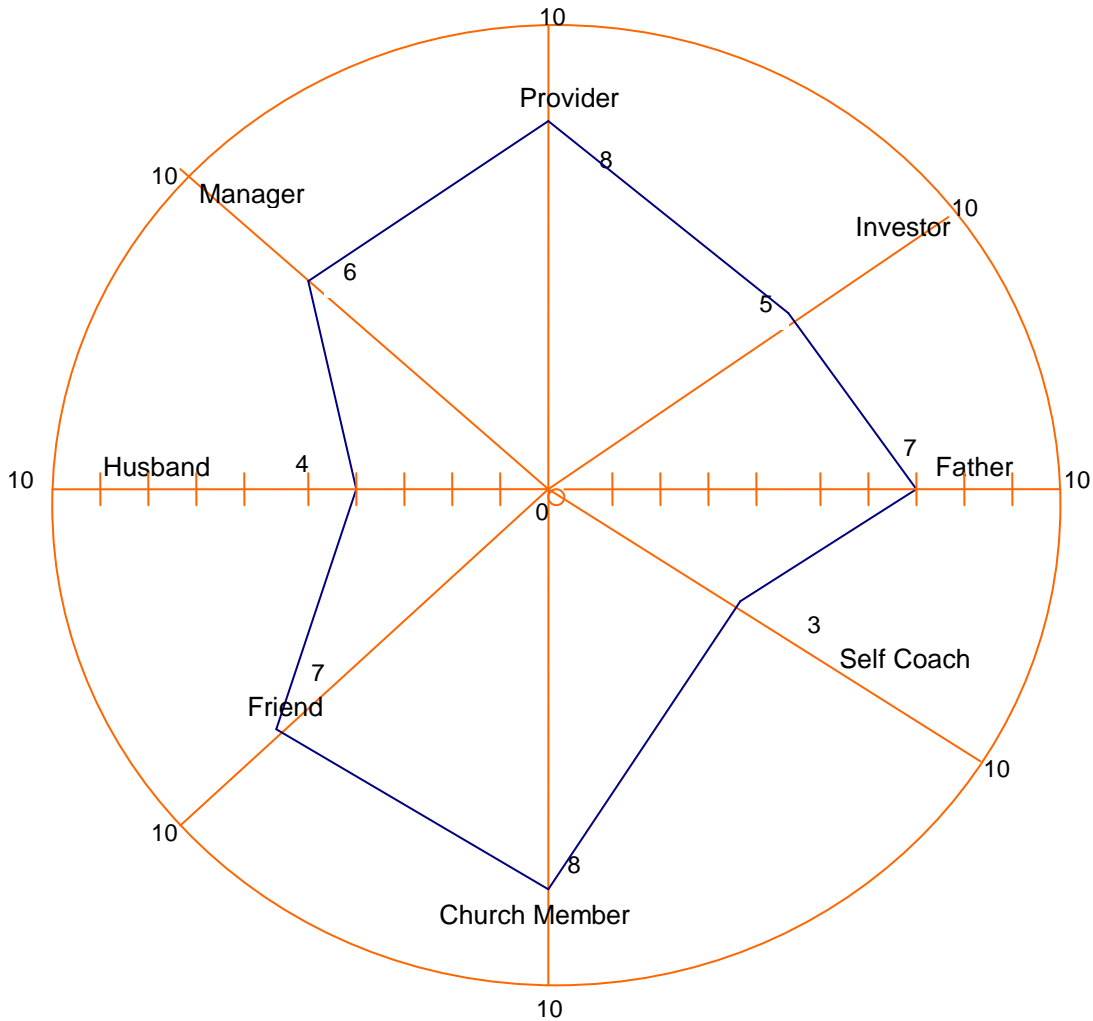
Each “spoke” in the wheel is one of your roles.
Score each role from 0 (in the centre) to 10 (on the outer rim).
0 = very little time spent in this area and the output is very low
5 = moderate time spent and the outputs are average
10 = moderate or high time investment and outputs are very high

Connect the “dots to get a pictorial view of the balance in your life – your web-of-life!

