

PERSONAL PLANNING TOOL

2017

Take a look
through 2016
and define a
strong plan
for 2017

MICHELE WOODWARD

Powerful Coaching.
Powerful Results.

PERSONAL PLANNING TOOL

Take a thorough look at 2016
and define a strong plan for 2017

by Master Certified Coach, Michele Woodward

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1 TAKE A LOOK AT 2016

To make a strong plan for the future, it's important to take a thorough look at the past. Examine the following questions and write down the first responses that come to mind – don't edit or sanitize. Go with your gut reactions.

A little bit stuck? Consider these areas: Career, Financial Situation, Family & Friends, Love Relationship, Fun, Health, Learning, Spiritual Growth, Where I Live.

THINKING BACK ON 2016...

What surprised me?

What disappointed me?

Where did I excel?

TAKE A LOOK AT 2016

Where did I fall short?

When was I happiest?

What worked?

What didn't work?

2

THE BIG PICTURE

WHAT DOES THIS TELL ME ABOUT 2016?

Looking at the disappointments, where I fell short and what didn't work... What do I want to leave in 2016 or turnaround?

Looking at where I was surprised, where I excelled, where things worked and where I was happiest... What do I want to take forward with me into 2017?

Which means I have to change...

3

DEFINE YOUR 2017 GOALS & ACTION STEPS

While your Goal can be broad and “big picture”, an Action Step must be tangible – one you can say you did or did not complete – such as “Get promoted by June” or “Have one date by March.”

A Thought Key is a one- or two-word easy-to-remember reminder of your goal that keeps you on track. For instance, if your goal is “Eating healthier” then a Thought Key might be “Choose Vegetables.”

If there is a category that is important to you and it's not reflected here, please add it. And please use additional sheets of paper as necessary.

AT THE END OF 2017, I WOULD LIKE TO:

Career - I want to:

Action Steps

Thought Key

DEFINE YOUR 2017 GOALS & ACTION STEPS

Financial Situation - I want to:

Action Steps

Thought Key

Family & Friends - I want to:

Action Steps

Thought Key

DEFINE YOUR 2017 GOALS & ACTION STEPS

Love Relationship - I want to:

Action Steps

Thought Key

Fun - I want to:

Action Steps

Thought Key

DEFINE YOUR 2017 GOALS & ACTION STEPS

Health - I want to:

Action Steps

Thought Key

Learning - I want to:

Action Steps

Thought Key

DEFINE YOUR 2017 GOALS & ACTION STEPS

Spiritual Growth - I want to:

Action Steps

Thought Key

Where I Live - I want to:

Action Steps

Thought Key

4

PRIORITIZE YOUR 2017 GOALS

Now, go back and rank each area in order of importance... to you.

Priority Area

Thought Key

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

PERSONAL THEME SONG/CATCHPHRASE FOR 2017

A NOTE TO COACHES

If you want to use this tool with your clients, please feel free. Just credit me as having developed the tool whenever you mention it or write about it. Thanks!

ABOUT THE AUTHOR

In practice for over ten years, Michele Woodward is a Master Certified Coach who has coached executives across the U.S. and around the world, from Japan and Australia to Latin America and Europe. A former White House official and corporate citizen, Michele works primarily with executives who want to be more effective in their work, grow their strategic vision and expand their leadership skills. Over the years, she has trained and mentored hundreds of other coaches and is considered a “coach’s coach.”



Before becoming a coach, Michele led a strategic communications and marketing consulting business in the late 1990s, working with technology start-ups and companies with a strategic interest in partnering with high-tech firms in the Washington, DC-area.

She is the author of several books and has appeared as an expert in The Wall Street Journal, The Washington Post, Harvard Business Journal, PsychologyToday.com and other key outlets. She’s a sought-after speaker, leads workshops and classes around the country, and [writes a popular blog](#).