

Kick-Start

A practical kit to guide the new year
in a new direction

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getting started

What is this kit all about?

As a new year approaches it is a great time to reflect on what is and isn't working for you, and set yourself up for success in the future. Stepping over the threshold in January with clarity, focus, excitement and a dose of organisation will help set up the changes you seek.

Let's start by reflecting back, how has the past year been for you? Did you hit your stride and are you ready to keep the momentum flowing into the new year ahead, perhaps you didn't quite get to where you want to be or maybe you're somewhere in between. This kit will help you be on track.

How to get the best out of this kit.

When you start working through the questions, find somewhere comfortable, where you won't be disturbed. Surround yourself with energy that inspires you - be in nature, with music on, in silence, on a comfy couch or seated at a desk.

Be honest. You're ultimately only saying these things to yourself. No one else needs to read or see this. Say what you really feel and think, not what you assume you should say or what will make others think better of you. Only you will benefit from the truth.

Print out the monthly calendars, and any other of the exercises that will help keep you on track. Keep them in a folder, or if you're really brave put them up somewhere you can see regularly - your desk, the fridge or inside the wardrobe.

You can do the process alone. Or do it with others. Just keep it honest. It's designed to work in a variety of ways, so tailor it for you - some people share their plans to make them more committed to follow through.

See it as something fun to do, not a chore. It is a choice. You'll benefit more when you're in an engaged frame of mind. Go with what feels natural and right for you.

There is also freedom to change. You may need to course correct.

Don't feel locked in or trapped. Re-focus when circumstances require it, but also know the difference between a lack of commitment and when it's the right time to re-calibrate.



This kit has been designed, and is intended to, help you step into change. To embrace it, and take steps towards making things happen in your life that you're proud of, that will deeply align with who you are, and where you want to be. *Ultimately its a guide map. Setting out the route and keeping yourself accountable.*

understanding yourself

How well do you know what you want?

Let's start with where you are now and how you view life. Fill this in as honestly as you can. Go with what pops to mind, trust that intuitive response to help guide you. There are no correct responses - so focus on what change you seek and go with answering the below statements.

I'm ready for change. This year, the main thing I want to transform in my life is...

I value...

I believe...

I want to be more...

I want to be less...

I want to feel...

I want to think...

I want to do...

what is *important*?

Knowing your values.

Do you ever stop to think about what is truly important to you? What forms the foundation of your beliefs and your behaviour, what drives your thoughts and feelings? These are your values, or your own set of personal principles, on how you treat yourself and others. When your values are being met you'll feel a sense of contentment, but when they are compromised you'll feel at odds with yourself, and the world.

Your 'intuitive' values.

Intuitively you'll get some words easier than others, and some will take a bit more time and thought. Pay special attention to what feels right for you now. It's also important that the words and phrases aren't what you 'should' feel, think and do - and they aren't based on 'expectations' from others.

For some people, images are a better way to express the above, so don't limit yourself to words alone, feel free to collect images and start a vision board of images that represent your values.

It often helps to close your eyes and take some deep breaths as you make a connection with these words, phrases and images. Don't judge what comes up, give yourself the freedom to explore. Consider words, quotes or phrases appeal to you when you respond to the following:

What motivates you?

What do you need regular doses of?

What do you need from friendships, relationships, family, work and others?

When do you feel the most content, what is the feeling you get?

What forms the basis of your personal principles?



Values are important because they help guide choices, and act as an anchor for change. If you align change with your values, you will be motivated and the transformation you seek will be deeply imbedded.

what is *important?* cont...

Your 'core' values.

Take time to identify 5-6 words/ phrases/ images from what you've created that are 'non- negotiable' values - that you can't be fulfilled in life without. Circle these as your 'core values'.

You may need to combine some of the values together, or maybe one word or image represents the values better than the other, like integrity encapsulates honesty too. Think why they are important, and how they make you feel if they are missing from your life.

If you know you'll feel their absence day-to-day this determines them to be on the 'core' list. You need regular doses of them being met. These will generally not change too much through time and circumstances.

My core values are:

Does your life reflect your values?

How can you apply your values to your life? There are several ways, we can look at how we are at work, in relationships, and with our friends. Perhaps we're an 'expert' at living our values in one area and can use that in others that don't feel as genuine or fulfilled.

Look over your list of 'core values' ask yourself the following questions:

How does my life need to change in order to express these values?

What behaviours/ feelings/ thoughts do I need to add to my life to live my values?

What behaviours/ feelings/ thoughts do I need to remove from my life to live my values?

If you could make 1-2 small changes to live your values, what can you do differently?

