YOUR YEAR IN REVIEW

2013
Wise Words...

“If you don't design your own life plan, chances are you'll fall into someone else's plan. And guess what they have planned for you? Not much.”

-- Jim Rohn
Introduction

When you think of this year what comes to mind...and more importantly, what have you planned for 2013?

The “Your Year in Review” process is designed to reach into the core of who you are and empower you to new levels of effectiveness and empowerment.

In a one hour process of discovery you stand back, take stock and then plan the next year of your life. The exercise of answering three main questions will help you clarify your thinking and make sure your next year is the best it can be.

It is the process I, and many others have used to bring a new level of consciousness and awareness in the way we live and direct our lives.
The “Your Year in Review” process has three distinct steps. The process asks you to look over the last year and then begin to think about 2013 by asking yourself these three questions:

Question #1. What were my wins? (proudest moments & achievements)
Question #2. What were my tests? (biggest disappointments & let downs)
Question #3. What are my goals for next year? (goals, dreams, aspirations)

So the process starts with what you did accomplish - your celebrations. This will give a balanced view of the past year and of yourself. It’s so easy to remember and focus on the past years failures and disappointments causing you to lose sight of your strengths, passions and gifts you need to make the changes you want to make.
Getting Started

Before you launch yourself into the ‘your year in review’ process, here are a few hints and tips to get the best out of the process:

1. *Be in the right frame of mind*
   See this process as a “Time Out” for yourself. You’ve spent the last year in the fast lane of life now its time to pull into the pit lane, take a rest and see how you are doing. To make the most of this time do what ever you can to make it enjoyable.

2. *Create the right environment*
   Do what ever you can to create the surroundings that are comfortable, positive and inspiring. Turn off the phone, lock the door, pour yourself a glass of wine. Some people like to listen to music during the process as it helps the concentrate and think. Do whatever works for you to get into the flow.
Getting Started

3. *Gather the materials you are going to need*
I’ve provided spaces in this guide to write your answers down but you may prefer to use a journal, diary, notebook or your laptop. I’d also recommend having your calendar (or what ever you use to capture dates and events), photos from the year and access to your Facebook page (if you have one). These are great tools to jog the old memory!

4. *Decide if you are going to do it by yourself or with someone*
You may want to do this important work on your own, and that certainly works well (especially if your partner is not into this type of thing). However, many people (me included) find and added benefit to doing this process with at least one other person. They can become your accountability partner for progress checks and support.
Whole Life Review

To get the most out of your review it helps to get some altitude to your thinking. Imagine you are in a helicopter hovering about your life, looking down at everything at once.

You can see yourself busily taking care of your roles and responsibilities. You can see who you are, what you are doing and the impact of your actions (or inactions) on your life. As you look down at your life assess how things are at present.

The following model breaks life down into the quadrants – Health, Wealth, Love and Lifestyle. This model will help you assess your wins, tests and plans in each life area. It also allows you to see clearly the degree to which your life feels in balance.
Whole Life

HEALTH

WEALTH

LOVE

LIFESTYLE
Step #1

What Were My Wins?

(Bragging is totally allowed!)
**Health**

*Areas this quadrant cover:*
- mind
- body
- emotions
- spirit
- health
- fitness
- relaxation
- meditation

*Some questions to get you thinking:*
- What has changed about your health?
- Have you lost weight? Gained weight? Got fitter?
- What have you learnt to do this year about your health?
- What emotions have you let go of?
- What did you take responsibility for?
- Have you set new emotional boundaries?
- Did you join a gym? Attend classes?
- Have you made some new choices this year?
- What habits have you changed?
- Have you connected to a higher power?
- Renewed your faith?
Health Wins

Use this space to capture all your health wins in 2012
Areas this quadrant cover:
- type of work you do
- your work environment
- hours spent working
- time vs. money exchange
- financial future planning
- work relationships
- investments
- savings
- debts
- insurance cover
- the distance you commute to work

Some questions to get you thinking:
Have you made more money? Saved money?
Paid off debts? Invested? Sold assets?
Started a business? Sold a business?
Learned new technologies?
Delegated tasks you’re not good at?
Created new revenue streams?
Built new business relationships?
Joined a new team or mastermind group?
Attended a conference or learning seminar?
Changed jobs? Roles? Taken on new responsibilities? Hired someone?
Achieved your business/work goals
Wealth Wins

Use this space to capture all your wealth wins in 2012
### Love

**Areas this quadrant cover:**
- spouse/lover
- social friends
- parents
- children
- neighbours
- extended family
- long-distance relationships

**Some questions to get you thinking:**
- What special times (magic moments) have you had with your spouse, children and family?
- Have you created new boundaries? Learned to say “No!”
- Rekindled old relationships?
- Completed (so you can move on) relationships?
- Celebrated anniversaries or birthdays?
- Spent fun times with friends?
- Allowed yourself to be more vulnerable and more open that normal?
- Healed a broken relationship? Forgiven?
Love Wins

Use this space to capture all your love wins in 2012
Lifestyle

Areas this quadrant cover:
- your home environment
- where you live
- how you spend your leisure time
- holidays/vacations/travel
- possessions/toys
- weekends
- time in nature
- charity work
- festivals and concerts

Some questions to get you thinking:
Moved to a new town or country?
Started new hobbies?
What trips or vacations have you been on?
What new possessions do you have?
What have you upgraded?
Have painted and decorated your house?
Cleaned out the clutter? Tidied up a room or wardrobe?
Given time, skills or money to charity?
Where have you simplified things?
What concerts and festivals have you been attended?
Lifestyle Wins

Use this space to capture all your lifestyle wins in 2012
The Good News!

