

2014 in Review!

This workbook will help you evaluate what's got you through 2014, identify where you want to go and then work out the steps to get there.

The workbook takes your through four chapters :

- 1.Review 2014
- 2.Decode 2014
- 3.Prioritise your 2015 goals
- 4.Activate your next steps

Once you've completed the exercises, you will be ready to start moving towards achieving your stretch in full - and all the benefits that will bring you!

So grab your coloured pens and let's get started by reviewing the last 12 months from a variety of angles to give you a new perspective and a few a-has!

Enjoy!

Sarae



ROUND UP OF 2014

January

February

March

April

May

June

July

August

September

October

November

December

A feeling. A warm memory. A spark of inspiration.

Wind time back to today, 12 months ago. Drop your cheers, your boos and your “it’s behind you!” moments into each month’s box.



CHEERLEADING

Loud and Proud. Shout them out and list them here

Moments to cherish were.....

Life goals I achieved.....

Career goals I achieved.....

Health goals I achieved.....

Relationship goals I achieved.....

I was my best self when.....

I grew personally and professionally most when.....

My smartest “pat my own back” decisions were.....

Lessons I learned.....



LOWDOWN

Oh, the joys of hindsight.
Honest, yet kind review

Things I'd do over and why.....

Goals I didn't make.....

I was at my worst self when.....

I'm cringing at myself for doing.....

I missed my chance to do/learn/see/be when.....

My physical and mental energy levels hit the floor when.....



TURN OFF, TURN ON, TURN UP

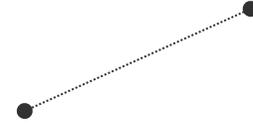
01



TURN OFF

What do you need to stop doing, thinking or feeling?

02



TURN ON

What do you need to start doing, thinking or feeling?

03

TURN UP

What do you need to do, think or feel more or?



SUMMARY REVIEW

Collect together your last 12 months on a page: bullet points, sketch it out, mindmap – whatever works for you to gather your thoughts and feelings together.

In a single headline, tweet or post my year was:



2014 in Review!

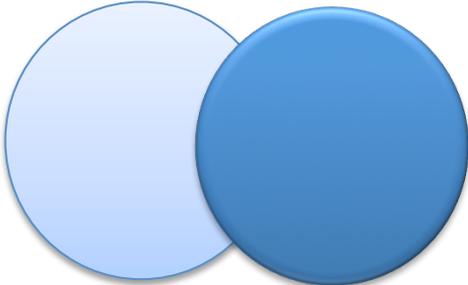
Next, we'll focus on 8 key areas in your life. Each of these has a cumulative effect on your overall happiness, well-being and energy.

Your reflections are the raw materials ready to be decoded over the next few pages' exercises. These seek to raise your awareness and knowledge on what's been with or against you in the last 12 months.

