

Get your Year in Gear!

Writing Next Year's Accomplishments

by *Beth Montpas*

It's easy to get sidetracked from your goals. Issues at the shop get in the way of time with friends and family. Technology offers numerous distractions. Doubts start to cloud your thinking about your business.

Pick up a pen and a blank notebook, and put an end to all those detours. Draw an outline of the upcoming year to guide your life.

While everyone else is making New Year's resolutions, hoping and planning, you should write as though the year is complete. Envision precisely what you want to be able to say when the year is done. Write as though an event has already happened.

Note the goals you accomplished (write as though they are already done even though it's a new year) for these eight categories.

- Business/Career
- Financial
- Romance
- Fun and Recreation
- Spiritual and Personal Development
- Family, Friends and Community
- Physical Health and Well-Being
- Environment

Put things like, "I lost 20 pounds and am at my ideal weight" under the Physical Health and Well-Being category, or "I stopped holding on to outdated and ill-fitting clothes" under Environment.



Then describe how it made you feel to accomplish that goal or goals. Did it accomplish other things for you too? Did it teach you anything?

Block out two to four hours to elaborate on all your accomplishments for the coming year. Get as many details



as you can out of your head and onto paper. Turn those accomplishments into full color by writing your feelings and not just the facts.

Share your notebook's contents with your spouse or business partner. See how much your goals and dreams overlap with theirs. Having a vision for the year means you have control!

Break each of those eight categories into smaller segments that will tell you what to do each day. This is where the rubber hits the road. Divide it into quarterly tasks, then monthly tasks and finally weekly tasks. When you put it into your calendar, you let your calendar tell you what to do each day and not your emotions. This is engineering your life. You are living your life the way you want to. You are designing the life you want. You want to welcome your customers, potential customers and new business partners into an organized life. You are the culture of your shop!

Book your main tasks and do them until they are completed. Control your technology or it will control you.

Now celebrate all your accomplishments of 2016. You would not have the ideas if you were not equipped to accomplish that dream.

"You are living the life you created. If it is not what you want, you can create it anew." Your life depends on you getting your year in gear.

Beth Montpas is an independent certified coach, teacher and speaker with the John Maxwell Team. Contact her at BethMontpas@gmail.com or www.johnmaxwellgroup.com/bethmontpas.