For a more intensive investigation of your values, click here for my [blog](#).

your beliefs

Your thoughts create your reality.

We all have beliefs. In each and every situation we come to in life, and about ourselves. Sometimes these beliefs propel us forward, but they can hold us back too. Often they contradict what is really important to you, which seems crazy - but if we can get beliefs, values and our direction aligned we're on track for BIG success. What is important is recognising our beliefs and understanding when they are or aren't helpful. If you can change what you tell yourself, you'll change what you do, and hence change what you are capable of. See if you can use the questions below to begin to alter your beliefs to see different results.

**Things I believe are true about me,
which are holding me back from change
(be really honest!)**



**Things I know can be true of
me in 2015 (clue: often the opposite
of what is in the left column!)**

overcoming *hurdles*

This is not the year to play it small. It is not the year to give into negative talk. Sure you can hear it - but don't listen to its chatter. Overcome your doubts and embrace fear. It's simply stepping out of your comfort zone. We've listed all your can't-do's in the beliefs section. Now it's time to look what you can and will do.



Where was I in 2014?

Consider some of the BIG things that happened in 2014, they can be achievements or lessons. Where would you plot them in relation to you being in and out of your comfort zone?



In 2015 I will be...

Is that enough to make you consider that you CAN play outside of the zone? Now consider what you want to achieve in 2015. Make it the year to... dream BIG, be BRAVE and CHASE down what you want. What big leaps are you considering, are you setting the bar high enough, or are you happy to play it safe? Plot some of your goals for the year ahead in relation to your comfort zone. How close or far away are you willing to go?



Remember, nothing transformational comes from the safety of being in the comfort zone, you must try new things to get a different result. Yes, those jitters called fear do get in the way, if you'd like some tips for dealing with fear click on the link to my **blog**.

your ideal year

Fast forward to the end of this year...

It helps to project into the future to kick start the creative process and see a bigger picture. If you have achieved what you set out to do, what would that ideal scenario look and feel like? There is no right and wrong, just what feels good for you. Be as creative or descriptive as you like e.g. an exact salary figure, or 'earning enough to allow me to travel, house deposit etc' You don't have to be precise, but remember the clearer you are, the more likely you are to remain focused towards the target.

At the end of this year...

I am feeling...

I am doing...

I am thinking...

I am achieving...

I am proud of...

I am looking forward to...

Key themes for the year are...

I honoured my values by...

seeing your *big picture*

Create a conversation on success.

Keep your creativity flowing on... Have some fun with the next exercise, see the big picture of what's possible in the year ahead. Imagine you're talking to a close friend or partner about the year that just passed, and how to celebrate your success.

Put yourself in the conversation, create the story and see the big picture come to life. Fill in the blanks below with what changed, how you transformed, the steps you took towards your goal, key challenges you overcame, how you did it and what you learned along the way.

Remember the main goals don't have to be something tangible, it can be a shift in mindset or beliefs, how you feel, or how you're experiencing life.

This year was amazing, I can't believe I actually managed to...

It wasn't simple but I did it. First I...

The turning point was when I...

Along the way people helped me. They included...



This creative exercise can be incredibly powerful towards resetting your beliefs and inspiring action, so *don't hold back with your answers*, be as specific as possible and add in details if they help make it real for you.

seeing the *big picture* cont...

I came up against some hurdles. The biggest one was...

But I dealt with it by...

As a result I now feel...

And my life is different in these ways...

I feel content because...

I'm most proud of myself when I...

breaking it down

Step by step, let's make it happen.

A vision cannot come to life without action towards it. Let's consider the milestones you need to set yourself in order to make your vision come to life, I suggest no more than 4-5 mini goals towards your main focus. Use your answers from the previous exercises to imagine how you'll achieve each one. Setting mini goals along the way helps you recognise progress and keeps enthusiasm high.

There is a knack to writing your goals to increase the chance of them happening. Write them in chronological order (first thing is at the bottom of the list) and in past tense (as though you've already done it). Then break each mini goal into smaller tasks, but most importantly - put a deadline against it! So you know what timing you're aiming to complete it by. Giving yourself a deadline makes you accountable, plus opens you to possibilities to push your beyond expectations.

This is your plan. If you don't have a plan, you don't have direction, and therefore no idea where you'll end up.



You can change the detail as you need to, it helps to print these out so you can see it and cross them off when completed. Put deadline reminders in your diary and schedule the time 'to-do' tasks into your calendar.

