5 DAYS TO YOUR
BEST YEAR EVER
GET CLEAR, GET MOTIVATED, GET STARTED.
WORKBOOK
MICHAEL HYATT
NEW YORK TIMES BESTSELLING AUTHOR
Congratulations on taking a huge step toward making this your best year ever! I am thrilled to welcome you to the course. I can’t wait to hear what you’ll achieve this year as a result of what you learn.

As I said in the videos, I designed this course for busy, high-achievers like you. The curriculum is very concentrated and intended to get you up and running toward your goals faster than you ever thought possible.

As you prepare to begin, here are three strategies to help you get the most out of this course:

1. **Make an appointment with yourself.** You’ve heard it before; if it doesn’t get scheduled, it doesn’t get done. So, right now, before you do anything else, block out thirty to forty-five minutes a day for the next five days.

2. **Complete the exercises.** Choose today to fully plan out this year. Don’t settle for being a spectator. The exercises are designed to create breakthroughs, so don’t miss out.

3. **Finish the course.** How often have you bought a book or course and then let it collect dust on the shelf (or on your hard drive)? Not this time! Make the commitment that you will complete all five lessons no matter what. Show up for yourself. Your transformation depends on it.

**IF YOU FOLLOW THESE STEPS, I PROMISE YOU THIS WILL BE YOUR BEST YEAR EVER.**

I’m cheering you on! Now let’s get started.

Warm Regards,

[Signature]
BELIEVE IN THE POSSIBILITY

EXERCISE OVERVIEW:

In the video, we talked about what it would be like to experience your best year ever in five key areas: physically, intellectually, emotionally, relationally, and spiritually. To do that, you need to embrace three truths about your future:

1. Your limiting beliefs are the only thing holding you back.

2. You have more power than you think; the only thing missing is clarity.

3. You have more resources than you can possibly imagine.

The good news is that your best days are ahead—but to experience them, you need to shift your thinking.

EXERCISE INSTRUCTIONS:

Before you begin this exercise, I encourage you to find a quiet place where you will not be disturbed, turn off your phone, and disconnect from your email. In other words, eliminate all possible distractions.

Finally, I want to ask you to suspend disbelief and affirm that your future does not equal your past.
Prior to beginning this course, you might have experienced one or more of the emotions above. That’s OK. I want to help you transform your previous ways of thinking so you can have your best year ever. For each step in the Cynicism Spiral, identify a word meaning the opposite and create your personal Optimism Spiral.

Cynicism: The self-protective behavior that all of us use to keep from getting hurt or disappointed.

<table>
<thead>
<tr>
<th>Cynicism Spiral</th>
<th>Optimism Spiral</th>
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<tbody>
<tr>
<td>Disappointment</td>
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<tr>
<td>Frustration</td>
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<tr>
<td>Anger</td>
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<td>Sadness</td>
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<tr>
<td>Depression</td>
<td></td>
</tr>
<tr>
<td>Cynicism</td>
<td></td>
</tr>
</tbody>
</table>

5 Days to Your Best Year Ever
Review the Cynicism Spiral and your Optimism Spiral on the previous page. Which cycle best prepares you for your best year ever? ___________________________

![DANGER]

DANGERS
CYNICISM WILL SABOTAGE YOUR RESULTS IF YOU USE IT IN THIS COURSE.

Complete the following questions based on something you’ve thought about doing in each area mentioned in the video:

**PHYSICAL**: What would it be like to _________________________________?

**INTELLECTUAL**: What would it be like to ______________________________?

**RELATIONAL**: What would it be like to ________________________________?

**FINANCIAL**: What would it be like to ________________________________?

**SPIRITUAL**: What would it be like to ________________________________?

In which area(s) does cynicism most often show up? (Check all that apply.)

- [ ] PHYSICAL
- [ ] INTELLECTUAL
- [ ] RELATIONAL
- [ ] FINANCIAL
- [ ] SPIRITUAL

In the space below, list five limiting beliefs that are holding you back.

1. ___________________________________________________________________________
2. ___________________________________________________________________________
3. ___________________________________________________________________________
4. ___________________________________________________________________________
5. ___________________________________________________________________________
Take another look at the limiting beliefs on the previous page. Place a check mark by each belief you are willing to reconsider.

How many did you check? __________ Let’s turn those limiting beliefs into liberating truths.

Refer to each of the limiting beliefs on the previous page and use the space below to replace it with a liberating truth.

*For example, a limiting belief might be, “I am too old to start something new.” A liberating truth could be stated, “With my experience and wisdom, now is the best time to start something new!”

