

Conquer The Year Ahead

**Make The Next 12 Months Your Best
Year Ever**

By Daniel Mutuku

www.careerpoint.co.ke

How to use this booklet

This booklet will assist you to reflect, evaluate and assess your past year and plan for the year ahead.

Planning your year is a good habit. It will assist you to become more aware of your success and sorrows, plus make you realize how much happened in just one year. By completing your past year you can plan the future with complete awareness of your strengths, weaknesses and patterns (your habits) that work for you and against you.

What you need to do now

- Print out this booklet
- Take at least 1-2 hours to review your past year.
- You might need your past year calendar or diary.
- Take 1-2 hours to plan for the year ahead.
- Be honest and open to yourself.

If you are planning to read this book as a novel or an article, let me stop you right here. You need not only read but fill in the blank spaces. Engage with the questions, get involved with the material, through yourself into the activities, take action and answer the questions.

The act of taking a pen and writing down your thoughts has a profound effect on you and the outcome. It is a micro commitment that you are taking action and you will continue to take action.

So, before we proceed, I would like you to commit that you will answer the questions in this booklet.

If so, write here I will

Let's get started.

Write down your highlights in the following domains

Spiritual: Your connection to God

.....
.....

Intellectual: Your engagement with significant ideas, books, courses etc

.....
.....

Emotional: Your psychological health

.....
.....

Physical: Your bodily health

.....
.....

Marital: Your spouse or significant other if applicable

.....
.....

Parental: Your children if you have any

.....
.....

Social: Your friends, relatives, workmates, business associates etc

.....
.....

Vocational: Your profession, career or business

.....
.....

Avocational: Your hobbies, fun and pastime

.....
.....

Financial: Your personal or family finances

.....
.....

Complete the following sentences about last year

The wisest decision I made was

.....
.....
.....

The biggest lesson I learnt was

.....
.....
.....

The biggest risk I took was

.....
.....
.....

I am most proud of

.....
.....
.....

I am most grateful for

.....
.....
.....

The best thing I discovered about myself is

.....
.....
.....

I was not able to accomplish/complete

.....
.....
.....

My biggest challenge was

.....
.....
.....

The Year Ahead

<Year Ahead>.....</Year Ahead>

Setting Actionable Goals

To set a goal that will inspire you to take action, it must have two things:

1. Your goal must answer the question of “what do you want to achieve?” I want to be financially free, healthy, fit, employed etc. The list is endless. Then be a bit more specific. I have come to learn that numbers make things to be more specific. Say, I want to be 60Kg. I want to lose 10 kgs. I want to save an amount equal to my 6 months expenses.
2. The second question your goal should answer is by when? Adding a timeline to your goal helps you to take action.
For example, I want to save Ksh 100,000 by 31st December. I want to lose 10kgs by May 31st.

What next?

With an actionable goal, you need to list down specific action you will take to achieve your goal. If your goal is to lose 10kgs by 31st December, here are some actions you might take to achieve that:

- Sign up to a gym.
- Run, jog, cycle
- Eat healthier food.
- Stop eating junk food etc.

For each goal you set, have at least 3 actions you will take. The best actions are the one’s you can do daily or regularly. Every day, begin your day with a “TO DO LIST”. Your “TO DO LIST” is made up of the action you have listed under each goal. Create daily tasks to reach your goals

When we define the action that we will take in our personal lives daily, we find that we can accomplish great things. Whether it’s with personal growth, physical health, or financial success. Small changes, over time, lead to amazing results.

“Taking consistent action on a daily basis creates results”.

Write down your expectations in the following domains

Spiritual: Your connection to God

.....
.....

Intellectual: Your engagement with significant ideas, books, courses etc

.....
.....

Emotional: Your psychological health

.....
.....

Physical: Your bodily health

.....
.....

Marital: Your spouse or significant other if applicable

.....
.....

Parental: Your children if you have any

.....
.....

Social: Your friends, relatives, workmates, business associates etc

.....
.....

Vocational: Your profession, career or business

.....
.....

Avocational: Your hobbies, fun and pastime

.....
.....

Financial: Your personal or family finances

.....
.....

Complete the following sentences for the year ahead

The top 3 things I want to achieve the most this year are

.....
.....
.....

I will do these 3 things everyday

.....
.....
.....