MINI GOAL:

Tasks to achieve mini-goal:

Deadline:

1

2

3

4

5

Resources needed to achieve mini-goal:

Ideas of how to access these resources:

MINI GOAL:

Tasks to achieve mini-goal:

Deadline:

1

2

3

4

5

Resources needed to achieve mini-goal:

Ideas of how to access these resources:

MINI GOAL:

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MINI GOAL:

Tasks to achieve mini-goal:

Deadline:

1

2

3

4

5

Resources needed to achieve mini-goal:

Ideas of how to access these resources:

calendar

Getting organised.

Now you know your main goal and understand what you want to achieve in the year ahead. Plus you've given yourself some mini goals to keep you on track with your big picture.

Organisation is your secret weapon to success. Part of organising yourself is to give adequate time to research your ideas, to talk to others, to actually 'plan to plan'. Remember each time you set aside time towards your tasks, it is a step closer to you reaching your potential, and living and feeling the way you want to.

The next 12 pages are a monthly planner, designed to help map out the month ahead, and allocate time to tasks and keep you focused. I suggest sitting down at the end of the previous month, or first day of the current month and taking stock on what been achieved and what lies ahead - and allocating dates and time towards tasks.

Design your future.

You are the architect on your future. You can lay the best foundations and plans, but without action towards building you're not going to have the grandest design for you. There are many choices to make, and paths to follow but ultimately it's about staying focused and determined.

Over the next 12 months you're going to come across many different days, some will be joyful, others tough and feel like you're being set back. If you feel yourself off course, you need to use those inner resources and your values to come back to centre, re-focus and keep going. Most of us succeed through overcoming hurdles and seeing new ways of completing tasks we'd not imagined.

How to use the monthly planner:

Each page contains the following:

Theme of the month: select a focus word for the month, that connects with your purpose, values and your tasks for that month. Use it to motivate and inspire action.

Major achievements: select the three key steps towards your monthly goals. This is the important step to not skip!

Calendar dates: to help diaries when you will do the tasks.

When things get tough: come up with some strategies for when things get tough, you find yourself procrastinating, or feeling overwhelmed - it can be some words, or something you enjoy doing that gets you back on track.



The key thing to know: if you do not effectively manage your time, your tasks won't get done, and you won't step closer to what you want.

january

My main focus
for the month is:

Three major things I'll achieve this month are:

1

2

3

I'll block out time in my diary, and commit to the following tasks:

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

When things are getting tough, or not going to plan, what can I say or do to keep on track?

Be the change you wish to see. Mahatma Gandhi

february

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29						

When things are getting tough, or not going to plan, what can I say or do to keep on track?

In the long run, we shape our lives, and we shape ourselves. The process never ends until we die. And the choices we make are ultimately our responsibility. Eleanor Roosevelt

march

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When things are getting tough, or not going to plan, what can I say or do to keep on track?

*The greatness of a man is not how much wealth he acquires but
in his integrity and ability to affect those around him positively.*
Bob Marley

april

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When things are getting tough, or not going to plan, what can I say or do to keep on track?

*I can choose either to be a victim of the world or an adventurer
in search of treasure. It's all a question of how I view my life.*

Paulo Coelho

may

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When things are getting tough, or not going to plan, what can I say or do to keep on track?

I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.'

Maya Angelou

June

My main focus
for the month is:

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1

2

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When things are getting tough, or not going to plan, what can I say or do to keep on track?

You can do anything but not everything. David Allen

july

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When things are getting tough, or not going to plan, what can I say or do to keep on track?

*One of the greatest discoveries a man makes, one of his great surprises,
is to find he can do what he was afraid he couldn't do. Henry Ford*

august

My main focus
for the month is:

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2

3

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When things are getting tough, or not going to plan, what can I say or do to keep on track?

Man is made by his belief. As he believes, so he is. Goethe

september

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When things are getting tough, or not going to plan, what can I say or do to keep on track?

*You've been criticising yourself for years and it hasn't helped.
Try approving yourself and see if that works. Louise Hay*

october

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for the month is:

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2

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When things are getting tough, or not going to plan, what can I say or do to keep on track?

Be the reason someone smiles today. Anonymous

november

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2

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When things are getting tough, or not going to plan, what can I say or do to keep on track?

A person without a sense of humour is like a wagon without springs. It's jolted by every pebble in the road. Henry Ward Beecher

december

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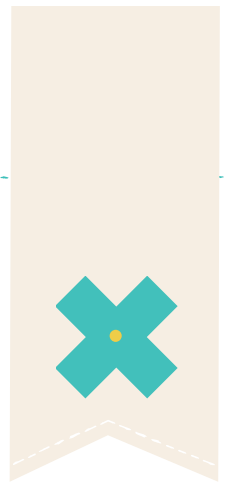
When things are getting tough, or not going to plan, what can I say or do to keep on track?

