

The 2020 SUCCESS PLANNER

Achieve your work and life goals



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How to chieve your work and life goals

Welcome

With every new year comes a time of reflection and goal setting - whether you write your plans down or not you'll definitely be thinking about the year ahead and what you want to achieve in 2020.

What's it all about?

Have you ever sat down and really reviewed the year gone by? It's a great way to remember all your achievements from 2019 and learn from the things that didn't go so well. Once you've reviewed your year you can clear your mind and really think and plan about what you want to achieve in 2020.

Dr. Gail Matthews, a psychology professor at the Dominican University in California, studied the art and science of goal setting. She found that

“You become 42% more likely to achieve your goals and dreams, simply by writing them down on a regular basis and goals are better achieved if you share them with a trusted friend or colleague”

With this in mind, I have compiled a year in review and goal planner for 2019/20 so you can plan all your projects and goals in advance. It's also a great way to avoid repeating mistakes from the past year. As the saying goes...

Fail to plan and you plan to fail!

Let's get started...

Reviewing 2019

It's time to dig out your calendar

Have a look at what you did last year. It's easy to forget things from January and February so give your mind a jog.

Looking at each month in turn, write down everything you did, events you went to, work attained, meet-ups, family events and projects completed.

Write it all down here

Reviewing 2019

Where did you hold yourself back

Really thinking about where you stopped yourself moving forwards during 2019 will give you headspace to ensure you don't repeat that action next year. Think about all areas of your life.

Why did you hold yourself back?

2019 Discovery

It's all about you.

When we stop to think about what we have enjoyed - or not enjoyed about last year we can plan to make better decisions in the future.

Answer these questions to move your 2020 forwards

What one thing would you do differently and why?

What was one of the biggest, most pleasant surprises you experienced this year?

What event/trip/evening did you enjoy most and how can you do more of that?

What achievement are you most proud of from this year?

What was a goal for the year that you kept up till December?

What did you try that didn't work out, but the process moved you forward?

What was the highlight of your year?

What did you discover that you loved?

Reviewing work

What did you work on this year?

Think about all you achieved in your work life this year. Did you make new contacts, work with new brands, take on new areas of work?

What was my biggest wins?

What was the biggest lesson I learnt?

What's a skill I have gained confidence in this year?

What did I ask for help with this year where I'm glad I did?

What was the biggest work I completed?

What was the best decision I made?

Who did I enjoy working with most & why?

Did I do anything for the first time?

Questions about work

Working this year

What moved your career forwards this year? Where did you hold yourself back?

What was your most successful piece of work this year and why?

What did you not accomplish in work this year and why?

What were your three biggest challenges and how did you overcome them?

What have you learnt about yourself this year from your work?

Reviewing 2019 Routines

What did you put in place in 2019?

Having routines in place, whether they are personal or work-related are the cornerstones of success. How did you use routines in 2019 and how can they be improved in 2019?

What was a new habit or routine you did this year that has improved your efficiency?

Describe your morning / evening routine that made life flow easier this year

What did you face head-on this year, ie. you overcame debt or had a difficult conversation with a colleague, client or friend?

What little thing did you enjoy most in your everyday life? What simple pleasures?

Personal goals

Let's get happy

It's easy to make plans and set goals for work but personal goals are much easier to put to one side and think about "later". But remember, if your personal goals are getting ticked off then the work ones will automatically follow.

Here are six questions about your personal life from 2019

1. What are you most grateful for?
2. Which three people did you enjoy spending the most time with?
3. Which three people did you not enjoy spending time with?
4. Which three people influenced you the most in 2019?
5. What purchase turned out to be the best decision ever and why?
6. What had the biggest positive impact on your life this year?
7. What experience would you like to do all over again?

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2020

This is what I want my next year to be all about

Just the act of writing down goals - in pen, slowly so your brain can take it all in, will increase the success of achieving them. With that in mind, this is the time to really add details about what YOU want to achieve in the coming year. Add your bucket list items, think big and don't worry too much about the how - just get it all down on paper.

Remembering the best bits of 2019

Memories

What made you happiest this year? What events, time with family or friends, holidays or trips created the best memories? Describe those events in detail here.

Dream big for 2020

What are your biggest goals for the coming year

Imagine it's December 2020. Write down what your ideal year would look like if everything went to plan. Dream big here, don't hold back for a second. Having the vision for what you want your year to look like is a game changer.

Making 2020 your best year yet!

It's goal time

What are the most important things you want to achieve in the coming year? Write them down here.

What's your number one goal for 2020

What do you want to do differently this year

What skills do you want to achieve

What do you want to earn in 2020?

