

Review of 2003 and Goals for 2004

1. Make a list of your top 20 accomplishments in 2003 that you are most proud of. _____

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2. Make a list of the people who made the most difference in your life in 2003. Let these people know! _____

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101. _____

When you have finished writing your goals, go back and prioritize them as "A", "B" or "C" goals to help you determine which ones to pursue first.

5. Make a list of 25 professional goals for your Practice.

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9. Choose your top 3 personal goals and your top 3 professional goals for your Practice in 2004.

Top 3 Personal Goals:

1.

2.

3.

Top 3 Professional Goals for Practice:

1.

2.

3.

a. *Make a list of everything that you can think of that will help you achieve your goals. Beginning today, **commit** yourself to take at least one action step each day that will move you closer to their accomplishment. The key to your success is self-imposed **discipline** followed by purposeful **action**.*

b. *Break your goals down into **reasonable tasks**, assign a specific **time line** for each task, and then write them into your calendar.*

- c. **Measure, review and modify** your actions to ensure you are as effective and efficient as possible.
- d. Create **rewards** that correspond with different tasks that you accomplish. Celebrating victories is an integral part of meeting your goals.

10. Make a list of at least 10 people you would like to support you in making your goals reality this year. Let these people know that they are on your 'a-team'. _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

11. Choose a theme for 2004. Possible examples include: focus, relationships, learning, business development, working with a consultant. _____

12. Write down what your most significant contribution will be in 2004. _____
