



Learn From The Past and Plan For The Future

Question 1: What were your greatest accomplishments in the last 12 months? Even if the last 12 months were the worst of your life, odds are, if you look hard enough, there's something somewhere to be proud of. If it was great, that makes answering the question even easier. After you've listed all your accomplishments, think about each one in detail. Identify several takeaways for each - what you learned or were reminded of by it.

Question 2: What were your biggest disappointments in the last 12 months? Practically every company and individual resists analyzing their mistakes. That's a shame, because this is where great learning can happen. No matter how well everything is going, everyone makes mistakes. The trick here is to examine what preceded them, what you could have done differently, and how you can prevent making the same mistakes in the future. Even though the last 12 months were great, you will likely have some disappointments, both personally and professionally. As you did with your accomplishments, list your biggest disappointments - and then identify several takeaways for each one.

Question 3: How did you limit yourself in the past 12 months, and how can you remove those limits in the next 12 months? Were there certain actions you took or didn't take that came back to haunt you? Bring these actions to the surface, shine light on them, and, most important, determine what you want to do differently now and in the future. Once again, make a list and identify the takeaways. For example, when I don't review my goals daily, I react and respond, getting pulled into what's currently happening and distracted from what may be more important. That reduces my actions on my goals. The takeaway: Commit to using the Daily Focus Form, schedule key actions on my current day calendar to remind me.

Question 4: What did you learn from your answers to the first three questions? This is where you can get the best benefit from this exercise. Remember, the purpose of the exercise is not simply to know you and your business better, but actually use what you learn to help the next 12 months. What are your main takeaways from the first three questions? What do you now know about yourself or your business that you didn't realize or weren't thinking about before? Here are two items from my list...

- Creating products, coaching, and teaching are my biggest accomplishments. Therefore, it's easy to spend time daily creating materials and clarifying how to improve the material.
- A limiting factor is not focusing on attracting and acquiring more people to the material that I love to create. Marketing is inadequate, often ignored, and difficult for me.

Get as many takeaways as possible, because that is how you put your learning into reality. These takeaways can help make the next 12 months great. Of course, it's not enough to just make your list (although that, by itself, will get you part way there). You still need to take this information and USE IT! And that's where our final question comes in...

Question 5: How can you use this information to make the next 12 months great? The idea is to take everything that surfaced in your answers to the first 4 questions and build it into your schedule, your interactions, your management style, and so on. This may alter your goals or help you achieve them. Whatever you do, make sure you create goals first. For example, after I created my goals, I also added some specific actions to help me accomplish them.

- Started each morning with my Daily Focus Form.
- Blocked out marketing time on my weekly calendar
- Connected myself to some good marketing resources