

SEE IT. MAP IT. DO IT.®

ORGANIZE YOUR YEAR



SEE IT

SEE IT - Take a look at where you've been. Before you can dive into what you want in the new year, you must acknowledge your past and learn from it. Look back and answer for last year:

- What worked? What did you accomplish?
- What can you celebrate?
- What didn't work?
- What were your disappointments?
- What did you heal?
- What did you learn about yourself, life and others?

MAP IT

MAP IT - Make a written plan for where you want to go. By getting clear on what is most important you will have more energy, meaning, commitment and success.

- Choose **one word** for the year. This will be your main focus.
- Choose your **three core values** for this year.
- Write down your **five most important roles**.
- Commit to a daily and weekly practice that will support you.
- Write the most important goal, creation or change for each role.
- Choose a tool to write all this down so you can review it often.

DO IT

DO IT - Take the steps to get there. Now that you have your map and tool for the year, it's time for action. Here is the SYSTEM to bring your goals into your daily life.

For each month - Take one hour to look at your year map and write down the 3 most important things to do this month.

For the week - Take 30 minutes, look at your month and write down the 3 most important things for this week.

For each day - Take time every morning to center and listen to what is going on inside you. Then write down the 3 most important things to do that day. Lastly, close with reviewing and celebrating the day.

www.clearsimple.com/youryear



The Clear & Simple Way
to transform your life.