

20 MINUTES

FOR 2019



Brenda Abdilla PCC Career & Leadership Coach

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.

How to use this PDF. If you wish to type your answers into the PDF, please be sure to download this file and save it to your computer first. Then open the file in Adobe. Typing into this PDF in your browser window will prevent any of your changes from being saved. Or you can simply print and do the exercise by hand.

2019 LOOKING AHEAD

If I fast forward to the END of 2019 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.



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NOW TWEAK 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.

“You have more potential than you believe you do.” -Unknown Author

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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:

*“You can waste your lives drawing lines.
Or you can live your life crossing them.”*

- Shonda Rhimes

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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:

“You are never too old to set another goal or to dream a new dream.”
- C. S. Lewis

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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.

#1 _____

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

#2 _____

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

#4 _____

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

#3 _____

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

#5 _____

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