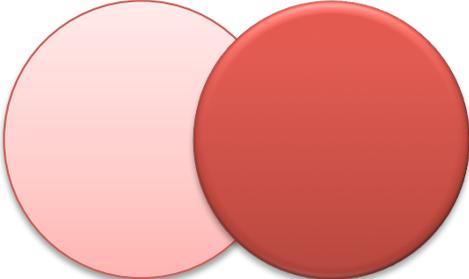


SATISFACTION SCORE

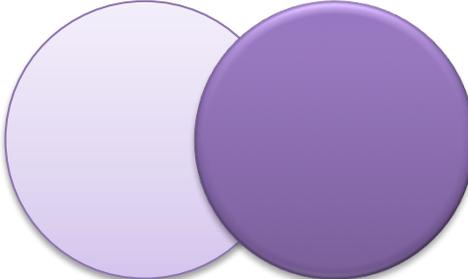
Career/Work/Business



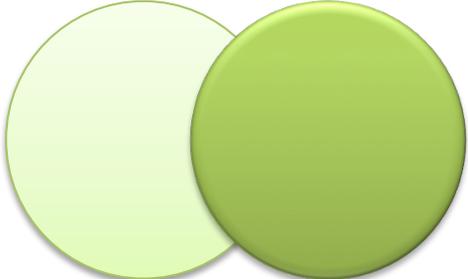
Health/Fitness



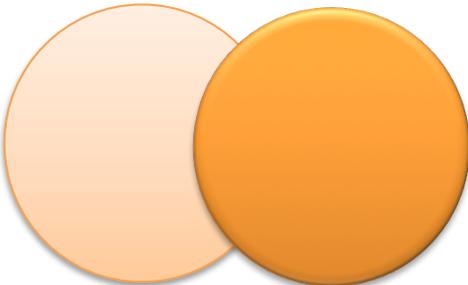
Family & Friends



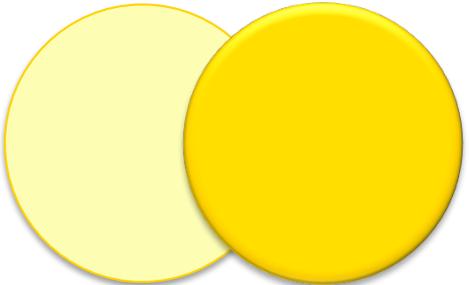
Partner, Wife or Hubby



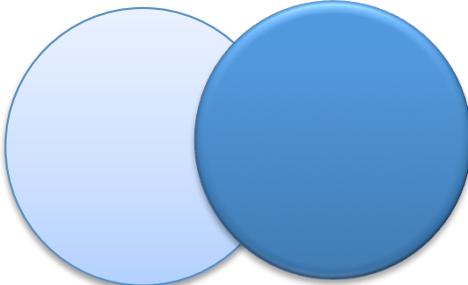
Personal Growth & Learning



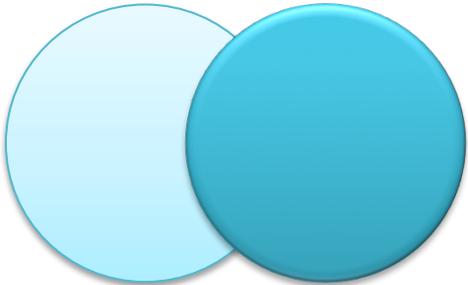
Social & Hobbies



Physical Environment



Finances



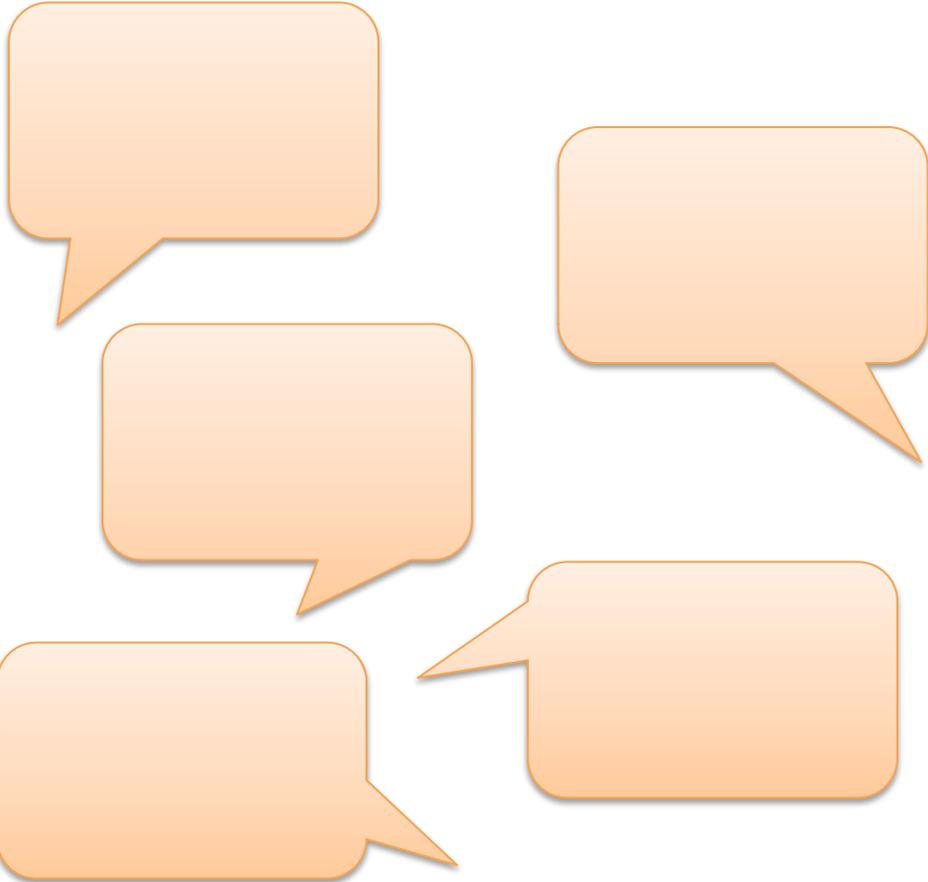
In the left circle, plot your satisfaction score in the last 12 months between 1 (couldn't get any sadder) to 10 (super duper happy!). Then in the right circle, score where you'd like that area to be in the future, using the same scale.

