



# WHETSTONE

## **An Awesome “Year 2020”**

**The purpose of this guide is to give you a framework  
to design the coming year.**

Set aside some quiet time to thoughtfully complete this document. Don't be daunted; most of the work requires thought and reflection. You may find there are areas that you resist working on. Persevere and know that the resistance is probably an area where growth is ready to happen.



## Close out and Complete 2019

Moving forward into 2020 will be easier when you fully leave 2019 behind you! This section guides you through completing the year, addressing the good and the bad. This will allow you to enter 2020 with a clean slate.

<b>COMPLETE 2019 ~ STEP ONE → UNDELIVERED COMMUNICATIONS</b>
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*“Perhaps the most valuable result of all education is the ability to make yourself do the thing you have to do, when it ought to be done, whether you like it or not.” Thomas Huxley (1825-1895)*

Are you avoiding someone or struggling when you are around someone? Most likely there is something you have not said to them that needs saying. List below who these people are and what you need to say to them. Just by writing it down, you may feel you have handled it or you may need to have the conversation with them. You will know which it is. Check each off when it is complete.

DONE	PERSON	COMMUNICATION
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

**COMPLETE 2019 ~ STEP TWO → EXPERIENCE THE ACCOMPLISHMENT!**

We often focus on what we haven't done, instead of appreciating our accomplishments. Think of all you have done this year: how you have grown, what you have learned, the standards you have raised and the boundaries you have set.

After you have listed these, read it aloud to yourself and then share it with someone else. You may find you want to hear the acknowledgment from others about some of these: Ask them for it!

**Goals Attained:**

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**New Friends Made:**

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**Knowledge Gained:**

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**Skills Learned or Developed:**

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**Burdens Shed:**

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**New Standards Set:**

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**Relationships Nurtured:**

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**Other Successes:**

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**COMPLETE 2019 ~ STEP THREE → GIVING UP THE PAST!**

Perhaps there were things that happened last year that you regret or feel you should have done differently. The past is the past and is the way it is (was). To go forward, you may need to forgive yourself &/or others. List those things you regret. What action needs to be taken to complete this? Schedule the action that will complete it for you or the other person, if applicable. Perhaps simply communicating or doing something with or for them will be a start. Do you simply need to forgive yourself for something you did or didn't do? Take that action now. We are human. Life is too short to hold on to these.

<b>I Regret:</b>	<b>Action I Will Take:</b>	<b>By When:</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**COMPLETE 2019 ~ STEP FOUR → APPRECIATING 2019 FULLY**

We are usually more aware of our challenges and shortcomings than our abundance. To complete the year, look back and list those things that you can be grateful for in 2018. There are more than you think! Use another page if you run short of space. Have you acknowledged the people who contributed to your life this year? Make sure they know their importance to you.

<b>Things I Am Grateful For:</b>	<b>The People Who Made a Difference:</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____

# Creating an Awesome “Year 2020”

## AWESOME 2020 ~ STEP ONE → GOALS & VALUES

*Jackie Joyner-Kersey, a triple gold medal winner at the Atlanta Olympics, eloquently said,  
“Those who know why always outperform those who know only how”.*

If, on December 31<sup>st</sup> of 2020, you looked back and felt you had experienced the perfect year, what goals would you have attained? At your disposal, you have the power to create HUGE accomplishments this year. Having a big enough goal is exciting and will expand you as a person and your paradigms. Don’t relate to it as a measure of right or wrong, but, rather, a direction to aim. Small, linear goals are often ho-hum and don’t pull us into action, whereas a challenge, a goal bigger than we know how to do, stimulates our creativity. Setting goals focuses you and moves your life in the direction YOU set. Goals that are not attained are often ones we have not fully chosen for ourselves. Follow these steps to set your most important goals for 2020.

