



Annual Review

clare evans

personal & business coach

Just like having a map, good planning comes from knowing where you are and knowing where you want to go.

The end of each year is a good time to take a look back on what you've achieved in the last twelve months and think about what you'd like to achieve in the next twelve months.

Without at least the minimum plan in place, it's likely that you'll drift from one year to the next, month to month and day to day, either going nowhere fast or plodding along in the same old routine, getting bored and frustrated.

Print off the next couple of pages. Set aside some time in the next few days to take a look back at the past year and make a note of your successes and challenges. Write down your thoughts, learnings, challenges and aspirations. Knowing what you're good at and being aware of your own short-comings can enable you develop, learn and grow.

Getting things down on paper is a good way to focus and gain clarity. It will help you to see how far you've come and think about where you'd like to go or what you could have done differently.

You can be totally honest, no one is looking over your shoulder and there are actually no right or wrong answers.

ANNUAL REVIEW _____

1. What did you achieve in the last twelve months? (Personally or in business).

2. What didn't you achieve in the last twelve months? (Things you planned didn't do?)

3. What were your biggest challenges in the last twelve months? (Did something unexpected happen, what did you find difficult?)

4. What got in your way, what stopped you from achieving your goals? (Time, money, other people, myself)

5. What did you learn in the past year? (Look back at your previous answers.)

6. What do you want to achieve next year? (Be clear, motivating, quantify them, be realistic but challenging and set a deadline.)

7. Who or what do you need to enable you to achieve your goals?

8. What one thing would make a difference to your life?

Having answered these questions set them aside and then come back to them a little later. Do the answers still stand? What else can you add?

Use your answers to the last three questions to create your plan for the coming year. Do you need to update your business plan based on what you've learnt and achieved so far.

Write out your key goals for the year and put them up where you'll see them every day. Now you are ready to Get Into Action and focus on the coming year to make sure that this is your best year yet. Where do you want to go in the next 12 months?

Don't hold back. The sooner you get started, the sooner you'll get there.

Wishing you every success in the coming year.

Clare

P.S. If you want some additional motivation and accountability then give me a call on 01273 588297 to talk through your specific objectives and challenges.

How Can I Help?

Free Monthly newsletter - tips, advice and information on growing your business and improving your personal life. To subscribe, just send a blank email to claresnews@aweber.com

Kick Start/Get Into Action Packages – Created to give you a short burst of motivation and support to get you started – whether your goal is to get fit, lose weight, grow your business or just have more time.

Monthly Reviews - A regular monthly session to review your business or personal goals. Talk through any particular challenges or issues, brainstorm ideas and create an action plan and accountability.

Monthly Teleclasses – improve your time management skills with a different topic each month. Advice and information without having to leave your desk.

For a free consultation or just to talk through any of the above –give me a call on 01273 588297.



Clare Evans – Personal and Business Coach

Tel: +44 (0)1273 588297, Mobile: +44 07887 954512

Email: info@clareevans.co.uk

Website: <http://www.clareevans.co.uk>

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