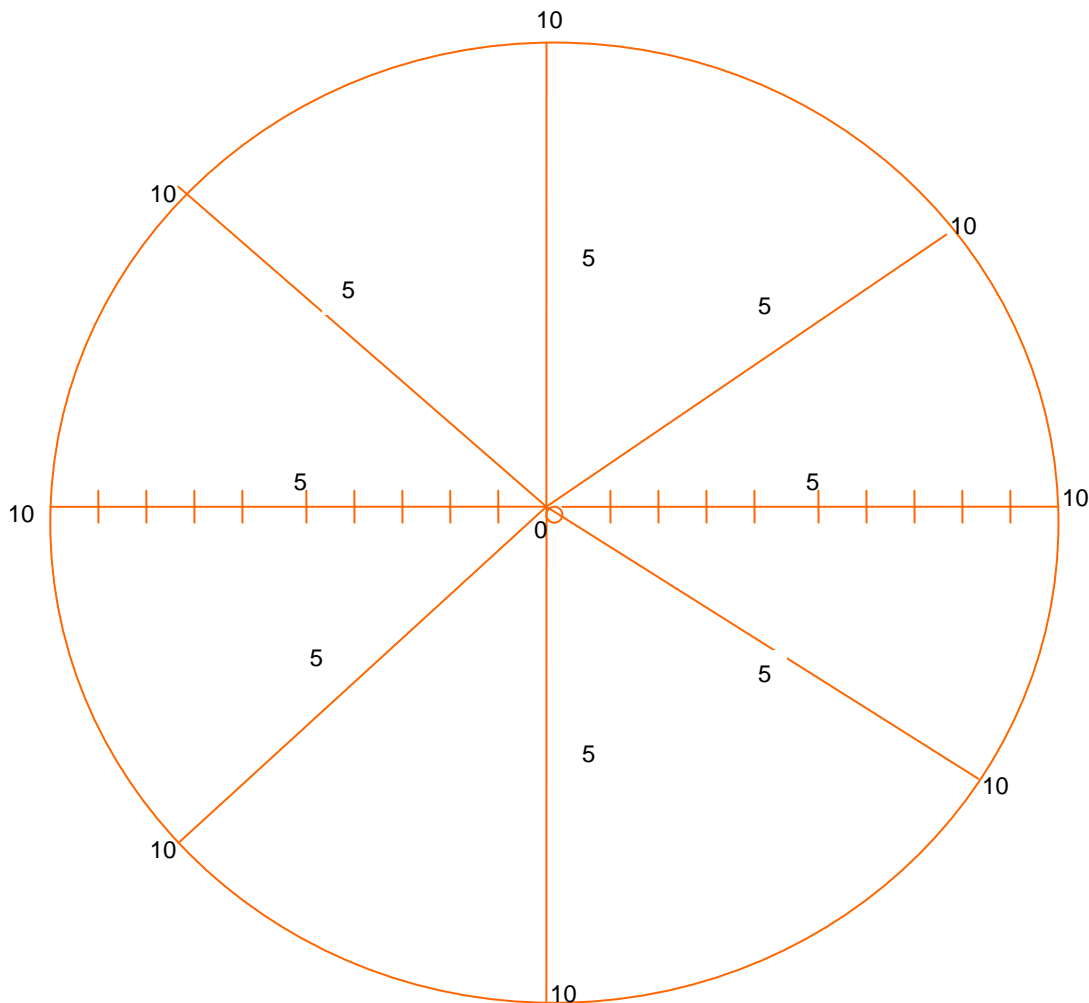
Take 2 minutes (no more), list the 7 most important roles in your life. Some examples are FATHER, HUSBAND, BROTHER, SON, FRIEND, PROVIDER, BUSINESS OWNER, INVESTOR, MANAGER, CRICKET COACH, DANCE INSTRUCTOR, ARTIST and so on. We all have many of roles there are some that are more important RIGHT NOW than others.
Once you have written these then add SELF-COACH as the 8th role.

Sample Web-of-Life

Father	7	Church Member	8	Manager	6
Husband	4	Provider	8	Friend	7
Self Coach	6	Investor	5		



My Web of Life – Whole Life Review



Each “spoke” in the wheel is one of your key life areas.
Score each role from 0 (in the centre) to 10 (on the outer rim).
0 = very little time spent in this area and the output is very low
5 = moderate time spent and the outputs are average
10 = moderate or high time investment and outputs are very high
Connect the “dots to get a pictorial view of the balance in your life – your web-of-life!

The Key life areas are:

- MENTAL – continuously learning and developing your mind
- PHYSICAL -- nurturing and developing a healthy body
- FINANCIAL – earning, managing, contributing money
- VOCATIONAL -- Developing a Career/Business that is fulfilling for you
- FAMILY – investing in and developing loving and supportive relationships
- SOCIAL – Enjoying time with friends, clubs (sports, art etc..) and community groups
- SPIRITUAL – Seeking awareness and understanding about life-purpose, higher-self and soulfulness
- EMOTIONAL – recognising, acknowledging, feeling & expressing emotions (Emotional Intelligence)

These are our suggested Key Areas. You can change these to your preferred options.

