



Reach your goals

A guide to help you clarify your ambitions, set sound targets, track your progress - and reach your goals for 2021



What are your hopes and dreams for 2021?

Whether you're feeling optimistic about the year ahead or unclear right now, it's my hope that this self-coaching resource will help you generate ideas, inspiration and impetus to reach your goals in 2021. How will you turn those dreams into reality?

I've created these coaching questions and exercises to support you to reflect on your highs and lows of 2020, a year that has challenged us all in ways we never imagined. I want to help you create compelling goals for the year ahead, chart your progress points, plan and commit to action. You can work through the exercises and coaching questions at your own pace. If you're someone who prefers to work methodically from start to finish, that's fine. It's also fine if you're someone who prefers to pick and choose what they do and in what order.

Take some time to note your thoughts; you might take a walk or find a quiet spot. You might work with a friend or buddy and encourage each other. It's up to you.

Here's wishing you health, happiness and every success in 2021. If you want to get in touch, please email me via dawn@zoomly.co.uk and let me know how you get on!

Dawn Sillett - Zoomly



Reflect on the past year

First, take some time to reflect on the past year. Use these 20 questions to prompt your thinking (rather than feeling you have to slavishly and fully answer each and every one). My top tip is to skim the questions, note down the answers that most readily come to mind, take a short break then make a few more notes. It's OK not to have 20 answers!

1. What were the high points for you in 2020? Time to brag about your successes ;)
2. What are you most proud of achieving in 2020?
3. What new skills did you learn? How did they support your progress?
4. What setbacks did you overcome? How were you able to overcome them?
5. How did you use your strengths?
6. Which of your signature strengths might you have overused? Were any under-used?
7. Who inspired you? How did they do that?
8. Who helped you? How did you thank them?
9. Who did you help? How did you help?
10. What are you grateful for?



Reflect on the past year

11. Where did you spend most of your time in 2020?
12. Who did you spend the most time with?
13. When did you feel happiest?
14. What did you enjoy most in your spare time?
15. When did you feel the most energized?
16. Who surprised you – and how?
17. What – if anything – do you want to change?
18. What do you want to stop, or let go of?
19. Which 3 words sum up how 2020 was for you?
20. Which 3 words do you want to sum up 2021 by its end?



What do you – and don't you – want?

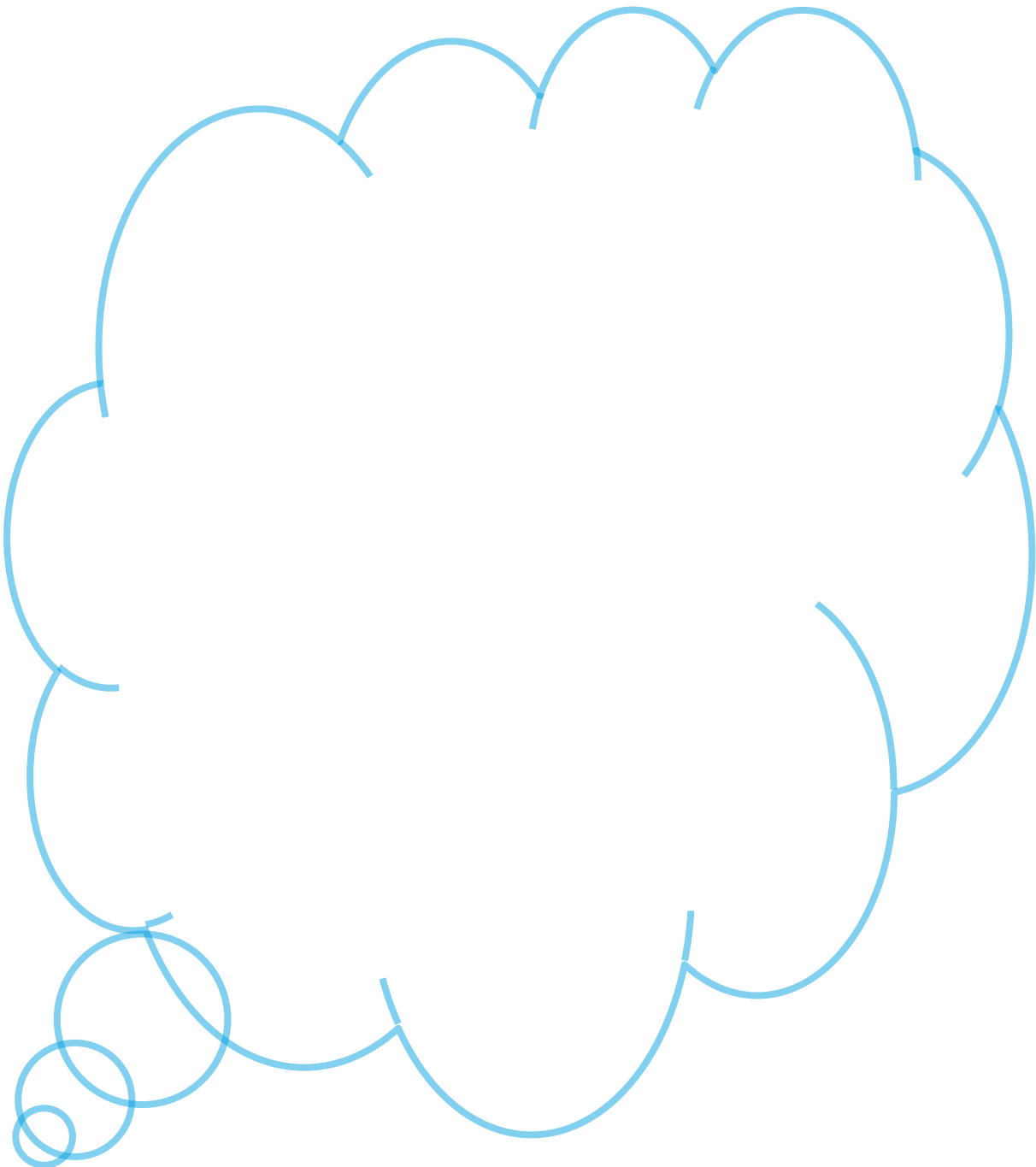
Use your answers from the previous questions to clarify what you want more of – and less of – in 2021. There's a bit more to this than listing opposites...be bold! Do you want more recognition, awards and even applause? Do you want to eliminate some things from your life, for example, bad habits and old ideas? Do you want more time with certain people – and a bit less with others?

