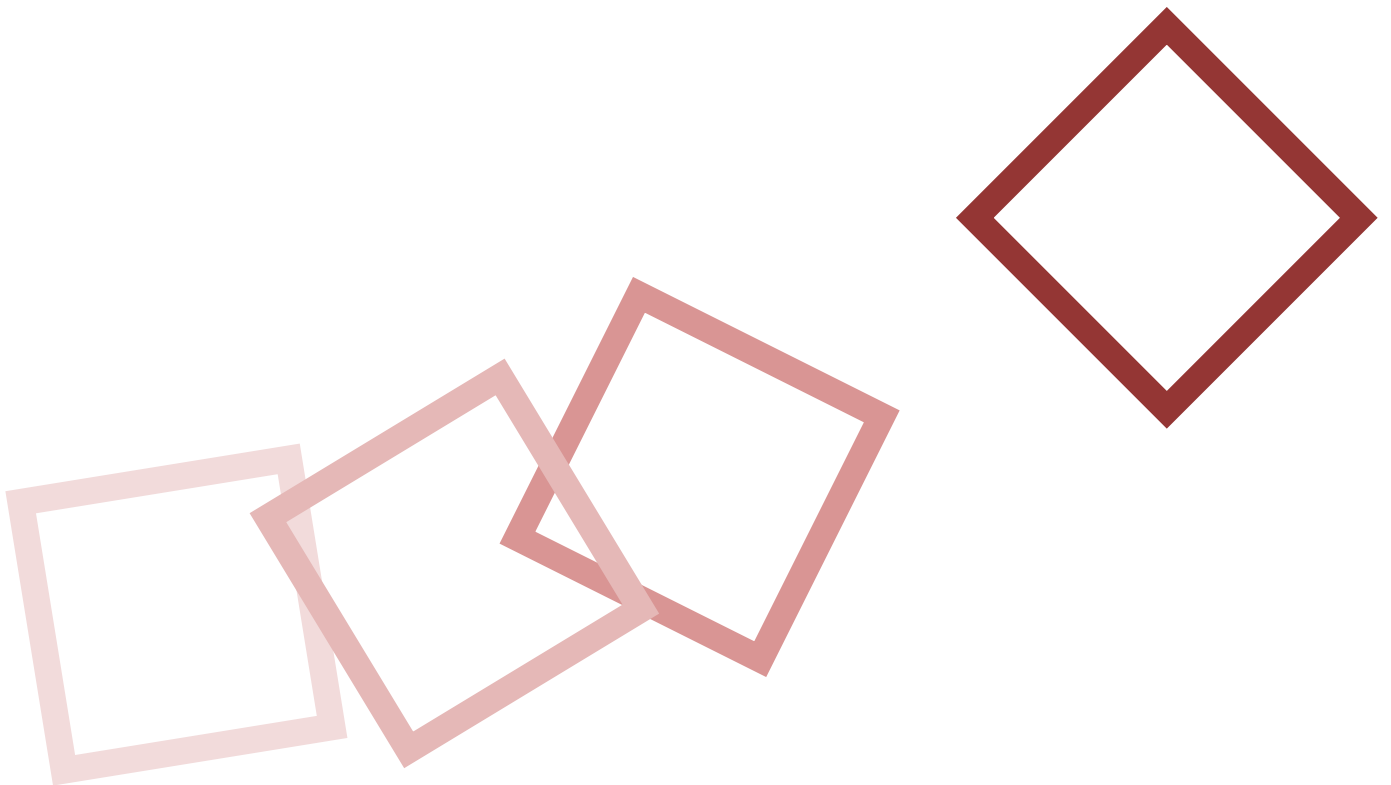


# PERSONAL PLANNING TOOL 2013 EDITION

- ▶ Take a thorough look at 2012 and define a strong plan for 2013

by Michele Woodward  
[www.michelewoodward.com](http://www.michelewoodward.com)



# PERSONAL PLANNING TOOL

Take a thorough look at 2012  
and define a strong plan for 2013

by Master Certified Coach, Michele Woodward

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# TAKE A LOOK AT 2012

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 2012...

**What surprised me?**

**What disappointed me?**

**Where did I excel?**



**Where did I fall short?**

**When was I happiest?**

**What worked?**

**What didn't work?**



# THE BIG PICTURE

## **What does this tell me about 2012?**

Looking at the disappointments, where I fell short and what didn't work... What do I want to leave in 2012 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 2013?

Which means I have to change...



# DEFINE YOUR 2013 GOALS AND 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 2013, I would like to:**

**Career - I want to:**

Action Steps:

Thought Key:



**Financial Situation – I want to:**

Action Steps:

Thought Key:

**Family & Friends – I want to:**

Action Steps:

Thought Key:





**Love Relationship - I want to:**

Action Steps:

Thought Key:

**Fun - I want to:**

Action Steps:

Thought Key:



**Health - I want to:**

Action Steps:

Thought Key:

**Learning - I want to:**

Action Steps:

Thought Key:



**Spiritual Growth – I want to:**

Action Steps:

Thought Key:

**Where I Live – I want to:**

Action Steps:

Thought Key:



# PRIORITIZE YOUR 2013 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 2013**



# 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

**Michele Woodward** is a Career Strategist, Master Certified Coach, author, speaker and teacher, who helps executives get clear about who they are and what they want to do and develop a workable action plan to get where they want to go.

She's thrived in a number of high-level, high-pressure positions at The White House, in corporate America, as a business owner and has served as an advisor to many entrepreneurs.

Michele is the author of *I Am Not Superwoman: Further Essays on Happier Living and Lose Weight, Find Love, De-Clutter & Save Money: Essays on Happier Living*, [available now at Amazon.com](#).

She founded the popular Career Invention Coach Training ([mycareerinvention.com](http://mycareerinvention.com)) focused on training coaches to understand the new rules of work and KickAss Mentoring ([kickassmentoring.com](http://kickassmentoring.com)), a marketing training program for coaches.

Michele is a sought-after speaker, leads a number of workshops and writes a popular blog at [michelewoodward.com](http://michelewoodward.com)