1. **LIMITING BELIEF:**
   **LIBERATING TRUTH:**

2. **LIMITING BELIEF:**
   **LIBERATING TRUTH:**

3. **LIMITING BELIEF:**
   **LIBERATING TRUTH:**

4. **LIMITING BELIEF:**
   **LIBERATING TRUTH:**

5. **LIMITING BELIEF:**
   **LIBERATING TRUTH:**

Review your liberating truths and list a few emotions you feel in the space below.
In the video I said, “You have more power than you think; the only thing missing is clarity.” The dictionary defines *clarity* as clearness or lucidity as to perception or understanding; freedom from indistinctness or ambiguity.

You can be an active participant in the outcomes you experience. That’s not the most profound statement you’ll hear, but it stands in stark contrast to many people’s thinking. Clarity allows you to get in the game. So, as you think about your life and your best year ever, what are three areas in which you need clarity?

Use the scale below to rate your current degree of clarity in each area.

1.

2.

3.

Remember, you have agency or the ability to affect your outcomes. You also have the ability and the responsibility to choose what you want in your best year ever.

*YOUR FUTURE DOES NOT EQUAL YOUR PAST.*

*TONY ROBBINS*
TRUE OR FALSE?

You have more resources than you can possibly imagine.

 TRUE  FALSE

The truth is that you won’t get more of what you want until you learn to express gratitude for what you already have. In the space below, list ten things for which you are grateful.

THERE ARE THREE TRUTHS ABOUT THE FUTURE.

1. Your limiting beliefs about yourself, others, and the world are the only thing holding you back.
2. You have more power than you think; the only thing missing is clarity.
3. You have more resources than you can possibly imagine.

THE VERY BEST TIME TO COMPLETE YOUR ACTION PLAN IS RIGHT NOW!

MICHAEL HYATT
COMPLETE THE PAST EXERCISE OVERVIEW

If you are committed to moving confidently into the future, you must first do business with the past.

In the context of goal-setting, it is useful to evaluate the previous year, including its successes, failures, lessons, and themes, before attempting to create a different outcome in the year ahead.

There are three elements of properly doing business with the past:

1. Acknowledge what happened.
2. Learn from the experience.
3. Adjust your behavior accordingly.

At the end of the video, I shared the seven-question process I use to bring closure to the previous year. Each question is designed to help you examine what happened, what you want to repeat, and what you never want to do again.

EXERCISE INSTRUCTIONS

This exercise can be long. Don’t let that force you to rush through your responses, but don’t self-edit, either. Go with your first, most honest responses. Your answers to these questions are vital to your future.
1. IF THE PAST YEAR WERE A MOVIE OF YOUR LIFE, WHAT WOULD THE GENRE BE?

- [ ] Drama
- [ ] Tragedy
- [ ] Comedy
- [ ] Adventure
- [ ] Romance
- [ ] Other:

Explain your choice in the space below.

What would be the title of this movie?

**Movie Title:**

2. WHAT WERE THE TWO OR THREE MAJOR RECURRING THEMES IN THE PAST YEAR?

__________________________

__________________________

__________________________
**RANK YOUR THEMES FROM MOST TO LEAST RECURRING.**

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<thead>
<tr>
<th>MOST RECURRING</th>
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<th>SECOND MOST</th>
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<tr>
<th>LEAST RECURRING</th>
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</tbody>
</table>

3. WHAT DID YOU ACCOMPLISH THIS PAST YEAR THAT YOU WERE MOST PROUD OF?

Inscribe it here on the base of your trophy.

What did you do to warrant this trophy? Explain in the space below.
4. WHAT DID YOU FEEL YOU SHOULD HAVE BEEN ACKNOWLEDGED FOR BUT WEREN’T?

**I SHOULD HAVE BEEN ACKNOWLEDGED FOR:**

**BECAUSE:**

Which of these emotions did you experience as a result of this situation? Mark all that apply.

- [ ] ANGER
- [ ] DISCOURAGEMENT
- [ ] REVENGE
- [ ] SELF-DOUBT
- [ ] FRUSTRATION
- [ ] SELFISHNESS
- [ ] LETHARGY
- [ ] SURRENDER

What are three things you can do to overcome these emotions?

5. WHAT DISAPPOINTMENTS OR REGRETS DID YOU EXPERIENCE THIS PAST YEAR?

Disappointments and regrets are like stones; the more you carry, the more difficult it is to move. On the stones located on the next page, list a few recent disappointments or regrets.
What are the benefits of throwing these stones in the nearest lake or stream? Answer in the space below.
6. AS YOU LOOK BACK, WHAT WAS MISSING FROM LAST YEAR?

