



21-DAY GOAL ACCELERATION PROGRAM

Workbook Pages for Day 1 Only



Day 1: What happened last year? (Think, Analyze, Assess)

Before we can begin setting goals, we must assess our performance last year. Assessing performance helps you understand what transpired over the course of the year. It also helps you focus on lessons learned and where you might want to improve.

Answer the following questions in the space provided below each one to help you Think, Analyze & Assess last year:

- What were your biggest achievements and successes in the last year? If you're struggling to think of any, pull up your calendar and review your appointments, activities, and notes starting in January.

Answer:

- As you look at your calendar, think about what was happening during that period of your life. What were you working on? Who were you meeting with? What appointments did you go on? As you review each month, note any successes or outcomes that happened. Compile this list of accomplishments and successes.

Answer:

- What setbacks and obstacles did you encounter? Again, pull up your calendar to identify anything that prevented you from achieving your goals last year. Did you try something new that didn't work? Why didn't it work? What were you hoping to achieve last year that you didn't make progress on?

Answer:

- Depending on your personality, you may find it easier or harder to develop this list. Take a break for an hour and come back to this activity. The more thorough you are, the better your overall assessment will be.

Answer:

- What lessons did you learn in this past year? What worked well? Why do you speculate that it worked well? What didn't work so well, and why do you think it didn't work out?

Answer:

Writing down the lessons you've learned will help embed these lessons into your memory. That way, you're less likely to repeat your mistakes or overlook what has worked well for you in the past.