



Plan Your Best Year Yet, New Beginning or Reset

*Identify your Purpose/Drive, create your Vision,
Implement your Strategy*

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You CAN create the relationship & life you want!



Better Planning, Best Life

A new start, beginning or reset can be exhilarating yet overwhelming and stressful.

Research shows that those who plan and set goals are more likely to achieve them and their dreams. We can't just think about what we want to do, we have to have a mechanism in place to effortlessly make it happen... This is what "goal setting" is all about...

Most people usually don't plan well for the new year, they barely set New Year's resolutions- which we know how they go... Never mind having fleshed out goals in alignment with their desires...

Planning well doesn't have to be intimidating, but words like purpose, vision, strategy, goal setting, quarters and such don't usually help any. Let's remove the stigma of this being a scary and intimidating process and the limiting belief that this exercise is only for CEOs and millionaires.

Reset Planning Process™

Align Yourself, Uplevel Your life, Achieve Your Dreams

1~ Identify your *Personal Prime Directive™* (PPD) to fully align with yourself

2~ Create a Vision of your Best Life

3~ Implement a Strategy to bridge the gap

This is an extremely powerful process you can't do without... It'll help you align with your authentic and higher self and get on the right path for a better 2021.

Here is to starting the New Year right!

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~ Part 1 ~

Identify your Personal Prime Directive™ to fully align with yourself

Your Personal Prime Directive™ (PPD) is what drives you in life... This is made up of your:

- ❖ Purpose
- ❖ Values
- ❖ Unique Brilliance

Your Purpose

Whether you know your Purpose or are still wondering, this exercise is fun and helps you focus your attention in your life... Your Purpose is what gives meaning to your life, your passion, your primary driver...

A. In your Journal or Notebook, sort the statements below into these three categories, using the exact number of statements noted for each category:

"Exactly Like Me" (3 statements)

"Not At All Like Me" (3 statements)

"Neither Like Me or Not Like Me" (remaining 7 statements)

1. *Promoting my political beliefs is very important to me.*
2. *Volunteering is very important to me.*
3. *Finding a career that is consistent with my values and beliefs is very important to me.*
4. *Being there for my friends is very important to me.*
5. *Pursuing a calling, rather than just a job is very important to me.*
6. *Serving my country is very important to me.*
7. *Helping others is very important to me.*
8. *Serving my family is very important to me.*
9. *Supporting social issues is very important to me.*
10. *Expressing myself through my artwork (ex. music, painting, etc.) is very important to me.*
11. *Living life according to my religious beliefs is very important to me.*
12. *Being a spiritual person is very important to me.*
13. *Being able to support a family of my own in the future is very important to me.*

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**B. Now, list them in this order:**

Not At All Like Me
Neither Like Me or Not Like Me
Exactly Like Me

C. The last three is where you'd want to place your focus and resources. This is your Purpose, you might want to name it!

All the other items sound pretty wonderful also, but if we tackle a lot of them without focusing on what is really important to us our efforts get diluted, our impact is minimized, and our satisfaction and well-being quotient take a hit...

Focusing on our Purpose, on what is important to us, is the way to live a meaningful, satisfying, and rewarding life – a successful life, an exceptional life, a well lived life, our Best Life...



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Your Values

Values are what is important to you in your life, the lens from which you filter your experiences, what you focus on and what you prioritize.

All the things that are important to me and the way I operate are captured with these **5 Core Values**...

Connection, Development, Diligence, Integrity, Excellence

In a nutshell, what these mean for me:

1. Connection to higher power, self, family and other loved ones, community and the world at large.
2. Personal, professional and business development and growth.
3. Fully accountable, proactive, dependable, intentional and responsible to others.
4. Honorable, truthful, trustworthy, loyal, fair, and transparent.
5. Highest level of wellness, performance, efficiency, aesthetics, value provision, and Service.

