



# MAKING THE MOST OF A YEAR

[ FINISH YOUR YEAR BEFORE IT STARTS ]

# How to make the most of the year

One of my mentors, Jim Rohn said you have to 'finish your year before you start it' that's precisely what this is all about. Helping you decide what you want and what to do next to achieve it.

To get the most of this Annual Planner I suggest you do the following:

**1**

Take enough time to reflect and be specific when you answer the 'most important question' remember, you gravitate towards your most dominant thoughts.

**2**

Utilise the Ideas page and the Mind Map to have no rules or boundaries - write whatever you dream or desire on it.

**3**

When you do the Wheel of Life be very specific about the evaluation and be careful not just to 'make every goal 10/10.' Be realistic but include a stretch for yourself. If there are any areas not covered add them in at your discretion.

**4**

Pages 6 and 7 are designed to be written AS IF you have accomplished them already. An example might be:

"I love the feeling of being 6kg lighter as a result of the healthy eating choices and exercise disciplines, I feel better about myself, have more energy and am more confident in my new clothes"

Do this 'as if' statement for each of your 7 areas of focus.

5

Utilise the Ideas page and the Mind Map to have no rules or boundaries - write whatever you dream or desire on it.

6

Use the 90 Day Planning to breakdown the big goals you have from your Wheel of Life to put weekly activities you must to achieve each of these goals. This is the most details planning tool you have.

7

You can further breakdown the 90 days into each month ahead and plan the activity the focus for the next calendar month. This allows you to be in the same way you would use a year view.

8

Use the Lessons Learned and Wisdom Gained section as you go through your year and learn and reflect on things that will make the next year even better.

9


Planning for the next year can begin as soon as you know what your priorities and big goals are, begin to put the most important things in place and other important dates as you go.

Go on, finish your year before you start  
it and make it great!

## A most important question ....



It's December 31<sup>st</sup> next year. You are walking down the street in your local area and you bump into, of all people, you!

What would you need to have **DONE** and who would you needed to have become in order to be a person you are **DELIGHTED TO MEET** 

Describe who you meet that day...

# MIND MAP

Use this Mind Map to brainstorm some ideas as to how you might grow, change, contribute, serve, learn over the time period ahead of you.



# WHEEL OF LIFE

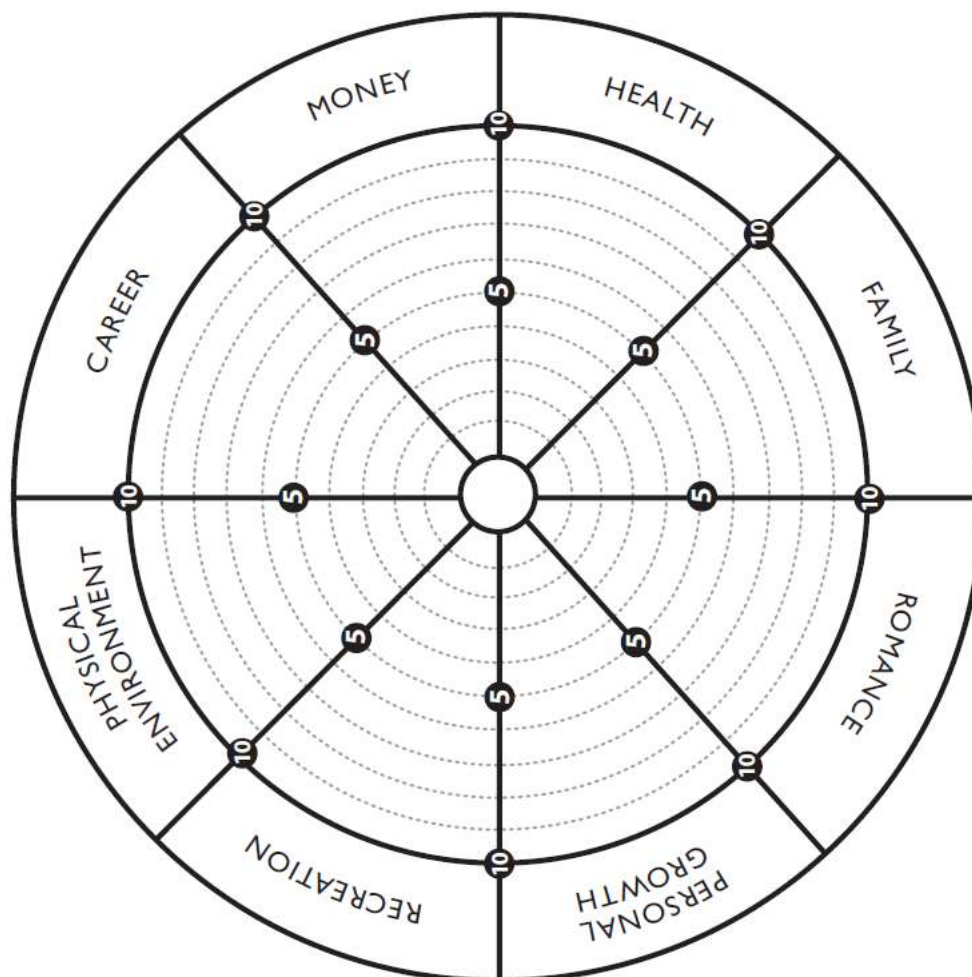
## Helping you discover your current reality

