



# **TRANSFORM LEADERS**

EQUIPPING LEADERS: EMPOWERING TEAMS

**2020**

**CHALLENGES AND OPPORTUNITIES**

**YEARLY REVIEW & GOAL SETTING  
WORKSHEET**

**CRAIG FARMER**

**1. 2019 YEAR IN REVIEW**

WHAT WERE YOUR PLANS, YOUR DREAMS, AND YOUR CONCRETE GOALS IF YOU HAD ANY?

**PERSONAL****ORGANISATIONAL/WORK**

2. WHAT DID YOU ACCOMPLISH THIS PAST YEAR THAT YOU WERE MOST PROUD OF? EXPLAIN WHY.

3. WHAT DISAPPOINTMENTS OR REGRETS DID YOU EXPERIENCE THIS PAST YEAR?

### **The Opportunity Principle**

4. WHAT WERE TWO OR THREE SPECIFIC THEMES THAT KEPT RECURRING? POSITIVE OR NEGATIVE

***“Feelings of dissatisfaction and disappointment are strongest where the chances for corrective reaction are clearest.”***

5. THINK ABOUT YOUR SETBACKS THIS PAST YEAR. BRAINSTORM HOW THOSE SETBACKS MIGHT POINT YOU TOWARD YOUR NEXT OPPORTUNITY.

6. WHAT WERE THE MAJOR LIFE LESSONS YOU LEARNED THIS PAST YEAR? List them below, and then number them 1-3 from least recurring to most recurring

7. WHAT ARE YOUR MAJOR OPPORTUNITIES AND CHALLENGES FOR 2020?

**PERSONAL**

**ORGANISATIONAL/BUSINESS**

***“People lose their way  
when they lose their why.”***

One of the most important aspects of achieving the goals you set is to get deeply connected with your motivations. You can unleash a powerful source of personal motivation by taking four steps:

- A. Identify your key motivations. You need to answer the following questions for every goal:
  - Why is this goal important to me?
  - What is at stake if I don't reach my goal?
  - What is at stake if I do reach the goal?
  
- B. Record and prioritize those key motivations. I recommend you make a list of key motivations for each goal. Then, decide which ones resonate most deeply with you emotionally. Put that goal at the top of your list.
  
- C. Connect to your key motivations. It is critical to connect with your motivations intellectually and emotionally. You need to understand and feel what is at stake.
  
- D. Master your key motivations. When we fully internalize our motivations, they become self-perpetuating.



**8. WHAT ARE YOUR KEY GOALS FOR 2020?**

<b>GOAL</b>	<b>MY WHY (Motivation)</b>
1.	
2.	
3.	