A. Your turn. In your Journal or Notebook, capture all the values that resonate. Feel free to add your own.

Abundance	Commitment	Family	Knowledge	Security	Simplicity
Acceptance	Compassion	Friendships	Leadership	Service	Stability
Accountability	Cooperation	Flexibility	Learning	Spirituality	Success
Achievement	Collaboration	Freedom	Love	Stability	Teamwork
Advancement	Connection	Fun	Loyalty	Peace	Thankfulness
Adventure	Consistency	Generosity	Making a	Perfection	Thoughtfulness
Advocacy	Contribution	Grace	Difference	Playfulness	Traditionalism
Ambition	Creativity	Growth	Mindfulness	Popularity	Trustworthiness
Appreciation	Credibility	Flexibility	Motivation	Power	Understanding
Attractiveness	Curiosity	Happiness	Optimism	Preparedness	Uniqueness
Autonomy	Daring	Health	Open-	Proactivity	Usefulness
Balance	Decisiveness	Honesty	Mindedness	Professionalism	Versatility
Being the Best	Dedication	Humility	Originality	Punctuality	Vision
Benevolence	Dependability	Humor	Passion	Recognition	Warmth
Boldness	Diligence	Inclusiveness	Performance	Relationships	Wealth
Brilliance	Diversity	Independence	Personal-	Reliability	Well-Being
Calmness	Empathy	Individuality	Development	Resilience	Wisdom
Caring	Encouragement	Innovation	Proactive	Resourcefulness	Zeal
Challenge	Enthusiasm	Inspiration	Professionalism	Responsibility	_____
Charity	Ethics	Integrity	Quality	Responsiveness	_____
Cheerfulness	Excellence	Intelligence	Recognition	Security	_____
Cleverness	Expressiveness	Intuition	Risk-Taking	Self-Control	_____
Community	Fairness	Joy	Safety	Selflessness	_____
		Kindness			

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B. Now, sort all the Values you chose into 5 categories, into 5 columns.

C. Finally, select ONE from each category and list them:

D. Explain why these are important to you and how you are currently living by these.



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Your Unique Brilliance

Knowing how we operate best and what are our **Practical Strengths** is essential... If our talents are wasted, we are not doing anybody any good specially ourselves. This goes hand-in-hand with the concept of *Unique Brilliance*, initially developed as *Unique Ability* by Dan Sullivan. When we operate from our *Unique Brilliance*, we leverage our talents and strengths.

Operating from our Unique Brilliance means we only do things we are awesome at... The rest is a waste of our time!

A. In your Journal of Notebook, draw the table below using a full page to identify your Unique Brilliance, sort all the tasks on your plate by your skill/strength level.

Unique Brilliance Quadrants

Unique Brilliance:	Really Good:
Just OK:	Really Bad:

Focusing on utilizing our Unique Brilliance allows us to let go of the rest, to reassign, delegate, outsource... Use this to choose what you say "yes" to and what you allow on your plate, in all areas of your life... The goal is to eventually only have tasks at which you are Uniquely Brilliant!

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B. In your Journal or Notebook, identify 3 items on your Really Bad quadrant and eliminate them immediately – let it go, automate it, delegate it, outsource it.

Really Bad:

Item (3 items from <u>your</u> Really Bad quadrant)	Elimination Option Chosen (let it go, automate it, delegate it, or outsource it)	Implementation Process (Why let go, <u>How</u> will automate, To whom to delegate, or What service to use)	By Date
1-			
2-			
3-			

C. Commit to keep going until there is nothing left in your Really Bad quadrant, then move on to Just Ok, then to Really Good...

Capture in your Journal or Notebook, I will empty each quadrant by:

Really Bad _____

Just OK _____

Really Good _____

Keep going until you are left doing tasks and projects that are only in your Unique Brilliance...

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~ Part 2 ~

Create a Vision of your Best Life

*There is no such thing as work-life balance!
Reach for Integration Instead...*

Let's take a few moments to imagine your ideal life...

What time do you get up in the morning? How do you get ready to embrace your day? What do you do during the morning hours? What do you do for lunch? What do you do during the afternoon hours? Do you work? What kind of work do you do? What other activities do you do? How do you transition to your evening? Who do you spend your evening with? What do you do for dinner? What happens after dinner? What time do you retire for the day? Who do you sleep with? How do you sleep?

Where do you live? Who do you live with? What does your home look like? What does your workspace look like? How are the people around you? Who do you spend time with? How is your support system? What support services do you have in place? What luxuries do you afford yourself? What are your toys? Where do you vacation? How often and for how long? What other time off do you have? What are your "work" hours?

How do you take care of yourself? What are your interests? What are you involved in? What are your goals? What is your Mission, your Purpose? How are you embracing your purpose? How are you contributing to the world?

How have you grown, healed and evolved? Who has your back?

A. In your Journal or Notebook, narrate your Ideal Day by answering the questions above.

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B. Then sort items from your Ideal Day into these 5 Life Areas:

Wellbeing
Relationship
Wealth
Profession
Legacy

C. Now capture what your life looks like now in each of these Areas...

Next to each Area, using a scale from 1 (not at all) to 10 (I got this!) Rate how close you are to your Ideal in each Area...

Wellbeing	
Relationship	
Wealth	
Profession	
Legacy	

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D. Capture what you'd like to change in each Area...

Wellbeing
Relationship
Wealth
Profession
Legacy



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~ Part 3 ~

Implement a Strategy to bridge the gap

Now that you have your *Personal Prime Directive™* (Purpose, Values and Unique Brilliance) and your Best Life Vision (Ideal Day and Defined Life Areas) you are ready to start making changes!

