



GET YOUR
YEAR IN GEAR

DEFINE SUCCESS
ON YOUR TERMS

LISAROBBIN YOUNG

GET YOUR YEAR IN GEAR

The simple guide to laying
a foundation of success
for your Noble Empire

by

LISAROBBIN YOUNG

Workbook and Activity Guide

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Day One: Introduction and Overview

Approximate time to complete today's lesson: 20 minutes

Commit yourself to this process. You owe it to yourself to invest fully in the time it takes to craft a plan for the next 12 months. To begin, you will commit yourself, in writing to taking the time over the next 7 days to complete this easy-to-follow planning process. In the space below, please re-write the following pledge, then sign your name at the bottom of the page.

I (insert your full name) do hereby make the heartfelt commit to fully participate in this entire program from beginning to end. I understand each step is an act of courage, and is important to my success. I am investing in myself and setting empowering goals for the next 12 months. Even if I don't feel like I understand what is being asked of me in the moment, I pledge to ask questions and do the work. I commit to doing my utmost to make a plan for each of the Five Key Areas of Success, and in so doing amplify my willingness to see my dreams come true. By signing this commitment, I acknowledge my value in the world, and step forward in faith to do my great work for the next 12 months.

Full Name

Date

Celebrate Your Wins

What did you accomplish this past year? What were your "surprise" blessings? Use the back of this sheet or print extra copies if needed. Need extra support in celebrating? Visit the [Facebook Page](#) and let us know what you're celebrating!



Day Two: Faith, Judgment, and Ruthless Honesty

Approximate time to complete today's lesson: 35 minutes

What are your core beliefs and values? Today is a deeper exploration of what matters most to you.

What I Truly Believe About Myself

What I Truly Value In My Life

What I Truly Believe About My Great Work

What I Truly Believe About My World

Synthesis: Connect The Threads

Take a look at what you've written on the previous two pages. In light of what you TRULY believe, what do you want to see differently in the next 12 months?

Pick Just One

If you could only select one thing in the Key Area of Faith to change over the next 12 months, what one thing would give you the most cause for celebration? How would you feel if you could see that shift in your life? How would you benefit from this shift?
What would you miss out on if you didn't make this shift?

Our highest calling on this planet is to find our dharma, our mission, our purpose, and to live it to the fullest.

Day Three: Empowering Family Relationships

Approximate time to complete today's lesson: 24 minutes

These are the people you consider most like family, whether they are blood relatives or not.

What comes to mind when I think of being "Empowered"

This is my Empowering Family

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

What comes to mind when I think of being "Disempowered"

I feel these family relationships are currently disempowering

1.

2.

3.

4.

5.

6.

Based on my desire to build more empowering family relationships,
these are my top 5 relationships to focus on for the next 12 months:

1.

2.

3.

4.

5.

Pick Just One

If you could only select one thing in the Key Area of Family to change over the next 12 months, what one thing would give you the most cause for celebration? How would you feel if you could see that shift in your life? How would you benefit from this shift?

What would you miss out on if you didn't make this shift?



Day Four: Holistic Fitness

Approximate time to complete today's lesson: 10 minutes

Mental, Physical, Emotional: It's about the total package, baby!

Chances are good you already have some physical fitness goals on your mind. Physical fitness is a form of self-care. Look at what you've already said is an area of focus for you in the next 12 months (Faith and Family). Based on what you already know to be coming up for you in the coming months, what is a reasonably achievable physical health goal for you? Write that goal in the space below.

Unless we are enrolled in a course or training program, most of us don't often give much thought to improving our minds. But our brains are the center of both our emotional and mental fitness.

In the space to the left, brainstorm some things you might like to learn more about or new things to try in the next 12 months. Consider both online and offline courses, books, videos, trainings, conferences, and meetings. Use additional paper, if needed.

Pick Just Two (Yep, I said TWO!)

Let's run with your physical fitness goal – this is usually the one goal most people spend a lot of time considering. Select one additional goal in the Key Area of Fitness to change. What one thing would give you the most cause for celebration? How would you benefit from these two shifts? What would you miss out on if you didn't make these shifts?

Self-care is an imperative. Put your own oxygen mask on first!

Day Five: Fortune - Earning It & Keeping It

Approximate time to complete today's lesson: 17 minutes

"You've got to know when to hold 'em, know when to fold 'em, know when to walk away, and know when to run." - The Gambler

We all have monetary goals – but how realistic are they? And what stories are you telling yourself about your money situation? Today, take a look at where you're going, financially speaking, in relationship to where you already are, identify your risk tolerance, and adjust your goals accordingly. No one wants to talk about budgets, but there are three critical numbers you need to help you get a handle on financial planning for the next 12 months – Total Income, Total Expenses, and Total Paid Toward Freedom.

Answer these questions to the best of your ability. If you don't know, make your best guess for now, and circle back to this exercise when you DO have the actual answers.

How much money/revenue/income did I take in during the last 12 months? \$_____

(This total should be from all sources, remember fortune is not just about your work or your business)

How much money did you spend during the last 12 months? \$_____

(Again, this total should be from all sources)

How did that expense break down?

\$_____ Business

\$_____ Personal (not paid toward Freedom)

\$_____ Paid Toward Freedom

How long did it take you to find the answers to these questions? _____ minutes



Assessing Your Income

Take a moment to list all your sources of income.
Track business income separately from personal income.

Sources of Personal Income for the past 12 months:

(include gifts, bonuses, w-2 "job" income, & found money here)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Additional sources of Personal Income I project will be included
over the next 12 months:

- 1.
- 2.
- 3.

