

REFLECT & REFOCUS WORKSHEET

1. What achievements are you really proud of from the past year?
 - a. Overall
 - b. In each of the following categories
 - Relationships (partner/family/friends)
 - Health & Fitness
 - Career/Business
 - Fun & Adventure
 - Spirituality
 - Finances

2. What did those accomplishments tell you about your key focus areas and what you value?

3. How do you intend to recognise or reward yourself to celebrate your achievements this year?

4. What were your biggest disappointments or matters you neglected over the past year?
 - a. Overall
 - b. In each of the following categories:
 - Relationships (partner/family/friends)
 - Health & Fitness
 - Career/Business
 - Fun & Adventure
 - Spirituality
 - Finances

5. What did you learn from your
 - a. Accomplishments and
 - b. Disappointments?

6. Is there anything that you need to consider at this stage that might be different or you need to take into account in your planning for this year?

7. If you are doing this review this time next year, what would you like to be celebrating (what do you want to achieve) in one, some or each categories below?
 - Relationships (partner/family/friends)
 - Health & Fitness
 - Career/Business
 - Fun & Adventure
 - Spirituality
 - Finances

8. Do you have any limiting factors that will act as roadblocks or speed bumps to achieving any of the above goals you set for yourself?

9. Are there any personal traits that you need to change in order to help you achieve your goals?
10. To be truly effective you must have an action plan. What is the best action plan to make sure you achieve the stated goals? E.g. Break your annual goals into smaller, quarterly milestones. Ask yourself what do I need to accomplish in each three-month period in order to achieve the annual goals? Then break them down further into monthly goals and review regularly.
11. How will you stay accountable to this plan? Is there anyone you can discuss your goals with or that can help you achieve your goals?
12. Create a vision board that reflects all that you want to accomplish over the year. The more you look at your vision board, the more you act subconsciously in alignment to achieving your goals. Vision boards are a very powerful manifestation tool!
13. Write a letter to yourself and date it one year from now, telling yourself about all the wonderful things you have achieved over the past year. This is essentially what your life will look like one year from now. Then on that date one year into the future, read the letter back to yourself and see how much of it you accomplished.

You have the power to design the life you want so start designing!