



Plan, action and begin

Activate 2014

Worksheet 4
b-elastic | stretch your life



Activate 2014

Welcome to your final worksheet in the “Get ready for your new year” series. (Find the earlier ones here <http://bit.ly/1hHlrz5> , here <http://bit.ly/1cwedbb> and here <http://bit.ly/1hmaDVF>)

The time has arrived to take your reflections, your learnings and your challenges from 2013 with your hopes, aspirations and desires for 2014 and make them actionable, achievable and scheduled.

First, we'll do some chunking up and risk assessment, then check in with your supporting feelings and thoughts to make sure you have the right ones to make 2014 great!

In addition to this worksheet, you can also download 3 planners (month, week and day) as a free gift or alternatively you can schedule in Google, your paper diary or your wall planner as you prefer.

The last step is to create a series of personal guidelines for keeping you on track to achieve your goals, dreams and amazing 2014.

Enjoy!

Sarae



Chunk it up

Know how to eat a whole elephant? No? Let me tell you.

In one sitting, no one can eat a whole elephant, but in several, you can – you chunk it up: start with an ear or nibble on a tail and work your way through it.

Your 2014 goals are the same: in one sitting, they could be a tad overwhelming. However chunked into mini goals, they become doable. One step at a time is all you can do “in the moment”.

Use this process to chunk up your goals. You can start at the beginning or the end, depending on which way works for you. Try them on the next pages. Before you flip, let’s look at both:

Towards the goal

1. Note down the goal
2. Complete “I will know I have completed my goal by....”
3. Start by asking yourself “from today, what’s the first step / mini goal towards my goal?” and write this at the top of the 2nd row.
4. Move down, “from there, what’s the next step?”
5. Step after that?
6. And so on until you achieve your goal.

Away from the goal

1. Note down the goal
2. Complete “I will know I have completed my goal by....”
3. Starting just above the 3rd row line, start by asking yourself “what is the last step / mini goal before I complete my goal?”
4. Above that, ask “what’s the step before that?”
5. Step before that?
6. And so on until you land on the first step.

Get it? The joy of this method is it creates the mini steps within your goal and the chronological order.

Need more pages? Reprint extras. Need more space? Use A3 or chunk the main goal up into smaller subgoals.

My goal is....

My mini goals to achieve main goal are.....

I will know I have accomplished my goal by
(e.g. specific measures, facts, figures, outcomes, etc.)

Resources and support I need and how I will get them:

My goal is....

My mini goals to achieve main goal are....

I will know I have accomplished my goal by....
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Resources and support I need and how I will get them:

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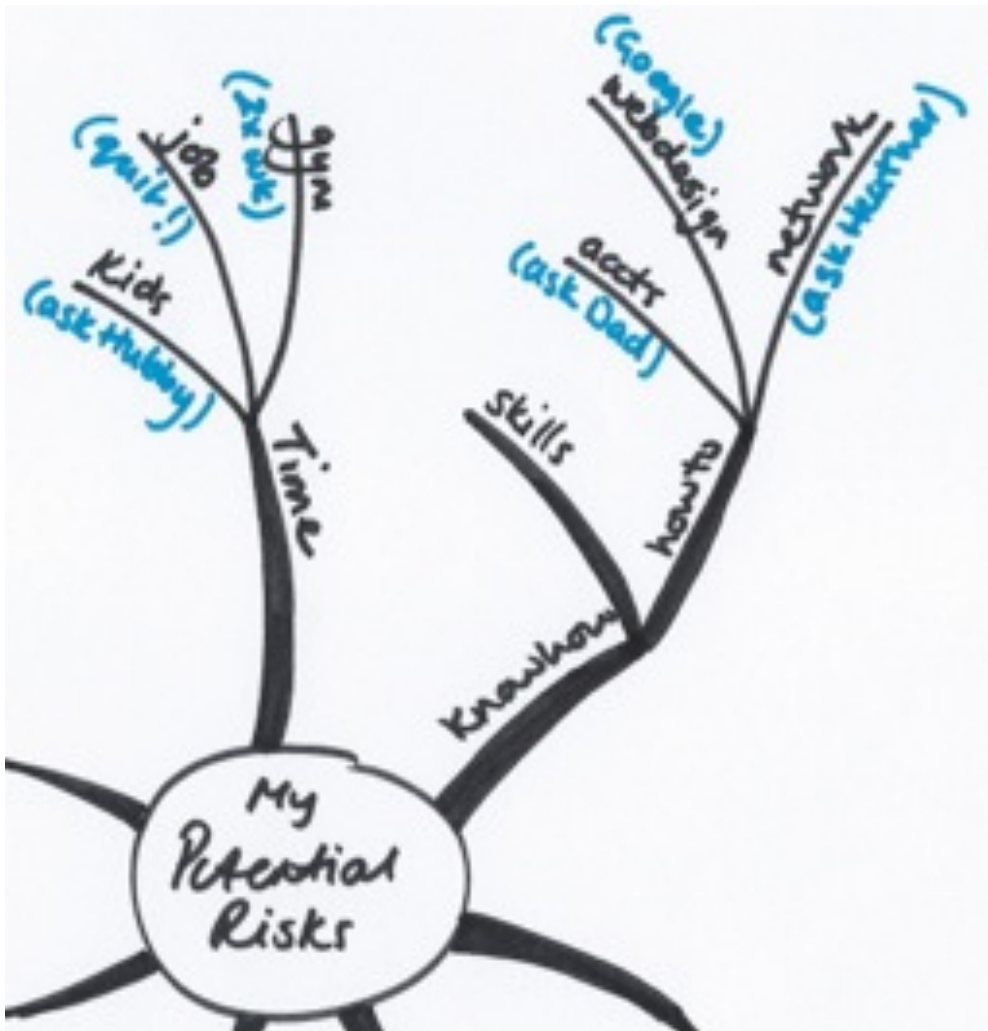