4. Define your goals

4.1. Major Focus for This Year

To choose your major focus ask yourself these questions and think about which role they are related to.

If I achieved a “10” in only one role, which role would give me the greatest sense of satisfaction?

If I could put only one problem 100% behind me, what would it be?

What is the biggest impediment to achieving success and happiness right now?

Which area of my life is the biggest drain on my energy?

Which area do I perceive as the creating the most stress in my life?

My Major Focus for This Year is:

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

4.2. Goals by Roles (or Areas)

People who set goals achieve more in their lives. It’s that simple, yet most people don’t do it. Just writing down your goals for this year using the guidelines below will almost guarantee a PB year.

Powerful Goals should be SMARTIE:

- Specific
- Measurable
- Achievable
- Relevant
- Time Framed
- Inspiring &/or Exciting

From your list of “dreams goals”, look at those you want to achieve in the next 1-3 years. Determine which role they belong to and fill out the forms below.

Role:

Role Purpose:

<i>Goal</i>	<i>Inner State</i>

Role:

Role Purpose:

<i>Goal</i>	<i>Inner State</i>

Role:

Role Purpose:

Goal	Inner State

Role:

Role Purpose:

Goal	Inner State

Role:

Role Purpose:

Goal	Inner State

Role:

Role Purpose:

Goal	Inner State

Role:

Role Purpose:

Goal	Inner State

Role:

Role Purpose:

Goal	Inner State

4.3. Goal Health Check

As a further check on the clarity and balance of your goals ask yourself these questions:

- ✓ Do I have at least one goal in each on these areas? Business/Career, Financial, Fun/stuff, Health, Relationships, Personal Growth, Spirituality. If one (or more) of these areas is missing then review your roles and determine what might be required to introduce a goal in the missing area.
- ✓ Does the wording of the goal excite and inspire me?
- ✓ Do the goals align with my values?
- ✓ Do I want it badly enough to do what it takes to achieve the OUTcome?
- ✓ Am I willing to take FULL responsibility for this goal?
- ✓ Can I “SEE” the OUTcome as if I have already achieved it?

I suggest that if you answer no to one of these then you will need to re-consider the goal. If you answered no to more than one then I suggest the goal is not going to get you to a PB Year!

4.4. Top 10 Goals

Here is how you choose your top 10 goals!

First, look at your goals by roles. Highlight the goal the will have the greatest impact from each role. Include these in your top 10. Then circle/highlight the MUST Do goals. Look at your major focus role and highlight (in a different color) the next 2 most important goals. At least one of these should be in your top 10. These goals are your focus for this year (Note: it doesn't matter if you don't have 10).

When you have a FIRST DRAFT, take a minute to close your eyes and imagine a year ahead. Picture yourself having achieved all these goals. Feel what it is like. Do you feel “over the moon”? Do these goals motivate you to do what is required?

My top 10 goals for 2010

	Role	Inner State
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

4.5. Number 1 Goal

Reflect on the goals and decide which is the MOST important in helping you achieve a PB Year – is this goal under the major focus Role? If not then reflect further on the major focus Role and goal you have selected as number one. Does this still make sense to you? Should you change your major focus or your number one goal?

4.6. Top 3 Goals

Reflect on the goals again – select the next two most important goals in helping you achieve a PB year. A quick way to work this out is by asking – if I achieved these 3 goals would I be 80%+ towards a PB year? If yes then the goals are probably the right ones to be in the top 3.

WHY choose a TOP 3? Basically because breaking things down makes it easier to achieve. Having this priority determined will enable you to be OK with spending more time on some goals.

PB Year 1 Page Summary Plan

Now you can summarise what you have created so far. Write your guidelines, empowering belief, major focus and your top 10 goals on the following page. There are sample [1 page summary plans](#) in the appendix.

2010 - A PB year

My Guidelines

My New Empowering Belief

My Major Focus

My Top 10 Goals

GOAL	ROLE / AREA	INNER STATE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

5. Take Action

“The problem in my life and other people’s is not the absence of knowing what to do, but the absence of doing it.”

Peter Drucker

Now that you have a plan about what to do and why you want to do it, you need to put a system in place to ensure the plan is followed. Taking action to achieve your PB Year is about being proactive and spending time on activities that are important as distinct from urgent. I often refer to this time as R³ – Reflect, Review & Refine).