Print this page out and “score” your life in each of the following areas by coloring in the level you feel you are in each area.

Closest to the outside of the circle is a 10(best); Closest to the inside of the circle is a 0 (worst).

Then select a different coloured ink and mark the wheel where you would like it to be in 12 months.

Use the following page to describe what the increase actually looks like.



# Wheel of life

Having completed your Wheel of Life for the second time and gained clarity on WHERE you want each area to be, use this section to write down what the improvement in each area looks like for you – WRITE IT AS IF YOU ARE EXPECTING IT IN THE PRESENT. EG: I feel so much better weighing Xkg and training 3 times each week, the energy levels I have and impact on my well being is so pleasurable.

## Health


## Family


## Romance


## Personal Growth


## Recreation


## Physical Environment


## Career


## Money




# NINETY DAY PLAN

Use this to put in place exactly what you will do WHEN to accomplish your goals in the first ninety days of the year. Some guiding principles for planning the next ninety days include:

Answer the question  
“What is preventing me/us/the business from growing?”.

Listen and prioritize the answer to the above question.

Having written clarity on what to improve in each of the areas in question,  
write down what the improvement in each area looks like for you  
[in the present]

Break down based on your knowledge of self/business  
what would be the BEST way to achieve that goal.  
[Be sure to include a stretch goal]

Put in place a week by week breakdown  
of what needs to be done by whom.

Agree on reporting and accountability for the plan.

Action and review weekly.

At 75 days starts the process all over!

# YEAR PLANNER 2012

JANUARY						
MON	9	10	11	12	13	14
TUE		24	25	26	27	28
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FEBRUARY						
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AUGUST						
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OCTOBER						
MON	8	9	10	11	12	13
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NOVEMBER						
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DECEMBER						
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WED	22	23	24	25	26	27
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FRI	25	26	27	28	29	30
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# JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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## NOTES

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### MY BIG GOAL

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### MONTHLY ACTIONS

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### WHAT TO LEARN

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### WHO TO MEET

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# FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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## NOTES

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### MY BIG GOAL

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### MONTHLY ACTIONS

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### WHAT TO LEARN

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### WHO TO MEET

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MY BIG GOAL

MONTHLY ACTIONS

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WHO TO MEET

MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MY BIG GOAL

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MAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MY BIG GOAL

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# JUNE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
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## NOTES

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MY BIG GOAL

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MONTHLY ACTIONS

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WHAT TO LEARN

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WHO TO MEET

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# JULY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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29	30	31				

## NOTES

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### MY BIG GOAL

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### MONTHLY ACTIONS

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### WHAT TO LEARN

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### WHO TO MEET

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AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOTES

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# SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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MY BIG GOAL

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# OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

## NOTES

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### MY BIG GOAL

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### MONTHLY ACTIONS

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### WHAT TO LEARN

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### WHO TO MEET

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## NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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## NOTES

<p><b>MY BIG GOAL</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>MONTHLY ACTIONS</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>WHAT TO LEARN</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>WHO TO MEET</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
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# DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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23	24	25	26	27	28	29
30	31					

MY BIG GOAL

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## The year ahead



Use this page to write down any lesson learned, wisdom gained and dreams top fulfill for the year that lies ahead of you.

