

SUCCESS PLANNER

SET YOURSELF UP FOR SUCCESS IN 2022



AchieversHR
Customised HR Solutions

LUCK IS WHEN PREPARATION MEETS OPPORTUNITY

**Go confidently in the direction of your dreams...Live the life you've imagined!
So said Thoreau...and this is so very relevant in the current challenging times.**

Today, success means having the opportunity to give your time and energy to the things that matter to you most in life.

HERE IS A SUCCESS PLANNING GUIDE

This Success Planning Guide will help you to get from where you are to where you want to be. It will help you to reflect on your past year and plan the next one. By thinking and focusing on your priorities and on the most essential things in the coming year you will be setting yourself up for success.

HOW TO WORK WITH THE SUCCESS PLANNER?

How to do it? Set your intention to learn from the past, to let go of things that no longer serve you, to release negative thought patterns and to take an empowered step forward. Think of a theme for the year that's coming up and get prepared by:

- 1. Reflecting and reviewing your past year.**
- 2. Setting your intentions to succeed in the coming year.**
- 3. Defining ambitious goals and writing them down.**
- 4. Preparing a daily, weekly, and monthly plan to schedule all important tasks and priorities.**
- 5. Working on this plan everyday.**
- 6. Preparing to review everyday and setting yourself up for success**

1. REFLECT AND REVIEW YOUR PAST YEAR

Many of us just go through a year, without stopping to notice and evaluate what wins we had, what learnings we needed and what mistakes we made. Reflection is one of the most powerful tools we can use to increase our self-awareness, on our way to success. Understand the power of reflection to move forward. Reflect on how you spent your time in the last year...

- Recognize what energized you and what drained you. Start by identifying what worked for you and what did not. This will get your process started.
- You can start by listing down your 3 big or small wins and accomplishments of the last year.
- What were your best moments? Celebrate your accomplishments!
- Now try and list down 3 areas of growth and the lessons you learnt? Start by writing down about three areas in your life that need work
- What were your most difficult moments? What did your disappointments teach you?
- What are you most grateful for?
- What are you now ready to let go of? Its okay to make space for the new because things did not go as planned. Do you need to forgive someone? What do you need to accept in your life, for you to move on? Don't remain stuck in the past, move on...that's what a fresh new year is all about!

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- **If you could describe your past year in three words, what would they be?
Write them down**

- **And how would you like to describe the year coming along, in three words?**

2. SET YOUR INTENTIONS TO SUCCEED IN THE COMING YEAR

Once you set your intentions to succeed, you will realize that a lot can happen in a year!

What would be the areas of your life that you would like to work on in the coming year? And what is the priority that you attach to these areas? Scale your life and pick a number on a scale of 1-10 for the important categories of your life, for example:

Family

Friends and community

Love and relationships

Health and fitness

Work and profession

Finances

Hobbies and creativity

Travel and exploration

Personal growth

And now look back and reflect how did you spend your time? Was it on the things that are a priority to you? Did it lead to success, or did you fall short? For example, if you identify family as a priority, does it reflect in your last year's activities? Do this for every area of your life and see the time you spent on those activities.

Spend time in planning for your intentions, as it has been rightly said, "An hour of planning can save you 10 hours of doing" (Dale Carnegie)

3. DEFINE AMBITIOUS GOALS AND WRITE THEM DOWN

Decide exactly what it is that you want in every area of life. Try to “see” yourself living your ideal life. Imagine that you have all the education and all the experience that you need. Imagine that there are no limitations on what you can be, or what you want to do to accomplish any goal that you can set for yourself.

Let’s remember that this is the only one life that we have...and it does not serve us or anyone else to play small. Therefore, based on your reflection, go outside of your comfort zone, and make goals for the new year that push you to get there. Make sure your vision is so clear and powerful, that you would follow it even if there were setbacks and failures along the way. Make big goals and break them down into shorter term goals, one month or three-month goals.

And of course, try and ensure that your goals are Specific, Measurable, Attainable Realistic and Time-bound. Write them down and set a deadline for each of them.

Brian Tracy recommends in his book entitled “Goals!” that we need to write our goals with 3 Ps in mind: in the present tense, using positive statements, and in the personal use of “I” instead of saying things like “My goal is...”.

So, ask yourself the very important questions:

- What exactly do I want to accomplish?**
- What would I attempt to do if I knew I wouldn’t fail?**

4. PREPARE A DAILY, WEEKLY AND MONTHLY SCHEDULE

Once you have your goals set out, start to work out what you need to do to make them happen? List the steps you need to take to achieve your goal. Make an exhaustive list of steps that you need to take to get there. As you complete this , you will suddenly begin to see that your goals are more attainable than you thought they were.

Next identify the obstacles that you will have to overcome to achieve your goals. What is the knowledge and the information and skills you need to accomplish your goals? Think deeply about what you need to do in order to get where you want to get. You can do a personal SWOT analysis and assess your personal Strengths, Weaknesses, Opportunities, and Threats to find out where you stand in the way of achieving your goals.

Most importantly, identify the one defining goal that will take priority over the rest in the coming year. List down what you need to do to accomplish that one goal, because it is important to you. By focusing on one main goal, you can improve your success of achievement, instead of spreading your energy by focusing on many goals.

And of course, make a commitment towards accomplishing your goal. Now, write down at least three or four specific actions that you can take. Prioritize each activity by asking yourself, "If I could only do one task on this list, which one task would be the most valuable use of my time today?" Once you have decided on your most important task, concentrate single-mindedly on that one task until it is done. Your results depend entirely upon your ability to select your most important task and then to work on it single-mindedly, without diversion or distraction.

5. WORK ON THIS PLAN EVERYDAY

Use the priority listing to plan out each day, week, and month in advance if you can. The more detailed you are when you plan your actions, the easier it will be to accomplish your goals.

Read your goals every day, when you go to sleep at night and when you get up in the morning. Keep them in your mind all the time. And when you start your work, start working on your main goal first...then go on to other goals and priorities. Only when you have completed your top three priorities, should you go on to the next ones.

Reflect regularly on your goals and keep them in the forefront of your mind all the time. Say them to yourself every night and every morning and write them in a journal daily.

Keep them visible, to focus on them!

Every day ask yourself, “Am I getting closer to my goal?” Is my action plan actually working or does it need adjustment?

Make a chart and monitor your progress so that you can see how much closer you are to your goal

6. PREPARE TO REVIEW EVERYDAY AND SET YOURSELF UP FOR SUCCESS

By reviewing yourself everyday, you'll discover what your strengths are and what you truly value in life, and what you really want to accomplish in the year ahead.

Allow yourself, while reflecting, some flexibility and enjoy the journey.....after all its not only the goals that you achieve, but the journey of being consistent in working towards achieving them that is much more enjoyable.

And so, go confidently in the direction of your dreams and live the life you have imagined!