

Review of 2005 and Goals for 2006

1. Make a list of your top 20 accomplishments in 2005 that you are most proud of.

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2. Make a list of ten people who made the most difference in your life in 2005. Let these people know!

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3. Make a list of the mistakes and regrets you've had this past year; include the things you wish you hadn't done or said.

- a. *If appropriate, clean them up.*
- b. *List the lessons learned as a result of the mistakes.*

4. List 5 habits you are going to adopt or further develop this year.

- 1.

- 2.

- 3.

- 4.

- 5.

5. Make a list of the things you are going to stop doing this year. This may include 'bad' habits you no longer want to continue. By eliminating items that no longer serve you, you make room for more of the things you would like in your life.

Determine the bottom 20% of things you do that if you stopped doing would give you 20% more time to do accomplish your high priority goals and objectives. Be sure to eliminate these items from your daily activities. Determine whether or not they can be totally eliminated from things needing to be done, or if it is important that

they be done. Delegate these tasks to another individual so that you can further maximize your time effectiveness.

6. Make a list of the things you are thankful for. You may want to begin a 'Gratitude Journal' where you add a new reason(s) for which to be thankful every day (minimum once per week).

7. Make a list of 101 things you really want to do in your lifetime.

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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.

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

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Again, prioritize them as "A", "B" or "C" goals.

9. Choose your top 3 personal goals and your top 3 professional goals for your Practice in 2006.

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 top 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 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'.

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11. Choose a theme for 2006. Possible examples include: focus, relationships, learning, business development, working with a consultant.

12. Write down what your most significant contribution will be in 2006.
