

Mid-Year Review

1. What has happened in the 1st half of the year?
 - a. What is going really well?
 - i. What has been extraordinary?
 - ii. What tasks & projects have you accomplished or taken significant action on?
 - iii. What lifestyle changes have you made? What new habits have you created?
 - b. What hasn't gone well?
 - i. What was challenging this past 6 months?
 - ii. What did you learn?
2. Clarify your goals & roles:
 - a. What projects & habits do you need to stretch yourself to success with? Which do you need to dig in, get a little uncomfortable and really grow over the next 6 months?
 - b. What tasks just need to get scheduled and get done in the 2nd half of this year?
 - c. What roles are you spending the most time in? What roles are you neglecting?
 - d. Make sure you have a list of all of your roles and at least one project or habit to work on for each role for the next 6 months.
3. Next Steps:
 - a. For all of your tasks, schedule them in your calendar now
 - b. For all your projects, what is the next step in each project? Schedule that time in your calendar now. Make a commitment to yourself by making an appointment with yourself and keep that appointment just like you would with a client or friend
 - c. For all your habits, what is the next step you can take in each habit? Again, schedule that time in your calendar now.
4. Review:
 - a. Schedule a time each week for you to review your goals (tasks, projects & habits) and plan for the upcoming week