



Take Charge of Your Business. Take Charge of Your Life.

Pre-Worksheet



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Pre Work

Please answer the following six questions as candidly as possible.

1. A snapshot of the past year - What were your successes?*

Looking back at your business last year, what were your successes? List out your successes, your achievements and accomplishments; those things you were proud of from the very big things to the very small. Do not worry about the size of the success. It could be around something you did (e.g. Exceeded revenue goal in Q1) or a way of being you took on (e.g. Was more patient).

2. What will you do to celebrate your successes?

Taking the time to stop and celebrate your major successes, accomplishments and transformations in your life will recharge your energy and allow you to attract more of that into your life. Moving from one accomplishment to the next without stopping to acknowledge and celebrate will actually drain the energy right out of you over time. What will do to celebrate your successes? Be as specific as possible. Celebration doesn't have to look big. It could be as small as sharing it with a friend, to going out with your spouse for a nice dinner to a relaxing bubble bath or curling up by the fire with your favorite book. Write down how you will celebrate and put it in your calendar.

*** If this is the first year you are in business, reflect back on your previous job/position**

3. A snapshot of the past year - Where did you fall short?*

List out the times you fell short in your business, when you did not achieve what you set out to. Areas which led to disappointment, or a feeling of failure. What expectations or hopes did you have that were not met? What regrets did you have? List all of those below.

4. Learning & Insight - Looking back, what insights did you gain?

When you look back at your successes, what did you most glean out of reaching them? What had you succeed? As you review your list of areas you fell short in, what lessons could you draw from that? Insights you wish you had seen or followed, but didn't. Just write what comes to mind. Do not judge or edit. Think of a lesson learned as a piece of advice that you might tell a friend or say to yourself. (e.g. "Set clear and specific goals" or "Follow my intuition even if others tell me otherwise").

5. What would you like to accomplish this coming year?

What do you want to specifically achieve next year in your business? Where do you want to be by the end the year? Is there any business goals you already have in mind you would like to accomplish? Write them below.

6. Which lessons will most serve you going into the New Year?

Review the answers from Question #4 above. Of the lessons learned, pick the top 2-3 that would be most empowering for you to take on given what you want to accomplish this coming year. Circle the top 2-3 from Question #3 and keep them in mind as you move through the year.