Happy dreaming, designing and planning!

# YEAR PLANNER 2013

JANUARY							FEBRUARY							MARCH							APRIL						
MON	1	2	3	4	5	6	MON	1	2	3	4	5	6	MON	1	2	3	4	5	6	MON	1	2	3	4	5	6
TUE	7	8	9	10	11	12	TUE	13	14	15	16	17	18	TUE	19	20	21	22	23	24	TUE	25	26	27	28	29	30
WED	13	14	15	16	17	18	WED	19	20	21	22	23	24	WED	25	26	27	28	29	30	WED	31					
THU	19	20	21	22	23	24	THU	25	26	27	28	29	30	THU	31						THU	1	2	3	4	5	6
FRI	26	27	28	29	30	31	FRI	1	2	3	4	5	6	FRI	7	8	9	10	11	12	FRI	13	14	15	16	17	18
SAT	2	3	4	5	6	7	SAT	8	9	10	11	12	13	SAT	14	15	16	17	18	19	SAT	20	21	22	23	24	25
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FRI	29	30					FRI	5	6	7	8	9	10	FRI	13	14	15	16	17	18	FRI	15	16	17	18	19	20
SAT							SAT	12	13	14	15	16	17	SAT	20	21	22	23	24	25	SAT	22	23	24	25	26	27
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TUE	12	13	14	15	16	17	TUE	19	20	21	22	23	24	TUE	26	27	28	29	30	31	TUE	3	4	5	6	7	8
WED	19	20	21	22	23	24	WED	26	27	28	29	30	31	WED	3	4	5	6	7	8	WED	10	11	12	13	14	15
THU	26	27	28	29	30		THU	3	4	5	6	7	8	THU	10	11	12	13	14	15	THU	17	18	19	20	21	22
FRI	23	24	25	26	27	28	FRI	10	11	12	13	14	15	FRI	17	18	19	20	21	22	FRI	24	25	26	27	28	29
SAT	30						SAT	17	18	19	20	21	22	SAT	24	25	26	27	28	29	SAT	31					
SUN							SUN	24	25	26	27	28	29	SUN	31						SUN						
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TUE	18	19	20	21	22	23	TUE	25	26	27	28	29	30	TUE	3	4	5	6	7	8	TUE	10	11	12	13	14	15
WED	25	26	27	28	29	30	WED	3	4	5	6	7	8	WED	10	11	12	13	14	15	WED	17	18	19	20	21	22
THU							THU	10	11	12	13	14	15	THU	17	18	19	20	21	22	THU	24	25	26	27	28	29
FRI							FRI	17	18	19	20	21	22	FRI	24	25	26	27	28	29	FRI	31					
SAT							SAT	24	25	26	27	28	29	SAT	31						SAT						
SUN							SUN	31						SUN							SUN						
MON	18	19	20	21	22	23	MON	25	26	27	28	29	30	MON	3	4	5	6	7	8	MON	10	11	12	13	14	15
TUE	25	26	27	28	29	30	TUE	3	4	5	6	7	8	TUE	10	11	12	13	14	15	TUE	17	18	19	20	21	22
WED							WED	10	11	12	13	14	15	WED	17	18	19	20	21	22	WED	24	25	26	27	28	29
THU							THU	17	18	19	20	21	22	THU	24	25	26	27	28	29	THU	31					
FRI							FRI	24	25	26	27	28	29	FRI	31						FRI						
SAT							SAT	31						SAT							SAT						
SUN							SUN							SUN							SUN						
MON	25	26	27	28	29	30	MON	3	4	5	6	7	8	MON	10	11	12	13	14	15	MON	17	18	19	20	21	22
TUE							TUE	10	11	12	13	14	15	TUE	17	18	19	20	21	22	TUE	24	25	26	27	28	29
WED							WED	17	18	19	20	21	22	WED	24	25	26	27	28	29	WED	31					
THU							THU	24	25	26	27	28	29	THU	31						THU						
FRI							FRI	31						FRI							FRI						
SAT							SAT							SAT							SAT						
SUN							SUN							SUN							SUN						





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