What do you want more of?	What do you want less of?

Don't be surprised if you find it easier to complete one column than the other; some of us are more wired to focus on what we DON'T want rather than what we DO want. If that's you, think of what you'll get when those 'don't wants' have gone. Watch out for 'shoulding' yourself; this might be based on guilt, which isn't the most motivating emotion. Or it may be someone else's goal for you. Run this simple test: would a wise friend endorse your 'more of' and 'less of' lists?

Dare to dream...

Picture yourself this time next year. You're feeling really good about what you've achieved. Where are you? Who are you with? What's different? What are you doing? What's changed – and how can you tell? You can note your thoughts here or create a Mind Map or mood board – or all three – it's up to you.





Your goals for 2021

Here's where you clarify your most important goals – get specific about what, why, where and by when. You may want to focus on just one goal. Or you may want to set goals for relationships, work, home, health, money, personal development. Some goals may be simple and others a stretch; some may take priority over others.



Plan to stay on track

For each of your goals, note your answers to these 10 questions. To do this, you may want to grab some extra paper or print out several copies of this page.

How will you measure success?

What signs will prove you're progressing?

What will you gain when you reach your goal?

What could you lose if you don't reach your goal?

Which of your values will you be bringing to life through this goal?

What obstacles do you anticipate? How can you overcome them?

Who's a role model for what you want to achieve?

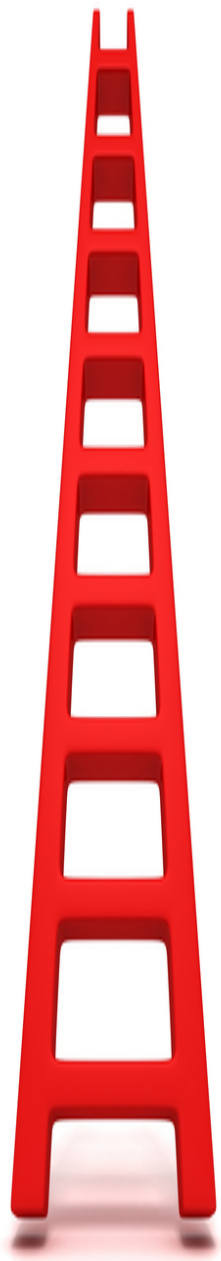
Who could you team up with to keep each other on track?

How will you celebrate success?

How much time do you need to give your goal?

Chart your progress

So many people fail to reach their goals. Some set unrealistic goals, others set them and forget them. A common trap is to assume we'll reach the goal in one big leap – which is unlikely. That's why it's important to chart progress – in the order set out here.



1. Your goal and how you'll know you've achieved it
2. How you'll know you're progressing 9 months from now – almost there
3. How you'll know you're progressing in 6 months' time – your half-way point
4. How you'll know you're progressing 90 days from now
5. How you'll know your progressing in 30 days from now
6. How you'll know you're progressing in 1 week from now
7. How you'll know you're progressing in 1 day from now
8. Where you are now



Commit to action

What's the next step? When will you take it? Identify the immediate next step you need to take to get started – no matter how small that step may be – and when you will take it.

Tip: a step is an action, not a thing – so use verbs such as 'contact', 'ask', 'make', 'create'. Add this to your calendar. Repeat for each goal.

Goal	Immediate next step + when

Time to get started - here's to your success!

Got a question? Want to share your progress? Get in touch via dawn@zoomly.co.uk