N.B. don't forget to draw on chapter 1 "Review".

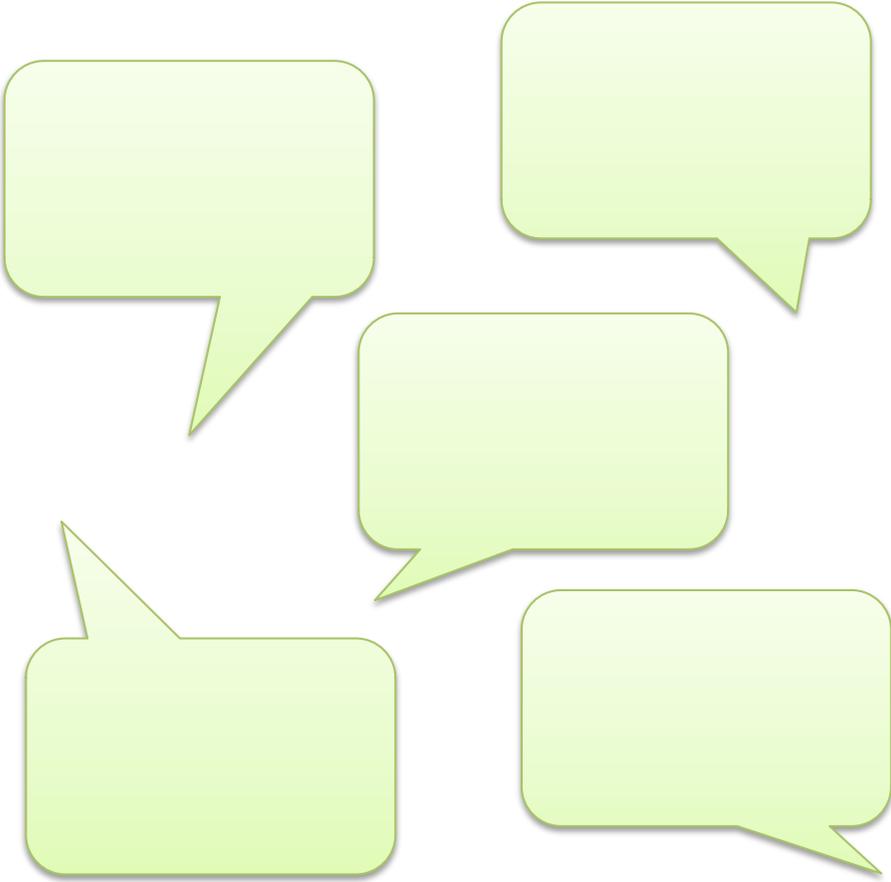


SATISFACTION SCORE

Looking at the left circles that scored the highest, what made you score them so highly? Record your 'a-has' in the bubbles.



Now look at the left circles, which scored lowest, what made you score them so low? Record your 'a-has' in the bubbles.



Any common themes starting to show up? These are likely to be your "signature moves". You'll want to keep them in the future and the final visioning exercise.



SPOT THE DIFFERENCE

Now to the areas that had the greatest score difference between left and right circles. Describe what motivated your score on the left and right circles. Consider the whole picture: how did each area look, sound, and feel and who else is there?

N.B. if you want to look at more than 2 areas, reprint this page as many times as you need ☺

Area 1:
Past
Future

Area 2:
Past
Future



MIND THE GAP

Planning your leap into an amazing future is to look at the blockers and barriers. Some will be practical, some will be knowledge based and some right there in your head.

What did you not have to hand that would have allowed you to increase your scores in the “Satisfaction score” exercise?
(e.g. cash, flash camera, dedicated time, etc.)

Who was missing from your team?
(e.g. small business mentor, cheerleader, tech geek, etc.)

What knowledge or skills were missing?
(e.g. budgeting, public speaking, networking, etc.)

Lastly, what was in your head that didn't serve you well?
(Yes I know this one feels a bit yukky...be brave!)
(e.g. low self belief, confidence wobble, earlier failure or screw-up, etc.)