Use the calendar below to list your responses. Think through each month sequentially. You might not have responses for every month.
7. WHAT WERE THE MAJOR LIFE LESSONS YOU LEARNED THIS PAST YEAR?

Go back to page eleven and copy the three recurring themes you listed.

<table>
<thead>
<tr>
<th>MOST RECURRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECOND MOST</td>
</tr>
<tr>
<td>LEAST RECURRING</td>
</tr>
</tbody>
</table>

Now identify the life lesson related to each theme.

<table>
<thead>
<tr>
<th>MAIN THEME</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUB-THEME</td>
</tr>
<tr>
<td>SUB-THEME</td>
</tr>
</tbody>
</table>

WE WANT TO DISTILL WHAT WE LEARNED IN THE PAST INTO WISDOM SO IT CAN BE USED IN THE FUTURE.

MICHAEL HYATT
Responding to these questions has the potential to elicit various emotional responses. Take a few moments to reflect on your emotions right now. What are you thinking and feeling?

**WRITE YOUR RESPONSE IN THE THOUGHT BUBBLE BELOW.**

**WHAT IS YOUR MOST POWERFUL POSITIVE THOUGHT RIGHT NOW?**

**HOW CAN THIS THOUGHT HELP PROPEL YOU TOWARD YOUR BEST YEAR EVER?**
WHAT IS YOUR MOST POWERFUL NEGATIVE THOUGHT RIGHT NOW?

LESSON REWIND

There are three elements of properly doing business with the past:

1. Acknowledge what happened.
2. Learn from the experience.
3. Adjust your behavior accordingly.

UNLESS YOU BRING CLOSURE TO YOUR PAST, YOU WILL CARRY IT WITH YOU INTO THE FUTURE.

MICHAEL HYATT
EXERCISE OVERVIEW

We are at the halfway point of the course! This is where we turn from laying the groundwork and addressing the past to looking ahead to the future.

It’s going to get really exciting because you are about to design the next year of your life.

In the video, I shared four practices for setting effective goals:

1. Write down your goals. Research shows that just writing down our goals dramatically increases the probability that we will accomplish them.

2. State your goals effectively. When setting goals, use this seven-fold AACTION criteria. The criteria are:
   - ACTIONABLE: begins with a verb
   - ALIGNED: with seasons of life, values, and each other
   - CHALLENGING: set high enough to demand your best effort
   - TIME-BOUND: assign dates but not the same date to each goal
   - NSPIRING: not boring
   - OBJECTIVE: includes an internal criteria by which progress can be evaluated
   - NARROW: specific, not broad or general

3. Share your goals selectively. Studies show that you are less likely to achieve your goals if you share them indiscriminately. Conversely, you are more likely to achieve your goals if you share them with someone who is supportive. The lesson is to choose wisely.

4. Review your goals regularly. Finally, make sure to set regular appointments with yourself to review your goals. I recommend you do this weekly. This will ensure your goals stay at the forefront of your mind. It will also help to consistently align your priorities with what you already have determined to be most important.
EXERCISE INSTRUCTIONS

45 MINUTES  DISCONNECT EMAIL  SILENCE PHONE

I encourage you to get into an inspired state. You might choose to take a walk or run or do something else that inspires you. If possible, sit in a quiet place with a view. Consider listening to an epic movie soundtrack or something inspiring to get your mind subconsciously connected to the importance of what you are doing.

TAKE A WALK OR RUN  FIND A VIEW  SELECT A SOUNDTRACK

NOTHING GREAT EVER HAPPENS IN THE COMFORT ZONE.
MICHAEL HYATT

MATCH THE FOLLOWING ELEMENTS OF THE ACTION STRATEGY WITH THEIR CORRECT MEANINGS. (ANSWERS BELOW)

- ACTIONABLE
  - A. includes criteria to evaluate progress
- ALIGNED
  - B. specific, not broad or general
- CHALLENGING
  - C. fits seasons of life, values, and other goals
- TIME-BOUND
  - D. set high enough to demand your best effort
- INSPIRING
  - E. begins with a verb
- OBJECTIVE
  - F. has a specific date for achievement
- NARROW
  - G. not boring

MATCHING ANSWERS: ACTIONABLE (e); ALIGNED (c); CHALLENGING (d); TIME-BOUND (f); INSPIRING (g); OBJECTIVE (a); NARROW (b)
GOOD OR BAD? YOU DECIDE.