How do you feel now? __________________________________________

Did you have more “wins” than you thought? How many? (add them up) ☐

Even if it has been a tough year for you I hope you can see you still achieved a great deal. Often we only focus on the big wins and miss the smaller but still significant wins we’ve had over the past year.

It is important to acknowledge and appreciate yourself (especially if it’s been a tough year) It helps to look on the bright side and see life in the context of gratitude rather than complaint!

Let’s look at Step #2
Step #2

What Were My Tests?
Question #2

Ok! Now it’s time to explore your biggest disappointments, incompletes and let downs for 2012. Use the following pages to capture the times you were disappointed with yourself and you didn’t get the result you wanted to get.

Whilst it’s easy not to do this part there is more value than you can imagine. Writing these down can be a very cathartic experience. I found I’ve quite enjoyed getting them off my chest. It feels like a weights lifted off my chest when I’ve admitted to myself that I was disappointed with myself. It beats pretending!

Everyone I know has lived with upset and failures in their life. We’ve all made decisions we wish we hadn’t, got distracted, held on to unproductive habits. It’s part of being human. Take your pen and write them down...
The Bad News!

HEALTH

WEALTH
The Bad News!

LOVE

LIFESTYLE

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What Did You Learn?

When you look back at your answer to question #2 what have you learned? In reviewing your disappointments and failures, what possible lessons do you see?

What didn’t work and why?
What were the blockers? (inside and outside you)
What’s the lesson life is trying to teach you? (this is a big one so take your time)
What changes do I need to make to upgrade my life?
What difference would it make if I made the changes?

Capture your thoughts on the next page. Use it to think deeply about who you are and how you operate. These questions will really get your brain working!
What Did You Learn?

Use this space to write your answers to the questions on the previous page:

Select your top 3 lessons and write them below. Make these your guidelines for 2013:

1. _____________________________________________________________
2. _____________________________________________________________
3. _____________________________________________________________

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Step #3

What Are My Goals?
(No limits allowed!)
Planning The Year Ahead

Now it’s time to capture goals, intentions, dreams and aspirations in each on the life quadrants by answering the question, “what do I want?” Start by capturing your general description of what you want to achieve, then turn it into specific measurable goal. For example:

**General goal:** Be happy

**Specific goal:** Meditate 15 minutes each day and find 3 things to be grateful for each day.

**General goal:** Spend more time with my children

**Specific goal:** Read to my children for 15 minutes at least 3 times a week.

Powerful goals must be measurable and time framed. How many? How big? How often? By when?

I’ve given you an example on each of the life areas on the following pages. To help with your goal ideas you might find it useful to use the questions on pages 10 – 16 as thinking prompts for each life area. Remember.. no limits. Go for it!
<table>
<thead>
<tr>
<th>General Goal</th>
<th>Specific goal</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get fit and lose weight</td>
<td>Run 30 minutes 3x a week. Eat 20% less calories from fat &amp; drop 1 - 2lbs each week</td>
<td>Run 5k by end of March and be a stone lighter.</td>
</tr>
</tbody>
</table>
## Wealth

<table>
<thead>
<tr>
<th>General Goal</th>
<th>Specific goal</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay off debts</td>
<td>Pay at least £50 off debt each month</td>
<td>Debt will be reduced by 15% by June</td>
</tr>
<tr>
<td>General Goal</td>
<td>Specific goal</td>
<td>Milestone</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Build stronger relationships with my sons</td>
<td>Have a Skype chat with each of my sons at least 3x a week</td>
<td>Improved connection and communication in 6 weeks</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>General Goal</th>
<th>Specific goal</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>De-clutter the house</td>
<td>Remove everything that’s no longer needed or used in each room</td>
<td>Four rooms completely de-cluttered by April</td>
</tr>
</tbody>
</table>

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Celebrate!

Congratulations On Completing Your Year In Review!
I created this guide for free because I really believe this stuff makes a difference and it’s part of my purpose to share my knowledge with as many people as possible. I put a lot of thought and work into this guide, so if it meant anything to you, please help me out in one or more of the following ways:

- Share It!
- Retweet it
- Post it on your Facebook page
- Email it to a friend
- Post it on your website

Please send people to this URL to get the Your Year In Review guide:

www.midlifemaverick.com
More Goodies!

You’ll find a number of free resources and articles on my blog Midlife Maverick. Here are few related articles to get you started:

Find Your Core Values in 5 Steps
“I Don’t Know What I Want!” 7 Reasons “Why” And A Remedy
Create A Life By Design In 6 Easy Steps
Stop Living By Default. Start Living By Design

Click here to read them: www.midlifemaverick.com
Feedback

I would love to know what you think about this guide and how it helps you in 2013, so please post a comment on the original blog post.

You can do it anonymously if you like, but really, a bit of feedback, good or bad would be great!

You can also email me at if you prefer. info@midlifemaverick.com
About The Author

Colin Hiles is an entrepreneur, coach, writer and speaker. His passion is to help people design and live a life they feel great about. He lives in Southern Spain with his wife and two boys. Colin blogs at midlifemaverick.com