I will stop procrastinating on

.....
.....
.....

I will always say yes to

.....
.....
.....

I will always say no to

.....
.....
.....

I will celebrate my small wins by

.....
.....
.....

I will surround myself with

.....
.....
.....

I will let go

.....
.....
.....

Take Actions

*"My dreams are worthless, my plans are dust, my goals are impossible.
All are of no value unless they are followed by action."* **Og Mandino**

The most important step of them all in the journey of success is taking action.

Track your Action

You need to track your activities to ensure that you are performing the actions. If you said you will jog 10 minutes, 3 days a week, then, at the end of the week you need to check that you did that. To help you track your actions, use the goal tracking and achievement tool I have provided below (Download the tracking template here <https://www.careerpoint.co.ke/tracking>)

Goal (action)	Mon	Tue	Wed	Thru	Fri	Sat	Sun	Total	Target	Comments

How it works.

In the first column, you need to write your goals and the specific actions you will do under each goal. Using the example above, if your goal is to lose 10kgs by 31st December, your actions might be to sign up to a gym and go for the sessions, to run and eat healthier food. Next, you need to set a target for each action per week. By the end of the week, you aim to go to the gym and have 3 sessions, one hour each, run 1 kilometre for 2 days, and have 3 healthy meals per day. Now your tracking tool should look like this.

Goal (action)	Mon	Sun	Total	Target	Comments
Lose 10 Kgs						
Go to the gym					3 hrs	
Run					2 km	
Eat health meal					21	

At the end of each day, you need to fill in what you did that day. Based on your goal, some actions might be daily while others are not. At the end of the week, you need to tally the total of your actions. Compare the total column and your target. This comparison will give you an idea of how you are progressing towards achieving your goal.

Goal (action)	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Lose 10 Kgs							
Go to the gym	1.5	-	1.5	-	1	-	-
Run	-	-	-	-	-	1	-
Eat health meal	3	3	2	2	1	2	1

Total	Target	Comments
4	3 hrs	
1	2 km	
14	21	

On the comment column, note down your progress at the end of the week. Based on your experience, you might comment that you need to increase the number of hours in the gym because you found it enjoyable and you can accomplish more. You might decide to keep 2 km of running and move your runs to a day during the week because on Saturday you are usually very tired. For healthy meals, you can give yourself one day off to celebrate your week's accomplishments.

[How to use the goal tracking sheet \(video\) https://youtu.be/y02_YrR-2ow](https://youtu.be/y02_YrR-2ow)

Review Your Plan and Stay on Task

Every week, review your Action Plan and look at your goals again.

- Are you're staying on task with your goals?
- Are you making progress?
- Are you putting in the amount of time that you originally specified in your outline?

Sometimes we need to modify our plan. However, in general, try to stick to your original plan, unless it's negatively affecting your life. Stick to the plan!

It's kind of a boring topic, but an **Action Plan** that is **Consistently** Carried Out on a **Day to Day Basis** can allow a person to create new skills, talents, and fortunes greater than anyone ever imagined possible.

"It's up to you to follow it. If you do so, success will follow you".

Finally in the year ahead

What is your secret wish for the year ahead?

.....
.....
.....
.....
.....
.....

Get an accountability partner/buddy

An accountability partner/buddy is a person who will help you keep your commitment. They will help you achieve a goal by giving you regular feedback and putting you on tosses. A dedicated person/partner keeps you on the right track. Accountability works best when two people support each other.

I believe anything is possible in the year ahead

Signature..... Date

Get an accountability partner.

Signature..... Date

Reference

Most of the ideas I got them from

- The Year Ahead Booklet from Year Compass
- Your Best Year Ever by Michael Hyatt

Acknowledgement

A big thank you for the EMs Mastermind Group members and accountability partners

Gladys Juma the best personal finance coach www.gladysjuma.com

Andrew Mutua the Mindset Guy www.andymutua.com

About The Author



Daniel Mutuku

Career Coach, Onlinepreneur and an Author

With over 10 years of experience as an entrepreneur, I have gathered some key insights on what makes people successful in their careers and business. I am the pioneer of the Elite Networking Forum, lead facilitator of Leverage

Your Career event and Founder of Careerpoint Solutions and BADASS PRO Initiative.

In addition, I am the author of [Facebook for Profit](#) and [Blueprint for Success](#).