What do you want to achieve in your career this year

Which personal quality do you want to develop or strengthen

What are your health goals for 2020?

How would you like to relax this year

Planning for a successful 2020

Three things I will do next year...

Three things I want to achieve most...

Three things I will let go of to move forwards

Three things I will be brave about this year...

Three things I will no longer procrastinate about ...

Three things I will say no to...

Work goals- The Who

Who do you want to work with in 2020?

There are always brands, magazines and photographers/stylists that we dream of working with. This is the year to get a plan in place and make it happen. Fill out this page, print it off and put it up where you will regularly see it and take action throughout the year.

List three brands/people you want to work with this year

ONE

Brand:

PR Contact:

In-House contact:

Instagram handle: @

TWO

Brand:

PR Contact:

In-House contact:

Instagram handle: @

THREE

Brand:

PR Contact:

In-House contact:

Instagram handle: @

List the actions you will take to make contact with your chosen brands / people and how you can work with them. Be inventive.

- 1.
- 2.
- 3.
- 4.
- 5.

Work goals- The What

What are your big work goals for 2020?

What big, hairy, audacious goals do you have for work this year? Do you want to do more spec shoots, write a book, work on your website, get up to 10,000 followers on Instagram? Whatever it is write it down here and make a plan.

What is your goal:

List what actions you need to take to make it happen

-
-
-
-
-

Date you will complete this by:

What is your goal:

List what actions you need to take to make it happen

-
-
-
-
-

Date you will complete this by:

Work goals- The What

What is your goal:

List what actions you need to take to make it happen

-
-
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-
-

Date you will complete this by:

What is your goal:

List what actions you need to take to make it happen

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Date you will complete this by:

Your word for 2020

Words to live by.

Choosing one word as a focus for the year is a practice that's been around for a while now and it really helps to achieve your personal, work, health and happiness goals when used as a focus for the decisions you make. The word you chose should encompass everything you're aiming for in 2020. It's about whom you want to be and how you want to live your life. You can choose more than one word but the less words you use the more focused you'll be.

Once you've chosen your word write it down and put it where you'll see it - in your diary, at the top of your to-do list, printed off and stuck to your office wall.

Here are some examples but you can use any one word that suits your goals.

Minimize, Organize, Brave, Live, Connect,
Direction, Ambition, Together, Be, Persistence,
Appreciate, Awake, Routine, Sacrifice, Learn,
Action, Invest, Curious, Choice, Enjoy, Silence,
Generous, Open, Adventure,
Optimism, Embrace, Courage, Different, Ignite,
Integrity, Balance, Shine, Write,, Believe, Trust,
Create, Truth, Mindfulness, community, Pause,
Listen, Imagine, Breathe, Empower, Determined,
Diligence, Present, Relentless, Joy, Discover,
Change, Momentum, Push, Growth, Rebuilding,
Awake, Forward, Resolve, Unstoppable,
Transition, More, Confidence, No, Progress, Grace,
Focus,, Relax, Purpose, Simplify, positivity,
Transformation, Risk, Reflection,
Opportunity, Enjoy, Silence, Generous,
Adventure, Finish, New,

Your 2020 Summary

My word for the year ahead

My biggest personal goal for the year

My biggest work goal for the year

Financial goal for the year

My biggest health goal for the year

Today's date

--/--/--

Well done for making it to the end.

You're all set to succeed in 2020

Making the most of this planner

Now you've got a clear understanding of what 2019 was all about for you and exactly what you want to achieve in 2020 you can take some further steps to achieve greatness this coming year.

Here are some easy ways to stay on track once the buzz of the new year is a distant memory.

- Once you've completed every page of the planner find a trusted friend or family member to share your findings with. This alone can set your mind into taking more action. They may also be able to help or advise on how you can achieve your biggest goals. Plan to review this planner again in December 2020 to see how you did. You'll have accomplished more than you would have imagined.
- Find an accountability partner to work with. Regularly checking in with a goals partner will give you a deadline to work to - especially if you meet every week. Skype was made for this.
- Keep this planner where you can see it and reflect on it regularly, whether that's every month or every quarter. Set a reminder in your diary to re-read your goals and ambitions.
- Writing your biggest goals down daily will keep them at the forefront of your mind and you will automatically make decisions to move towards achieving them. If you journal, write your goals down in your notebook. Otherwise, add the goal you are working on at the top of your to-do list each day.
- Stay positive, a year is a long time and some objectives take longer than others. Treat everything as a marathon, not a sprint. You'll get there.

Wishing you an amazingly
successful 2020

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