SUMMARY REVIEW

Summarise your decade: bundle up your learning and insights into a letter (or picture) from yourself – the “you”, who’s recapping your future, where you achieved all those high scores. Make sure to include all the juicy details, juicy people, juicy places, juicy moments and..., and..., and..., oh you get the idea!

In a single headline, tweet or post my 2015 was:



2014 in Review!

You've reviewed the last 12 months in all their glory and then unpicked what that means for you. There's lots to do in looking ahead – aspirations, logic and reality, value and belief drivers. Eek! Don't panic. Step by step, these come together as a prioritised list of future goals.

First, take a moment to re-read your summary pages. How's are they sitting with you?

If your answer is “it's making me grin”, great.

If you're getting any hints of frustration or squirming in your tummy, please tweak and amend them until you get that warm, fuzzy feeling inside.



EXPAND YOUR HORIZONS

Imagine you have a magic wand - you lack nothing you need to make your stretch amazing. Not money, time, gurus, supporters, space, energy, knowhow... nothing. Go wild - this is childlike playtime, without the rational adult constraints. Anything goes! Seek to build on your thinking from the earlier chapters* to explore what's possible. Be creative! Draw, or write, whatever works for your playful brain.

* Consult your Turn on, turn off and turn up, Spot the difference and Mind the Gap exercises.

01

I work as/in/by

(e.g. role, organisation, function, specialism)

02

I earn

(e.g. figure or description - "enough to allow me to....")

03

I spent my time with

(e.g. people, pets, mentors)

04

I connect with others by/
through / at

(e.g. events, meals, volunteering)



EXPAND YOUR HORIZONS continued.

05

I keep my mind and
body healthy by

06

I learn and grow by/
through/ in
(e.g. skill, knowledge, experience)

07

I socialise and have
fun by
(e.g. cinema trips, cycling,)

08

I visit
(e.g. place, location, people)

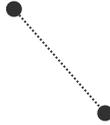


EXPAND YOUR HORIZONS continued.

09

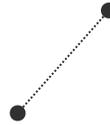
I live in/at/by

(e.g. Paris, top floor eco flat, the seaside)



10

Add your own



11

Add your own



12

Add your own

Read over your aspirations – could you add any more strrrreeeeetch? Also check for overlap and duplication: either edit, amend or combine to finalise your aspirations!



REALITY BITES

Engage your adult brain to apply your logic and reality to your magic wand aspirations. What goals emerge? Is there still stretch in them? Add a leaf to the tree trunk for each of your goals.

e.g. I want to live by the seaside (aspiration), but my work is a 2 hour commute from the coast, which doesn't appeal to me (reality), so my goal could be to live by a river or visit the seaside every month.



FIND THE CONNECTIONS

Behind our actions and behaviours lie our values and beliefs. By aligning your goals to them, you build motivation and energy. Highlight or underline your top 10 values and beliefs. Something missing? Add it in!

Accountability, Achievement, Acknowledgement, Advancement, Altruism, Ambition, Assertiveness, Balance, Beauty, Belonging, Bravery, Challenge, Change, Collaboration, Community, Compassion, Confidence, Congruency, Connection, Consciousness, Contribution, Courage, Creativity, Curiosity, Dedication, Determination, Devotion, Direction, Drive, Empathy, Energy, Ethics, Excellence, Fairness, Family Financial independence, Health, Flexibility, Flow, Freedom, Gratitude, Growth, Heart, Honesty, Imagination, Impact, Independence, Influence, Inspiration, Integrity, Intimacy, Intuition, Involvement, Justice, Kindness, Knowledge, Learning, Love, Loyalty, Meaning, Mindfulness, Motivation, Nature, Openness, Optimism, Originality, Passion, Peace, Power, Practice, Presence, Professionalism, Purpose, Reflection, Religion, Resilience, Resourcefulness, Respect, Self-belief, Self-control, Self-reliance, Self-respect, Service, Sexuality, Sharing, Significance, Spirituality, Spontaneity, Strength, Support, Teach, Trust, Understanding, Vision, Warmth, Wealth, Wisdom

Which word(s) connects and supports your tree's leaves? How does it add energy to your goal? Make a note against each leaf.



SUMMARY REVIEW

Prioritise your goals by comparing a leaf with another and asking yourself “which I am most drawn to?”. Take that one and compare it with a third leaf. Keep comparing and holding onto the one you’re most drawn to until you’re down to one. This is your no. 1 goal! Then start with a new leaf and work your way around the remaining leaves to discover no. 2 and so on.

