

*A gift from:*

**Brenda Abdilla, PCC Certified Career Coach**

# **Twenty Minutes** For 2017



Sometimes we overcomplicate the simple with expectations that the setting must be perfect to accomplish the task at hand. While it's nice to take time away to reflect and plan ahead it's not always possible.

Much can be accomplished from stopping your work and taking **20 minutes** to complete an exercise that sharpens and aligns your focus.



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# Twenty Minutes For 2017



"The indispensable first step to getting the things you want out of life is this: decide what you want."  
— Ben Stein

## 2017 Looking Ahead

If I fast forward to the END of 2017 and look BACK at my year I will be most proud if I accomplish the following five things in my life: *Hint: just list the first things that come to mind—you can fix it later*

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

*Hint: Do this workbook by hand and you can type it later.*

*Recent research illustrates how writing by hand engages the brain in learning. "It seems there is something really important about manually manipulating and drawing out two dimensional things we see all the time, says Karin Harman James, assistant professor of psychology and neuroscience at Indiana University.*



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"We are too busy mopping the floor to turn off the faucet."  
-Author Unknown

Now re-write your five from the previous page and apply the following criteria.

- **Items that you REALLY want.** *Hint: skip the “auto-pilot” items that you always seem to put on your list and instead really think about your year and then choose.*
- **Within your control.** *Hint: getting promoted is not fully within your control. Exceeding my target and being more visible to higher ups; might be a reach, but is within your control.*
- **Measurable.** *Hint: your item should be clear enough that you will know when you have achieved this. “Write a lot of articles” is not as clear as “complete five articles and have two published.”*
- **Stated in the positive.** *Hint: your brain will help you succeed if you give it positive marching orders vs. negative ones. Say, “I will work out 3x each week” vs. “I will stop procrastinating and get my butt out of bed to run each morning.”*

1.

2.

3.

4.

5.



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“A lot of people are afraid to say what they want. That’s why they don’t get what they want.”  
-Madonna

### The Power of WHY

We tend to focus our use of the question WHY on the past—why do I always fail or WHY did I not see that coming. But why is much, much more powerful when we ask ourselves WHY we want to achieve something.

Use top 5 list and ask yourself WHY you want this. Write at least 3 sentences for each about why you want it and what it will bring you.

1. *The reason I want this for myself is:*

2. *The reason I want this for myself is:*

*Hint: Be positive. Be nice. Don’t hammer yourself. Instead think of why you want this and why it is important to you. Write that down.*



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“Optimism is the faith that leads to achievement. Nothing can be done without hope or confidence.”  
Helen Keller

3. *The reason I want this for myself is:*

4. *The reason I want this for myself is:*

5. *The reason I want this for myself is:*

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# The 5x5 Strategy

Quickly list your top five items and five things you will DO in the year to help accomplish the target 5.



*Hint: the TO-DO items are usually pretty simple e.g., check with HR on benefits or call doc about the nicotine patch or show my work to the design team.*

#1 \_\_\_\_\_

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

#2 \_\_\_\_\_

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

#3 \_\_\_\_\_

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

#4 \_\_\_\_\_

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

#5 \_\_\_\_\_

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



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