Warning bells

Proactively looking at what might stand in your way and how you can prepare to tackle it will ensure you progress. Use a mindmap to plot your common blockers, adding branches and titles to suit (black in the example segment).

Layer on how you could resolve these challenges in another colour (turquoise in the example).



N.B. Your potential risks might include: time, cash, motivation, knowledge or skillset, energy, your job, interdependence with other goals, family commitments, the unexpected, setbacks, illness or injury, your mindset..... Think broad and wide to make sure you cover all the bases!



Complete your mindmap of potential risks and their solutions here:





Head and Heart

Our feelings and thoughts can help propel us forward. Acknowledging each time you succeed, triumphing over hiccups or whizzing along with ease, will give you more energy and momentum to achieve your amazing 2014.

Hold these close during the challenging times – why not make them your mantra or get a picture / quote as a reminder. In the good times, show gratitude for them.

What feelings or emotions will serve you and your goals in 2014?

(e.g. positivity, excitement, optimism, etc.)

What thoughts will serve you and your goals in 2014?

(e.g. I can do anything I set my mind too, I am resourceful, I can compete with the big kids, etc.)



Activate your year

Download your 2014 month planners and your desk week and day planners off the b-elastic website.

Starting with the monthly planner, add all the annual events, birthdays and special days to remember. Then layer on your goal's completion day and each of the mini steps' completion dates, right back to the start date.

Then add in how you'll celebrate your achievements along the way (e.g. noodles with a friend, new lippy, trip to a gallery)

Then add in your supporters – how will you engage with them and let them into your 2014 plans? Schedule a mix of progress catch-ups, “cheer me on” and “what are you thinking!” sessions to keep you on track and striving for your best outcomes.

Once the months are sorted, you can use the week and day planners on your noticeboard, fridge or desk as a placemat. These allow you to add more detail or refinement plus the ins and outs of being you, like chores, new invites and any admin tasks.

P.S. Not a fan of planning? Do they make you feel constrained? It can and will be altered as the year progresses, however no plan equals no sense of direction (aka procrastination, overwhelm and spinning on the spot....and we all know how much fun those are!)



What next?

Just before you rush off for your amazing 2014! (Yaaaaayyyyy!!) Your final task in our four part series is to create your rules for achieving your goals – these are meant as guides for you to refer to, when you get stuck or demotivated. I'll get you rolling.

My life rules for 2014

1. *Keep the month in view*
2. *Breathe at all times*
3. *Seek new and different opinions*
4. *Hang out (virtually or face to face) with people doing what you want to achieve*
5. *When stuck, ask yourself why you want your goal*
6. *Everything is Google-able (including b-mails 😊)*
7. *Don't overthink it – 99% of the time it's ok to just do it.*
- 8.

It's been a real privilege to work with you to create your best year yet! Stay in touch and let me know how you get on!



Hello there. I'm Sarae Pratt. Have we met yet?

With 10 years plus as a Coach, Trainer and Pilates Instructor, I draw from a toolkit of techniques, tools and experiences to meet your specific challenge, ambition and hope.

I bring together my natural curiosity and keen sense of inquiry to uncover, action and help you achieve your goals and passions. My personal genuine empathy, creativity and tenacity with my upbeat style and energy make me a unique person to work with.

Why not book a coaching session, face to face in London or on Skype anywhere? I also run workshops and training events alongside working to rehab my Pilates students back to maximum functional fitness. Check out www.b-elastic.com for the details on working with me.

You can connect with me through the links below or if you have more to say than a post or tweet, drop me an email on info@b-elastic.com



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