

Review of 2009 and Goals for 2010

1. Make a list of your top 20 accomplishments in 2009 that you are most proud of.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

2. Make a list of ten people who made the most difference in your life in 2009. Let these people know!

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

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.

1. _____
2. _____
3. _____
4. _____
5. _____

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

4. Make a list of your favorite books you read and seminars you attended in 2009.

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

5. What are the 3 biggest things you've learned from your successes and Your failures in 2009?

1. _____
2. _____
3. _____

6. List 5 habits you are going to adopt or further develop in 2010.

1. _____
2. _____
3. _____

- 4. _____
- 5. _____

7. 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.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

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.

8. The happiest people are the most thankful people. 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).

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

9. Make a list of 101 things you really want to do in your lifetime.
Create a personal goal book for this. Consider having 10 sections for the goals you have in different parts of your life. Possible categories include: Health and Fitness,

Relationships, Business and Career, Personal Development, Spirituality, etc.

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.

10. Make a list of 25 professional goals for your life.

Enter your 25 professional goals in your goal book under Business and Career.

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

11. Choose your top 3 personal goals and your top 3 professional goals for 2010. Break each of your goals down into at least 3 doable actions.

Top 3 Personal Goals:

- 1. _____
 - _____
 - _____
 - _____
- 2. _____
 - _____
 - _____
 - _____
- 3. _____
 - _____
 - _____
 - _____

Top 3 Professional Goals:

- 1. _____
 - _____
 - _____
 - _____
- 2. _____
 - _____
 - _____
 - _____
- 3. _____
 - _____

- _____
- _____

12. 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. _____

13. Choose a theme for 2010. Possible themes include: focus, discipline, relationships, learning, business development, working with a consultant, etc.

14. What will be your most significant contribution in 2010?

15. What will you do this year to make the world a better place?