1. Identify your 5 or 6 top values:

_____	_____
_____	_____
_____	_____

2. Distill into one sentence your purpose or vision for your business and/or life:

\_\_\_\_\_

\_\_\_\_\_

3. Make a list on the next page of everything you want in 2020. Yes, everything!!!! Make it expansive and complete. Don’t edit here (you’ll do that later).
  - Now go back over the list and cross off the ones that you feel you *should* have on there but don’t *really connect* with your values.
  - Next examine each item by asking, “Am I willing to do what it will take to attain this goal?” Is it a pipedream? Choose to save, eliminate or modify the goal to fit with what is *truly important* to you.
  - With the goals remaining, see if they are congruent with your values and what you feel is important. Would attaining this goal really make a difference, in your life &/or in the lives of those you care about? Narrow it to 3 major goals for 2020. You may need to create a completely different goal (or set of goals) that will express your values and what’s important.



## **Insuring Your Accomplishment**

Having a clear vision of what you are creating is only the beginning. Without a plan, your goals can get sidetracked or, even worse, they can become another incomplete part of your life that you feel bad, unsuccessful or guilty about. Setting up this structure is a critical element in staying on track.

A separate sheet follows for each of your three goals. For each, design the parts of your plan to execute your goals.

**RESERVE:** When creating your structure, you must plan for more than you need. Unexpected circumstances will occur. Plan what it will take to accomplish your goal, and then add 50% more than needed to ensure a reserve.

**RESOURCES:** When you look back from having accomplished that perfect year, it was probably necessary to have people, places and things available to you that you hadn't previously needed. To achieve your next level, it may be necessary to hire someone else, buy some new equipment or technology, or begin to expand your sphere of influence. For instance, if you were to double your income this year, what are the resources you would need? Plan now how and when you will get these resources. Also, look at the resources you already have in place to see how they can be more fully utilized or leveraged. What more could you do with what you already have? This is especially useful in the realm of people and relationships. There are people who would love to help you: tell them how they can!

**ACTIONS:** A daily & weekly idea of what actions to attain your goals are necessary is important. The magnitude of the actions must be consistent with the goal. If you are going to run a marathon, exercising twice a week won't cut it! So let's look: If it takes 5 calls to generate an appointment and 3 appointments to make a sale and your goal is based on 1 sale a week, 15 calls per week should create the result. NOW: here is where the reserve comes in. Plan on making at least 22 calls each week to build the reserve and give you "insurance." Schedule daily actions or consistent weekly actions. Get out your calendar for 2020 and time frame those actions for the whole year.

**SUPPORT:** Ask for and plan for more support than you need as well! Coaches, mentors, bosses, friends and partners all qualify. The more people you involve in your goals, the better chance you have of accomplishing them. There will be days (or weeks) when you don't want support but, because you have involved others, it will be easier to stay on track or get unstuck. Someone who

is looking from another perspective can give you just the message you need. We all thrive with cheerleaders.

**GOAL #1** \_\_\_\_\_ **Value(s) That This Ties To:** \_\_\_\_\_

**PEOPLE &/OR RESOURCES**

**HAVE:**

**NEED:**

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**EQUIPMENT/TECHNOLOGY RESOURCES**

**HAVE:**

**NEED:**

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**EDUCATION &/OR MIND RESOURCES**

**HAVE :**

**NEED:**

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**IMPORTANT ACTIONS TO TAKE CONSISTENTLY**

**DAILY:**

**WEEKLY:**

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**SUPPORT STRUCTURES**

**WHO:**

**HOW:**

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**GOAL #2** \_\_\_\_\_ **Value(s) That This Ties To:** \_\_\_\_\_

**PEOPLE &/OR RESOURCES**

**HAVE:**

**NEED:**

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**EQUIPMENT/TECHNOLOGY RESOURCES**

**HAVE:**

**NEED:**

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**EDUCATION &/OR MIND RESOURCES**

**HAVE :**

**NEED:**

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**IMPORTANT ACTIONS TO TAKE CONSISTENTLY**

**DAILY:**

**WEEKLY:**

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**SUPPORT STRUCTURES**

**WHO:**

**HOW:**

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**GOAL #3** \_\_\_\_\_ **Value(s) That This Ties To:** \_\_\_\_\_

**PEOPLE &/OR RESOURCES**

**HAVE:**

**NEED:**

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**EQUIPMENT/TECHNOLOGY RESOURCES**