Sources of Business Income for the past 12 months:

(include commissions, client work, & other biz-related income here)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Additional sources of Business Income I project will be included
over the next 12 months:

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

Assessing Your Financial Picture

Take a look at what you're creating for the next 12 months:

Total projected income for the next 12 months (based on projected income sources) \$_____

Total expenses for the last 12 months \$_____

Total Anticipated Paid to Freedom (based on percentage of last year's payment) \$_____

Based on these figures, are you content with where your projected financial future? Yes / No

What needs to shift for you to find contentment? List your possibilities in the space below.

The Stories I Tell Myself...

Feel free to print extra copies of this page for each month of the year.

Use it to keep track of the stories you hear yourself saying about your financial situation. When you notice disempowering stories, re-write them and create new stories like Beth did. Over time, you'll notice that your stories are becoming more empowering.

This is an ongoing assignment, and one that will serve you well over the years if you continue to use it.

Pick Just One

When it comes to money stuff, there's always room for more, but check yourself to be sure that "more" is really what you need. Perhaps "different" is more appropriate than "more". As you look at both your business and personal financial situation, what one goal could you work on over the next 12 months that would give you the most cause for celebration when achieved? How would you benefit from achieving this goal? What would you miss out on if you didn't make the shifts needed to accomplish this goal?

Money is all about faith. We believe it has value, therefore, it does.

Day Six: Defining Your Freedom

Approximate time to complete today's lesson: 20 minutes

"They will never take our freedom!" - Braveheart

The idea of "freedom" conjures up a lot of different notions for people. Perhaps it's just the ability to have some fun and let loose from time to time. Perhaps you've got a big, life-long dream that you'd like to see come to fruition. Take a few minutes to document (write, draw, etc) what freedom means or looks like to you. Remember, there are no "wrong" answers here, so long as the answers you give are your truth in this moment. Remember also, that your truth can (and probably will) change in the future, and that's a normal part of the growth process.

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Identifying Your Freedom Goals

Based on how you've defined Freedom, what are a few goals, achievements, or major action steps you could take in the coming year to help you access that definition more frequently? What are things you could do to help you live your life in more alignment with your current definition of Freedom? Brainstorm possibilities in the space below, and pay attention to what thoughts or ideas come up for you in the process of documenting these goals. There may be stories you're telling yourself. Document those goals anyway and ask yourself if they are really true, or if they just feel true in the moment.

Prioritizing Your Freedom Goals

You may find that some of your Freedom goals are crossover goals from other Key Areas. This is normal. A lot of what we do as creative entrepreneurs can trickle over into multiple Key Areas of our life. What's important here is to not get overwhelmed with all the choices and options. Return to your inner knowing, your divine guidance and ask yourself this question:

**Based on the other goals I've already identified, and my current definition of Freedom,
which of these goals are my top five, most important focus for the coming year?**

Remember that today's focus will look much different from tomorrow's perspective, and that it's okay to change your mind later. For now, though, let's create a plan and start moving forward on it. Prioritize your top five goals/objectives from the previous page.

1.

2.

3.

4.

5.

Pick Just One

Thinking about Freedom as you've defined it, what one goal could you work on over the next 12 months that would give you both the greatest sense of freedom and a cause for celebration when achieved? How would you benefit from achieving this goal? What would you miss out on if you didn't make the shifts needed to accomplish this goal?

Freedom is our ability to be fully self-actualized in any given moment.

Day Seven: Putting Your Plan Together

Approximate time to complete today's lesson: 20 minutes

You ALWAYS have a choice. Always.

Spend a few minutes reviewing the six Key Area goals you've selected. Prioritize each of them below now, BEFORE you have conflicting demands competing for your attention later in the year. That way, you will have planned in advance what your utmost priority is for the year before you're emotionally invested in an "emergency" situation. Then, when those moments arise later in the year (and they will), you can refer to your list of priorities and make an intentional decision about how to proceed, instead of falling victim to "putting out fires" that may not even be your fires to deal with in the first place.

My Priorities For The Next 12 months:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Make A Commitment

Transfer your goals in priority order to this page, and make an intentional commitment to them.

I, _____ am committed to:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

... and enjoying my life in the process. Each of these commitments is cause for celebration, both when they are achieved, and as I work toward achieving them. I will intentionally celebrate my wins along the way – as they happen – and regularly evaluate these priorities over the next 12 months.

Signed: _____

Date: _____

Post these commitments where you can see them and let them inspire you every day.

Milestones

Thinking about each key area, what are your milestones for the next 12 months?

If you have specific due dates, write them here, as well as into your calendar.

Key Area	Q 1 Milestone	Q2 Milestone	Q3 Milestone	Q4 Milestone
Faith				
Family				
Fitness – 1				
Fitness – 2				
Fortune				
Freedom				

Brainstorming Action Steps

In order to attain your milestone targets for the quarter, you need specific action steps that you can take to contribute to the achievement of the goal. For each key area, list out specific actions you can take to help you get closer to your target. Remember to focus on actions you can take, versus specific outcomes, which you can't control. Use additional sheets as necessary.

Calendar Your Activities

Use the calendar pages (or your own planner) to assign target dates for each activity. If you have recurring action steps (like phone calls to make, glasses of water to drink, etc), use the weekly activity tracker to track your wins each week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Tracking Checklist Calendar

In the download area, you'll find a PDF version of this checklist (for the 2013 calendar year), as well as the customizable calendar. To use the custom tracking calendar, you will need a spreadsheet tool like Open Office. Open the tracking file and select the starting date for the tracking period. The annual calendar will automatically update. Then print out a blank template, and input the specific targets you want to track for the year. You can add more rows, but then it won't fit neatly onto a single sheet of paper.

As you check off your completed action steps, remember to celebrate your wins! Every step is a step closer to your desired goal on your journey of success!