



"What's done, is done"
~ William Shakespeare, *Macbeth*

"The best way to predict the future is to create it."
~ Peter Drucke

Completing 2020 and Designing 2021

January 1st brings a clean slate and a fresh start, if you are willing to do a little work and to relate to it that way.

Most of us have a variety of things we intended to accomplish in the past year, even if they weren't planned or maintained in a framework such as resolutions, outcomes, goals or objectives.

Now is the time to reflect on what you intended (however formal or informal), what you actually accomplished, and what you didn't accomplish.

An effective method for getting to a clean slate is to look back, evaluate and learn from your experiences over the past year. Now is not the time for excuses, nor is it an occasion to "beat yourself up" or "make yourself wrong". It is a time for you to own what you did and what you did not do, let go of any regrets and resentments, and to take responsibility for the whole.

This "completion process" enables you to put the last twelve months in the past leaving room for to create the future you desire.

Here is a series of questions to help you close out 2020 and design an extraordinary 2021.

Recommendations:

1. Block out time in your calendar to work on this exercise.
2. Review last year's calendars, goals, to-do lists, etc.
3. There is no need to rush this process. Give yourself a few days or even a week to do this.
4. Talk to a few people and share your answers. Make sure you are not missing anything.

Questions for Completing the Year

1. *What were your most significant accomplishments?*
2. *What are you most proud of accomplishing? Include areas where you pushed through a tough situation or dealt with something that required you to rise above what was predictable or what you thought was possible.*
3. *What are the areas where you didn't accomplish what you intended? Places where you missed the mark in terms of your goals, or in terms of what you know you are capable of producing?*
4. *What regrets do you have?*

Will you let them go?

5. *What did you learn or discover last year?*
6. *What strengths did you develop over the last twelve months?*

7. *There is much to acknowledge and appreciate about you. For what would you like to be acknowledged? By who?*

8. *Who would you would to thank or acknowledge and for what?*

9. *Is there anything else that you would like to say, acknowledge or let go of so that last year is complete for you?*

Questions for Designing 2021

1. *What are you committed to accomplishing in 2021?*

Look at all the areas of your life. Include specific results as well as areas you would like to expand which are not necessarily measurable.

Areas to consider as you answer the question:

Personal Growth

Family and Friends

Significant Other and Romance

Professional Development

Health and Well-being

Spiritual Enrichment

Your Home, Office, and Physical Environment

Leadership and Management in your Organization

Fun, Recreation, Travel, and Hobbies

2. *Separate from your goals and accomplishments, are there areas that you would like to learn about, study or explore in 2020? If so, what are they?*

3. *Are there relationships in your life that you want to create, develop or enhance? If so, who are they?*

4. *What limiting beliefs could hold you back or stop you from accomplishing what you are out to accomplish 2020?*

5. *What new beliefs could you create that would support and empower you accomplishing your goals in 2020?*

6. *What is this year going to be about for you?*

If you were going to design a headline or theme for 2020 what would it be?

Putting 2021 into Existence

The final step is to create a visual display to track your intentions, goals or objectives for 2021.

Make sure to schedule occasions in your calendar to plan, take actions and to review progress.

Share regularly about your progress with a partner, your team and your coach.

Here's to an extraordinary 2021!

Let's not waste a minute of it while having it be the best year ever.