As they emerge, list your prioritised goals with their connected values and beliefs here:



2014 in Review!

The time has arrived to build on your reflections, your learnings and your challenges from the last 12 months to define your hopes, aspirations and desires for the future 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 your future great!

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



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 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 sub-goals.



My goal is....

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

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

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

My goal is....

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

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

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



WARNING BELLS

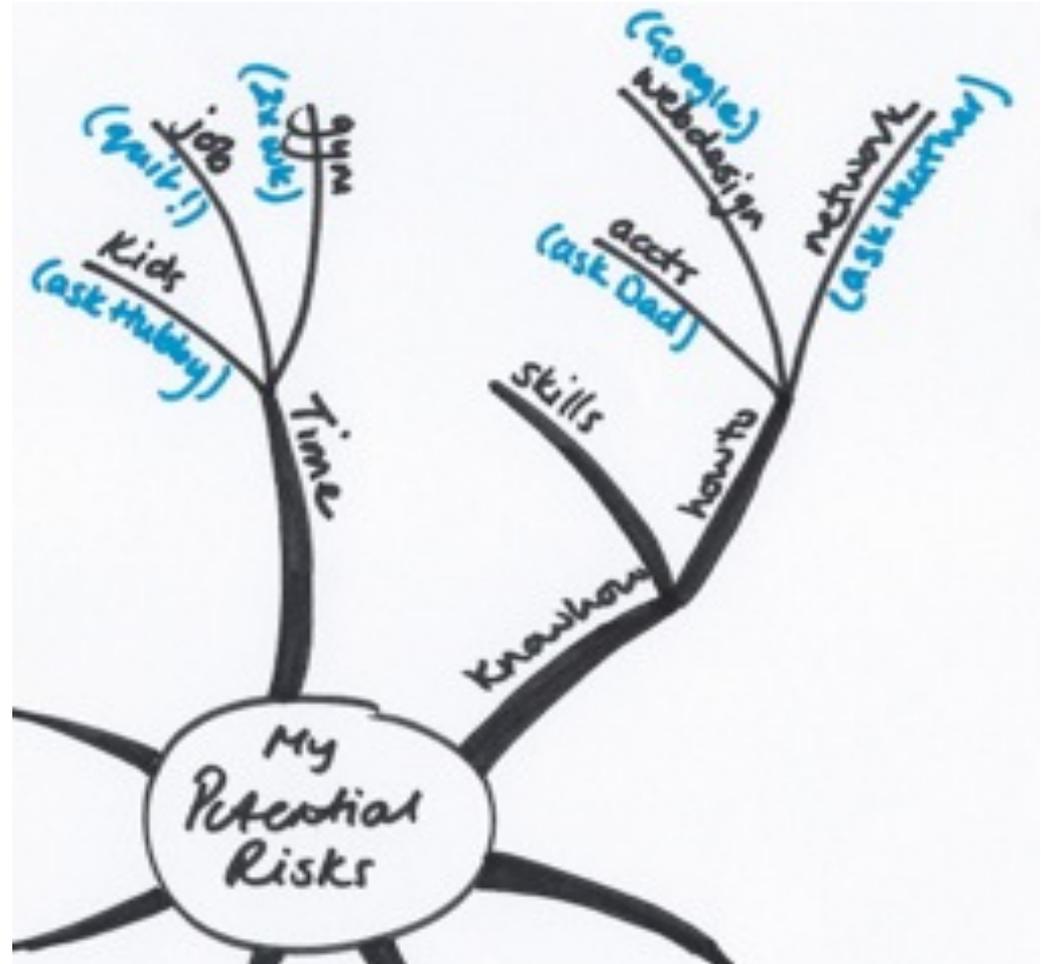
Proactively looking at what might stand in your way and how you can prepare to tackle it, will ensure you progress.

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!



WARNING BELL continued

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 future.

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 the future?

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

What thoughts will serve you and your goals in the future?

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



GET PLANNING

Starting with at month overview level, 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 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 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 work tasks, shopping and any admin tasks.

P.S. Keep an eye for next week's b-elastic gift planners or see the Perfect Planners b-mail 😊

P.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 stretch! (Yaaaaayyyy!!) Your final task is to create your life 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.

It's been a real privilege to work with you to create your stretch! Stay in touch and let me know how you get on – the next page has all the ways to connect with me and don't forget your weekly b-mail in your inbox!

My 2015 life rules

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.



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 help you achieve 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 at sarae@b-elastic.com



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