*Surrender to what is. Let go of what was.
Have faith in what will be. Sonia Ricotti*

reflection...

You made it!

Here we are in December. What does the world look like to you now? How has the year been? Let's do a reflection back on what's been achieved against what you set out to achieve, and to help propel into planning for next year!



I am feeling...

I am doing...

I am thinking...

I am achieving...

I am proud of...

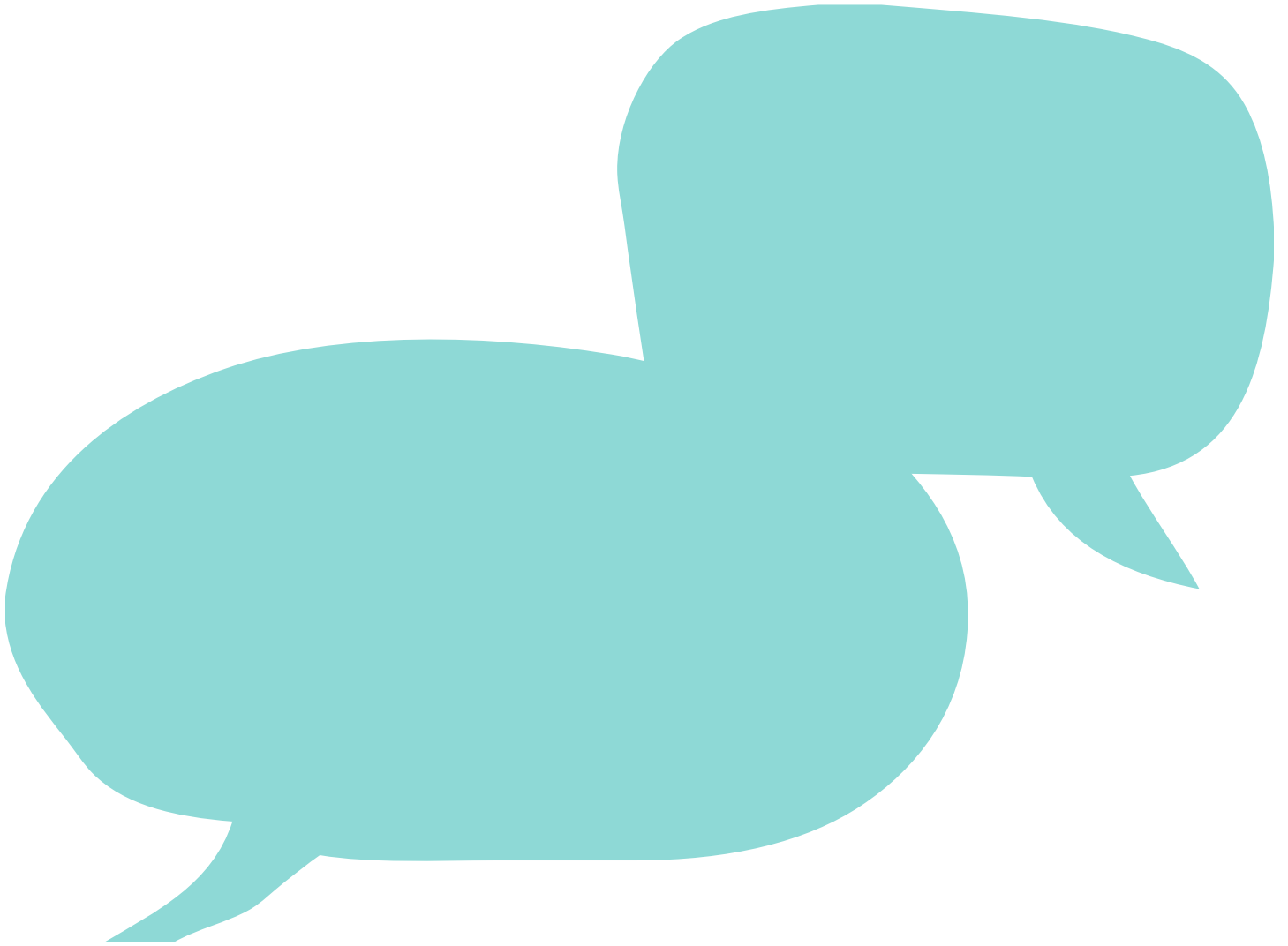
I am looking forward to...

Key themes for the year were...

I honoured my values by...

*but most **important...***

I'm going to celebrate by...



And don't forget to...

Reward yourself...

Share your good news with those that matter...

Express your gratitude to those who supported you along the way...

CONGRATULATIONS!!