Take a look at the following goals. Based on what you have learned today, are these goals good or bad? Check the box that applies.

<table>
<thead>
<tr>
<th>Goal: Publish a book.</th>
<th>GOOD</th>
<th>BAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>This goal isn’t narrow enough and doesn’t have a due date attached.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal: Make $25,000 more in 2016.</th>
<th>GOOD</th>
<th>BAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>This goal is well-stated. It is narrow, has a date, and is challenging.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal: I will lose twenty pounds.</th>
<th>GOOD</th>
<th>BAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Though specific in terms of the weight loss, it lacks a time frame.</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal: Qualify for the PGA Tour.</th>
<th>GOOD</th>
<th>BAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unless you have rare talent, this goal is too challenging and unrealistic.</td>
<td></td>
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</tbody>
</table>

On the pages that follow, write seven to ten goals using the AACTION acronym. Make sure your goals cover all categories of life. Use the AACTION Checklist to evaluate the strength of each goal.
## Evaluate This Goal Based on the Criteria Below:

<table>
<thead>
<tr>
<th>Weak</th>
<th>Average</th>
<th>Strong</th>
<th>How Will Your Life Change When You Achieve This Goal?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIONABLE</td>
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<td>ALIGNED</td>
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<td>CHALLENGING</td>
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<td>TIME-BOUND</td>
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<td>INSPIRING</td>
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<tr>
<td>OBJECTIVE</td>
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<tr>
<td>NARROW</td>
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</tbody>
</table>
### Category

- [ ] Career
- [ ] Family/Relational
- [ ] Health
- [ ] Spiritual
- [ ] Personal/Hobbies
- [ ] Financial

### Goal

Write a description of your goal in the space to the right.

---

### Deadline:

Month: __________ Day: __________ Year: __________

### Evaluate This Goal Based on the Criteria Below:

<table>
<thead>
<tr>
<th>Weak</th>
<th>Average</th>
<th>Strong</th>
<th><strong>How Will Your Life Change When You Achieve This Goal?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Actionable</td>
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<tr>
<td>Aligned</td>
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<td>Challenging</td>
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<td>Time-Bound</td>
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<td>Objective</td>
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<tr>
<td>Narrow</td>
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</table>
Goal 3

Write a description of your goal in the space to the right.

Deadline: Month:__________ Day:__________ Year:__________

Evaluate this goal based on the criteria below:

<table>
<thead>
<tr>
<th>Weak</th>
<th>Average</th>
<th>Strong</th>
<th>How will your life change when you achieve this goal?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actionable</td>
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<td></td>
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<tr>
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<td>Narrow</td>
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</table>
Write a description of your goal in the space to the right.

**GOAL 4**

**CATEGORY**
- [ ] CAREER
- [ ] FAMILY/RELATIONAL
- [ ] HEALTH
- [ ] SPIRITUAL
- [ ] PERSONAL/HOBBIES
- [ ] FINANCIAL

**DEADLINE:**
MONTH:_________ DAY:_________ YEAR:_________

EVALUATE THIS GOAL BASED ON THE CRITERIA BELOW:

<table>
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<tr>
<th></th>
<th>WEAK</th>
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</table>

**HOW WILL YOUR LIFE CHANGE WHEN YOU ACHIEVE THIS GOAL?**
### GOAL

Write a description of your goal in the space to the right.

---

### DEADLINE:

MONTH: ___________  DAY: ___________  YEAR: ___________

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### EVALUATE THIS GOAL BASED ON THE CRITERIA BELOW:

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</table>
GOAL

Write a description of your goal in the space to the right.

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GOAL 7

Write a description of your goal in the space to the right.

DEADLINE: MONTH:_________ DAY:_________ YEAR:_________

EVALUATE THIS GOAL BASED ON THE CRITERIA BELOW:

<table>
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<tr>
<th>WEAK</th>
<th>AVERAGE</th>
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<td>ACTIONABLE</td>
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<td>NARROW</td>
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</tbody>
</table>

HOW WILL YOUR LIFE CHANGE WHEN YOU ACHIEVE THIS GOAL?
Write a description of your goal in the space to the right.