A simple but very effective system for achieving your top 10 goals could be:

- Create quarterly & monthly milestones for your top 10 goals
- Set week goals (not tasks) to help achieve your monthly goals.
- Review last weeks goals & setting new goals for the coming week**.
- Review the goals from month and setting new goals for next month (about 1.5 hrs).
- Review the goals from last quarter and setting goals for the next quarter (about 2 hrs).

Commit to start the process now. Plan your first quarterly, monthly and weekly sessions (see below). Set dates for your first four weeks of PB year R³ TIME, first four monthly PB year R³ TIME sessions and all quarterly PB year R³ TIME sessions.

My first quarterly PB year R³ TIME is _____ & is in my diary

My first monthly PB year R³ TIME is _____ & is in my diary

My first weekly PB year R³ TIME is _____ & is in my diary

My weekly sessions will be every _____ & are in my diary

My first 4 monthly sessions are on the following dates:

1. _____ & it is in my diary

2. _____ & it is in my diary

3. _____ & it is in my diary

4. _____ & it is in my diary

My quarterly sessions are on the following dates:

1. _____ & it is in my diary

2. _____ & it is in my diary

3. _____ & it is in my diary

4. _____ & it is in my diary

* = (initially about 30-45 minutes – you’ll get better by the end of the year and probably be able to do it in about 20 minutes)

** = This is usually done Friday afternoon, Sunday afternoon/evening or Monday morning. My preferred option is Friday afternoon as this allows our subconscious mind to work on how to achieve the goals over the weekend.

5.1. Reflect, Review, Refine = R³

Remember the major reason for setting goals is what it makes OF YOU to accomplish it, rather than the detail of the goal. Your goals are there to create the life you want – not to be a weight around your neck. Review on your results. Spend quiet time reflecting – give yourself space to do this. Then refine your strategies, actions, beliefs or goals are appropriate. ABOVE ALL be HONEST WITH YOURSELF. You are allowed to redefine your goals; add or delete goals from the top 10 or change the measure for your goals. The key to being able to do this is SELF-HONESTY. If you want to change something ask yourself:

- ✓ I am doing this because I have a deeper sense of awareness about myself and my goal?
- ✓ Do I want to change this because I set the wrong measure or because I don't want to "pay the price"?

5.2. Visibility & Accountability

Two simple but very powerful techniques to help you achieve your goals are visibility and accountability. Put your summary sheet in a place where you will see it EVERYDAY several times a day. Re-read (even better re-write) your goals daily – either all 10 or even just your top 3 for that week or month.

Create an agreement with some-one*** (your accountability partner). Sign it. Ask that person (or yourself) to keep you accountable. That is, ask them to be available for you to describe how you are going. Their job is to listen with interest and without judgement. Your accountability partner should be available each week or fortnight for you to speak to about your goals. The process should include:

1. Ensuring both you and your accountability partner are 100% focused on the conversation (no distractions like mobile phones, computers and preferably close the door to minimise interruptions)
2. You re-state the 3 key actions you committed to for the week just gone.
3. You then state the outcomes for each of these – your accountability partner can ask questions for clarification (note: no advise or judgement)
4. Discuss the insights or lessons learnt from the week
5. State the 3 most important actions you commit to for the coming week.

My accountability partner is:

_____ and our first discussion is at:

_____ am/pm on _____ and has been entered in to our diary.

You have now taken some HUGE steps to create a PB Year. Go forth, take action and create a life you'll love ☺

Best Wishes,

Michael

PS – Please feel free to contact me anytime regarding these worksheets on 03 9849 1723 or email me michael@timecreationcoaching.com.au

*** - I am available to be your accountability partner. Call me on 0425 80 84 87 or email me michael@timecreationcoaching.com.au . I also have an agreement template that I am happy to provide for you.

6. Appendix

6.1. Samples

2003 - A PB year

My Guidelines

Think and act from 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	Energetic
3 Spend an hour a week for me-time	Personal Dev	Peaceful
4 Pay-off my credit card every month	Finances	Satisfied
5 Give 10% of my income to charity	Contribution	Contented
6 Take time to appreciate what I HAVE	Personal Dev	Happy
7 Enjoy NOW	Personal Dev	Enjoyment
8 Make at least one decision a month on intuition	Career/Personal Dev	Content
9 Celebrate my wins with my friends	Social	Excited
10 Travel overseas with my partner	"stuff"	Elated

6.2.