**HAVE:**

**NEED:**

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**EDUCATION &/OR MIND RESOURCES**

**HAVE :**

**NEED:**

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**IMPORTANT ACTIONS TO TAKE CONSISTENTLY**

**DAILY:**

**WEEKLY:**

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SUPPORT STRUCTURES

WHO:

HOW:

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<b>AWESOME 2020 ~ STEP THREE → GETTING THE SUPPORT YOU NEED</b>
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*Where your friends are, there your riches are.....Plautus*

For awesome results, you'll need the strongest support system you've ever had. Take steps now to create this structure to provide what you will need this year.

**YOUR SUPPORTERS:** List your top 5 supporters. These people want big things for you, see you as someone even larger than you see yourself, sometimes, and they give you confidence. Schedule a time with each to share your vision for the coming year. Acknowledge them for the support they have given you in the past. Tell them how much it has supported you and how much you appreciate it.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**DRAINING PEOPLE:** Say goodbye to the people that drain, abuse, hurt or limit you. They are just where they need to be on their own path, but it doesn't fit with what you need right now. Their presence takes away valuable energy for other things. Let them go for now.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**BUILDING ASSISTANCE:** There are tasks and processes that you struggle with, which others love to do. Delegate your weaknesses to these people. Find creative ways to get administrative tasks done. Who should be added to your team to have an awesome year?

Task:	Person:	# Of Hours/Week	Cost / Week

**PRACTICES:** What actions, done on a daily basis, would give you energy, further your vision and make you feel good? No SHOULDs on this list. Only those items that renew, excite and rejuvenate you!

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**STANDARDS:** Standards are what we hold ourselves to which represent our best self. What new or raised standards would be appropriate for your vision of the coming year? Perhaps “I don’t stay upset longer than 10 minutes over anything I can’t change” or “I don’t gossip”. Examining and raising your standards makes you feel good about yourself.

NEW STANDARDS TO SUPPORT AN AWESOME YEAR:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

<b>AWESOME 2020 ~ STEP SIX → ZAP THE PROBLEMS</b>
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*"If you want to know your past - look into your present conditions. If you want to know your future - look into your present actions." - Buddhist Saying*

***Become A Problem-Free Zone:*** *It really is possible to live without going from crisis to crisis. Taking into consideration the potential roadblocks that might sidetrack or stop your progress towards your goals will allow you to prepare yourself for success.*

**Potential Problems:** Identify the areas that problems or roadblocks could occur. What actions can you take now to prevent them from causing failure?

**POTENTIAL PROBLEM:**

**ACTION TO PREVENT:**


**Boundaries To Set:** Some problems occur because we have weak boundaries. A boundary is an imaginary line we draw around us to protect ourselves from hurt, damage or injury. Are there some boundaries you need to set to stave off problems with others? Communicate and make requests of those who cause problems.

DONE

WITH WHOM:

BOUNDARY TO SET:

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

**Suffering & Worry:** *"Worry is imagination abused."* Either give these up or give yourself a time every week to do them for 30 minutes and save everything for that "worry time" and then let go.

*In the book, "Zen Without Zen Masters," there is a story about a young man who sought out a Zen master because of his dissatisfaction with his life. He said that he had consulted one expert after another without success: "One person told me to give up sex and I did, but I still suffered. Another told me to give up meat and I did, but I still suffered. Another told me to give up sweets and I did, but I still suffered. I have tried everything that has been suggested, without success. You are my only hope. Please help me." The Zen master replied, "Give up suffering."*

**AWESOME 2020 ~ STEP SEVEN → SIMPLE PLEASURES**

*"One of the most tragic things I know about human nature is that all of us tend to put off living. We are all dreaming of some magical rose garden over the horizon-instead of enjoying the roses blooming outside our windows today." Dale Carnegie*

**Smiles:** Include things every single day that bring joy in your daily life. You deserve to make this a year where you truly enjoy every single day. List the things that make you smile. Be specific. What do you enjoy doing alone? With someone else? With a group? What simple pleasures have you not done in a while?