**GOAL**

**DEADLINE:** MONTH:_______ DAY:_______ YEAR:_______

**EVALUATE THIS GOAL BASED ON THE CRITERIA BELOW:**

<table>
<thead>
<tr>
<th>WEAK</th>
<th>AVERAGE</th>
<th>STRONG</th>
<th><strong>HOW WILL YOUR LIFE CHANGE WHEN YOU ACHIEVE THIS GOAL?</strong></th>
</tr>
</thead>
<tbody>
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<td>ACTIONABLE</td>
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### Category

- [ ] Career
- [ ] Family/Relational
- [ ] Health
- [ ] Spiritual
- [ ] Personal/Hobbies
- [ ] Financial

### Goal

Write a description of your goal in the space to the right.

### Deadline:

Month: ________ Day: ________ Year: _________

### Evaluate this goal based on the criteria below:

<table>
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<tr>
<th>Weak</th>
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<th><strong>How will your life change when you achieve this goal?</strong></th>
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Goal 10

Write a description of your goal in the space to the right.

Deadline: Month: ______ Day: ______ Year: ______

Evaluate this goal based on the criteria below:

- Actionable
- Aligned
- Challenging
- Time-bound
- Inspiring
- Objective
- Narrow

How will your life change when you achieve this goal?
WHAT IS YOUR PUSH GOAL?

Review the goals you identified on the previous pages and choose the one goal that will act like a domino for all the other goals. Which goal will be the catalyst to help you accomplish all or almost all of your goals in the coming year?

PUSH GOAL

Write a description of your push goal in the space to the right.
FOUR PRACTICES FOR SETTING EFFECTIVE GOALS:

1. Write down your goals. Unwritten goals are hard to track.
2. State your goals effectively using the seven-fold AACTION criteria.
3. Share your goals selectively. Don’t share them with everyone.
4. Review your goals regularly. Set regular appointments with yourself to review your goals.
As my wife often reminds me, “People lose their way when they lose their why.” How many times have we seen that come true?

**YOUR WHY IS THE MOTIVATION THAT GETS YOU STARTED AND KEEPS YOU GOING WHEN THE GOING GETS TOUGH.**

MICHAEL HYATT

One of the most important aspects of achieving the goals you set is to get deeply connected with your motivations. You can unleash a powerful source of personal motivation by taking five actions:

1. **Identify your key motivations.** You need to answer the following questions for every goal: Why is this goal important to me? What is at stake if I don’t reach my goal? What is at stake if I do reach the goal?

2. **Record those key motivations.** I recommend you make a bulleted list of five to seven key motivations for each goal.

3. **Prioritize your key motivations.** As you look at the list of motivations you created, which ones resonate most deeply with you emotionally? Put that goal at the top of your list.

4. **Connect with your key motivations.** It is critical to connect with your motivations intellectually and emotionally. You need to understand and feel what is at stake.
5. Review your key motivations regularly. In the same way that I recommend you review your goals, you need to review your motivations on a regular basis. I keep mine underneath each goal in an Evernote document. That way it is easy to review both my goals and my motivations together weekly. You might want to do the same with your goals and motivations.

EXERCISE INSTRUCTIONS

In this exercise, you will continue working with the goals you established in the previous session by identifying and prioritizing the motivations behind each goal. If you eliminate the distractions, you can set the stage for a major breakthrough.

Step 1: On the following pages, list the AACTION goals you set yesterday.

Step 2: Think of five to seven motivations for each goal.

Step 3: Ask yourself, “Why is this goal important? What is at stake both positively and negatively?”

Step 4: Identify which motivation is most meaningful to you.

Step 5: Enter your key motivation for each goal in the space provided beneath each goal.

DR. GAIL MATTHEWS, A PSYCHOLOGY PROFESSOR AT DOMINICAN UNIVERSITY IN CALIFORNIA, FOUND THAT YOU ARE 42% MORE LIKELY TO ACHIEVE YOUR GOALS JUST BY WRITING THEM DOWN.
GOAL I: ____________________________

**LIST YOUR KEY MOTIVATIONS:**

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

**KEY MOTIVATION:** ____________________________
GOAL 2: _____________________________________________

**LIST YOUR KEY MOTIVATIONS:**

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**KEY MOTIVATION:**


### GOAL 3:

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### LIST YOUR KEY MOTIVATIONS:

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### KEY MOTIVATION:

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GOAL 4: ____________________________

LIST YOUR KEY MOTIVATIONS:

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KEY MOTIVATION: ____________________________
GOAL 5: ____________________________

LIST YOUR KEY MOTIVATIONS:

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6. ____________________________
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8. ____________________________
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10. ____________________________

KEY MOTIVATION: ____________________________
GOAL 6: ____________________________

LIST YOUR KEY MOTIVATIONS:

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2. ________________________________
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KEY MOTIVATION: ____________________________
GOAL 7: ____________________________

**LIST YOUR KEY MOTIVATIONS:**

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
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**KEY MOTIVATION:** ____________________________
GOAL 8: ____________________________

LIST YOUR KEY MOTIVATIONS:

1. __________________________________
2. __________________________________
3. __________________________________
4. __________________________________
5. __________________________________
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KEY MOTIVATION: ____________________________
**GOAL 9:**

**LIST YOUR KEY MOTIVATIONS:**

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**KEY MOTIVATION:**
**GOAL 10:**

**LIST YOUR KEY MOTIVATIONS:**

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**KEY MOTIVATION:**
You can unleash a powerful source of personal motivation by taking five actions:

1. **Identify your key motivations.** Why is this goal important to me? What is at stake if I don’t reach my goal? What is at stake if I do reach the goal?

2. **Record those key motivations.** Make a bulleted list of five to seven key motivations for each goal.

3. **Prioritize your key motivations.** Which motivations resonate most deeply with you emotionally?

4. **Connect with your key motivations.** You need to understand and feel what is at stake.

5. **Review your key motivations regularly.** If you don’t review your motivations, you’ll find it easier to step away from your goals when the going gets tough . . . and it will get tough!
Before we wrap up, let’s take a few moments and look at what you’ve done so far. To create your best year ever, you must . . .

**DAY ONE:** Believe in the possibility by embracing three truths about the future.

**DAY TWO:** Complete the past by answering seven powerful questions about last year.

**DAY THREE:** Design your future by observing your practices.

**DAY FOUR:** Identify your WHY by taking five actions.
EXERCISE OVERVIEW

I am so proud of you. You are almost finished preparing yourself to achieve more than you ever imagined in the next twelve months. The only thing that stands between you and your goals is getting started. This is the most important part of making this your best year ever.

LEAP, AND THE NET WILL APPEAR.
JOHN BURROUGHS

FOLLOW THESE SEVEN STEPS:

1. Get off your “but”: Don’t let your circumstances become an excuse. For example, “I would love to train for a half-marathon BUT ________.”

2. Don’t overthink it: Extensive planning can often be a fancy way to procrastinate. Instead, get started and you’ll figure out things along the way.

3. Chunk down your goals: In order to reach your goals, you just need to take the next action, then the next. When you think about your goals, break them down into bite-size chunks until you have gone the whole distance.

4. Get it on your calendar: If you’re like most people, if it doesn’t get on your calendar, it doesn’t get done. You won’t accomplish your goals in the leftover time, because most of us don’t have any.

5. Honor your commitments: Take your goals seriously. Think of them as your solemn commitment to change and then honor them accordingly.

6. Maintain forward momentum: Each action you take builds momentum toward your goal. I recommend that you schedule time to work on your goals, possibly first thing in the morning when you have the smallest chance of getting derailed.

7. Celebrate your wins: If you don’t celebrate your wins along the way, you’ll lose the energy you need to reach the finish line. Make it a point to include those closest to you when you celebrate. This multiplies the meaning of the celebration.
EXERCISE INSTRUCTIONS

In this exercise, you will be scheduling some important activities associated with your goals. For that reason, you’ll need to have your favorite calendaring tool available for use.

**Step 1:** On the following pages, list the next action you need to take for each of your goals. Ask yourself, “What’s the very next thing I need to do to reach this goal?”

**Step 2:** Schedule a month’s worth of appointments on your calendar to work on your goals.

**Step 3:** Schedule a regular time to review your progress throughout the year. I do this once a week. Make sure to get these appointments on the calendar.

**Step 4:** Don’t hesitate to ask for help. If you are not making the progress you’d like to see on one of your goals, it’s time to bring in outside resources.

---

**THE MOST IMPORTANT ASPECT OF MAKING IT HAPPEN IS TO GET STARTED.**

MICHAEL HYATT
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In order to begin, you must:

1. Get off your “but”: Stop making excuses.
2. Don’t overthink it: Don’t let planning hinder progress.
3. Chunk down your goals: Do the next thing, then the next thing.
4. Get it on your calendar: Make a commitment of your time.
5. Honor your commitments: Take your goals seriously.
6. Maintain forward momentum: Work on your goals, possibly first thing in the morning when you have the smallest chance of getting derailed.
7. Celebrate your wins: If you don’t celebrate your wins along the way, you’ll lose the energy you need to reach the finish line.

MAKE NEXT YEAR YOUR BEST YEAR EVER!

MICHAEL HYATT