A. In your Journal or Notebook, note your top 3 Areas you want to focus your attention on from Part 2. These are the right ladders against the right walls...

This doesn't mean you neglect the other areas, but these are where your energy and focus will go when you create your Strategy for upleveling your life... Focusing on the key areas you desire change will create the quickest Transformation in your life...

AREA 1 _____

AREA 2 _____

AREA 3 _____

B. Then, for each Area 1) create a Smart Goal (using the Smart Goal Formula below) with 2) Actions/Habits and 3) Work it – follow guidelines on next page.

Set SMART Goals:

S – Specific

- Who: Who is involved?
- What: What do I want to accomplish?
- Where: Identify a location.
- When: Establish a time frame.
- Which: Identify requirements and constraints.
- Why: Specific reasons, purpose or benefits of accomplishing the goal.

M – Measurable

How much? How many? How will I know when it is accomplished?

A – Attainable

When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals. You grow and expand to match them... When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

R – Realistic

To be realistic, a goal must represent an objective toward which you are both willing and able to work. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Your goal is probably realistic if you truly believe that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

T – Timely

A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. With a deadline then you've set your subconscious mind into motion to begin working on the goal.

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AREA 1 _____

Ex: Health/Physical

1) SMART Goal - next natural milestone with a stretch

[Specific, Measurable, Attainable, Realistic, Timely]

Ex: I am more toned, strong and energized at 115 lbs, and feel and look amazing. (4/4/16)

Visualize it as if it's already achieved - See it, smell it, taste it, hear it, touch it!

What result do you expect?

Feel how you'd feel. Really feel it as if it's happening.

2) Design a Plan for how to achieve the Goal – distill the goal to a smallest actionable form to perform repeatedly and systematically

Ex: Exercise 5x/wk - Gym 4x (Sun/Mon/Thu/Fri at 8 am) and Yoga/Zumba/Hiking/Other 1x (Sat am)

Action1/Pattern Repetition: _____

Action2/Pattern Repetition: _____

Action3/Pattern Repetition: _____

3) Work it!

Ex: Tweak schedule/routine to fit workouts and add to my calendar. End of today. My AB (Accountability Buddy). Spa Day.

Next Step _____

By _____

Report / Share progress with _____

How will you celebrate once you achieve this goal?? _____

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C. Finally, design your TimeMap (frame on next page) and plop in your Actions/Habits into their corresponding Time Chunks...

- Design your TimeMap creating your Ideal Day/s and Daily Routine/s:
- Select “chunks of time” for specific kinds of Focus (self-care, community, family, couple, work, etc.)
- Following your TimeMap, plop in your Actions/Habits from your Goals into your Daily Routine/s, into your calendar assigning start and end times...

This is where you also take back your time and your days... Keeping your eyes on your Purpose, your Values and your Unique Brilliance, plop in specific Tasks to complete Projects and Tasks (grab your To-Do List!).

Projects are specific deliverables associated with the Life Areas you want to move the needle in... So, watch your To-Do list – there might be stuff on there that doesn't serve your end game... Schedule in Tasks with start and end times.

The key is to stay super Focused working on what you Choose and completing the tasks in the time you designated...

Eliminate distractions and protect your time!



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Time Mapping

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BEFORE "WORK" OR DAY ACTIVITIES	<i>Self-Care:</i> Gym <i>Home/Family:</i> Setup Instapot with new recipe						
MORNING	Work:						
AFTERNOON	Work:						
EVENING	Couple:						

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~ BONUS ~

Set your yearly Focus Term™

Selecting your Focus Term™

I love utilizing the concept of using a *Focus Term™* to serve as our North Star for the year. This is not a challenge to our will power as a New Year's Resolution might feel like. This is a holding, loving hand to support us in our Journey throughout the year.

This is a word that captures the theme of the goals selected during your strategizing, or a desired approach to your life... This is the essence of the Focus for the upcoming year, and which becomes a mantra, focus lens, or filter as you flow through the Journey.

As you are preparing to ring in the New Year, think about your *Focus Term*. Here are some to consider:

Ownership	Clear	Intentional
Boundaries	Clarity	Awake
Accountable	Ally	Mindfulness
Honorable	Partnership	Higher-Self
Trustworthy	Supportive	Cultivate
Transparent	Respectful	Self-Care
Open	Collaboration	Inspiring
Receptive	Feminine	Motivated
Present	Masculine	Organized
Involved	Connection	Creative
Compassionate	Intimacy	Focused
Giving	Romance	Discipline
Nurturing	Passion	Targeted
Grateful	Fun	Essentialism
Direct	Playful	Streamlined

A. In your Journal or Notebook, capture your Focus Term and keep it handy for inspiration and as a reminder...

My Focus Term is: _____

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Always a Pleasure Serving You!



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