2005 - A PB year

My Guidelines

Be aware of my body language

Spend time with my kids

Take time to just ENJOY

My New Empowering Belief

My love abounds

My Major Focus

Father

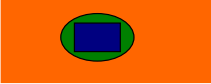

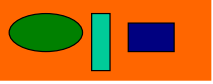

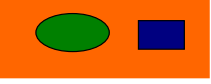





My Top 10 Goals

GOAL	ROLE	INNER STATE
1 Spend a day each school holidays with my kids	Father	Love
2 Go away on a family holiday	Father/Husband	Enjoyment
3 I believe I am of value at work	Businessman	Worthwhile
4 Show my wife I love her	Husband	Love
5 Be a great role model for the kids	Father	Content
6 Write in my journal every day	Self-Coach	Peaceful
7 Reduce my blood pressure by 10%	Self-Coach	Relaxed
8 Become more active in the church	Community member	Gratified
9 Have dinner with Mum & Dad once a month	Son	Accepted
10 Organise one social activity with my friends each month	Friend	Excited

6.3. Going GAGA – emotions in words

Many of us find that identifying the words to describe how we feel (or want to feel) can be difficult sometimes. Here is a framework and list of words that will help you.

The Four Basic Emotional States

  <p>GLAD</p> <p>I have what I need or want</p> <p><i>Other words for and intensities of this emotion</i></p> <ul style="list-style-type: none"> ▪ Happy ▪ Loved ▪ Appreciated ▪ Satisfied ▪ Excited ▪ Peaceful ▪ Enthused ▪ Pleased ▪ Tender ▪ Accepted ▪ Content ▪ Joyous ▪ Elated ▪ Contented ▪ Gratified ▪ Welcomed ▪ Agreeable ▪ Pleasant 	  <p>ANGRY</p> <p>Something is in the way of what I need or want</p> <p><i>Other words for and intensities of this emotion</i></p> <ul style="list-style-type: none"> ▪ Mad ▪ Hateful ▪ Frustrated ▪ Hostile ▪ Aggravated ▪ Mean ▪ Irritated ▪ Annoyed ▪ Worried ▪ Enraged 	  <p>GRIEVING</p> <p>I've lost something that I needed or wanted</p> <p><i>Other words for and intensities of this emotion</i></p> <ul style="list-style-type: none"> ▪ Helpless ▪ Dejected ▪ Sad ▪ Grief Stricken ▪ Disappointed ▪ Lonely ▪ Deserted ▪ Empty ▪ Alone ▪ Lost ▪ Heavy ▪ Sorrowful ▪ Downhearted ▪ Melancholy ▪ Dispirited 	  <p>AFRAID</p> <p>I may lose myself and what I have while trying to get what I want or need</p> <p><i>Other words for and intensities of this emotion</i></p> <ul style="list-style-type: none"> ▪ Scared ▪ Anxious ▪ Overwhelmed ▪ Fearful ▪ Nervous ▪ Terrified ▪ Insecure ▪ Vulnerable ▪ Weak ▪ Panicky
 = What I want  = Me			
<small>Source: "Mentor Men's Network"</small>			

6.4. Creating motivation for your top 10 goals

For each of your top 10 goals ask yourself these questions and write the answers below.

What will I get when I achieve the goal?
What will happen if I don't do anything?
What are 10 reasons I know I can achieve this goal?

Goal 1 _____

Goal 2 _____

Goal 3 _____

Goal 4 _____

Goal 5 _____

Goal 6 _____

Goal 7 _____

Goal 8 _____

Goal 9 _____

Goal 10 _____

6.5. Accountability Partner Agreement

Accountability Partner Agreement

Self-Coach

I, _____ commit to the Self-Coaching process, including having an Accountability Partner.

My Accountability Partner is: _____

I have spoken to my accountability partner and they have committed to support me every

week on _____ (write in which day) at _____ time. I will call

_____ (first name) on the following number, until the completion of the program

on _____ (date).

_____ (signature)

Accountability Partner

I, _____ understand _____ has committed to the Self-Coaching process, including having an Accountability Partner.

I agree to be the accountability partner _____ and commit to being

available every week on _____ (write in which day) at _____ time, until

_____ (date).

_____ (signature)

Accountability Partner Guidelines

As an accountability partner you are there to support your friend doing the self-coach program.

The following guidelines will help you be a great accountability partner:

- Listen without judgement
- Ask questions for understanding only
- Avoid all detail – you only need to hear the high level overview
- Never judge
- Never offer advice or recommendations. As a last resort you may suggest some options your friend can choose from
- Ask about specific due dates and measures for actions and accept what your friend says
- Acknowledge any progress made
- Be positive and optimistic

The accountability partner role is about listening, supporting and being there for your friend. It is about being positive, reinforcing that your friend can “do it”. You are NOT the coach, consultant or mentor. You are a supporting partner who shares the journey with your friend.