**Question 1: What did you set out to achieve over the last 12 months?**

*Here you will write down everything you set out to do over the last year (you can make it 2 years if that makes more sense). These might be work goals, personal goals, study goals, travel goals, financial goals – anything that you wanted to do or achieve, even if you didn’t write it down anywhere or tell anyone.*

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**Question 2: What did you actually do or achieve?**

*Write down all the things you did do or achieve; the things you partially achieved; the things you did or achieved instead of what you had set out to do. Also include things you did or achieved that have nothing to do with question 1. This might include setbacks you overcame, how you helped or supported someone else. It should be a generous list covering as much space as possible. If you get to 10 items, try and think of another 10. Try to fill at least one A4 page. It is important to give this real effort – it is too easy to lose sight of things you did despite the odds; how you made someone else’s life easier; how you settled a debt. If you find yourself getting stuck, take a break and go and ask some people who witness your life or your work. Let them remind you of all that you have done.*

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**Question 3: What were your disappointments?**

*What did you not do or achieve that you had set out to do? What did you not even get to? What did you give up on? What old patterns did you repeat? What happened to you through no fault of your own – life’s blows and setbacks? Just write them down. Don’t judge them – put them down and get them out.*

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**Question 4: What did you learn?**

*Look back over your answers to the previous 2 questions and identify the possible lessons. What did you learn about what works? What did you learn about what doesn’t work? What did you learn about yourself? What should you have done differently if you had known then what you know now? What advice do you wish someone would have given you?*

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**Question 5: In what areas of your life are you not succeeding? What are your reasons/excuses?**

*This is a tough question because it asks you to look in the mirror and confront the brutal truth. We all have 101 really good reasons why we are not achieving what we would like to achieve – but many of them are the excuses we use to let ourselves off the hook. What excuses do you make? How it none/some of this not your fault? What does this reveal about your beliefs? Which of these beliefs are limiting?*

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**Question 6: What do you want to achieve or do in the coming 12 to 24 months?**

*Break your life up into some critical components/roles/goal areas. These areas could include (but are not limited to): parent; child; friend; traveller; money manager; leader; learner; follower; faith; physical fitness; health; weight; leisure; hobbies. Limit yourself to about 8 areas or you will become too scattered. For each of those areas define some specific things that you would like to do or achieve in the coming 12 to 24 months. Make sure these goals are SMART: specific; measurable; achievable; relevant (to your life and values) and time bound. When you describe each goal to someone else, they must be able to clearly visualise the achievement thereof. List your goals in priority order so that your TOP 10 goals are clearly set out. Nobody can achieve a shopping list of goals, so if you focus on your top 10, you have a good chance of being at least partially successful.*

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**Question 7: What do you need to believe about yourself and what is possible in order to achieve your new goals?**

*Go back and review your answers to question 5. The excuses you have made for yourself in the past say something about the beliefs that hold you back. What do you need to believe about yourself, about life and about what is possible if you are to have a hope of achieving all your goals? Write your new beliefs down – if necessary put them on the mirror where you get ready every morning.*

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**Question 8: What one or two things can you do in the coming month to move each goal forward?**

*Don’t overengineer things. We want progress rather than perfection – so for each goal set down 1 or 2 things you can do in the coming month. Set time aside for them in your calendar to actually get them done.*

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