



NEW YEAR ACTION PLAN



Instructions and effects of this tool:



- This exercise will help your clients draw the right conclusions from their end-of-the-year reflection. They will create a concrete action plan for the upcoming year.
- Instead of just reviewing and reflecting on the old year and throwing new resolutions overboard after a short time, your clients have a clear and precise action plan that they will pursue. It's a proven way to make sure they accomplish their new year goals and resolutions.
- Clients identify how to use the insights they have gained from the end of the year reflection in their everyday life and therefore increase the chances that they actually accomplish the goals they've set themselves.
- Instead of repeating past mistakes they'll learn from them and draw the right consequences. The crucial step is translating the learnings and insights they've gained and turning them into actionable steps for the future.
- Ask your clients to complete the Year-End Reflection exercise before starting with this worksheet. If they have already filled it out, ask them to take some time and reread their answers to refresh their memory.
- Help your clients skyrocket their growth and success by drawing the right conclusions from their annual reflection and converting them into concrete action steps for the upcoming year.

MY NEW YEAR ACTION PLAN



This exercise will help you draw the right conclusions from your end-of-the-year reflection. You will create a concrete action plan for the upcoming year.

Instead of just reviewing and reflecting on the old year and throwing new resolutions overboard after a short time, you have a clear and precise action plan that you will pursue. It's a proven way to make sure you accomplish your new year goals and resolutions.

Identify how to use the insights you have gained from the end of the year reflection in your everyday life and therefore increase the chances that you actually accomplish the goals you've set yourself.

Instead of repeating past mistakes you'll learn from them and draw the right consequences. The crucial step is translating the learnings and insights you've gained and turning them into actionable steps for the future.

Try to complete the Year-End Reflection exercise before starting with this worksheet. If you have already filled it out, take some time and reread your answers to refresh your memory.

Skyrocket your growth and success by drawing the right conclusions from your annual reflection and converting them into concrete action steps for the upcoming year.

Let's make this YOUR year!

MY NEW YEAR ACTION PLAN



What are the conclusions I draw from the End of the Year Reflection (or the past year) for my future?

What feelings arise when I reread my annual reflection?

(If you haven't done this reflection yet, I highly recommend you to give it a try)

Do I like what I found out? Then I can build on these insights for the next year.

If I don't like it, I could use these insights, thoughts, or feelings for further growth:

MY NEW YEAR ACTION PLAN



What specific steps do I implement based on the insights I gained from the annual reflection?

What is necessary to do this successfully?

How to make sure to stay on track?

(For example: Find out how to stay motivated, rewards for accomplishing milestones, reminders, regular reflection/progress review)

MY NEW YEAR ACTION PLAN



What are the things I've learned this past year?

How can I integrate these insights into my New Year Action Plan?

What would I like to do differently or better in the new year?

What should I do more of in the new year? Why and how could I do this?

MY NEW YEAR ACTION PLAN



What should I do less of in the new year? Why and how could I do this?

What is necessary to accomplish this? (For example: Knowledge, skills, discipline, know-how, motivation)

How to make sure to get or acquire these important resources?

Why do I want to change or improve that?

(Understanding the specific reason and desire behind your wish is an essential motivating factor. Why is it worth making this change?)

MY NEW YEAR ACTION PLAN



What are my wishes for this year?

And what can I do to make them become true?

What are my relationship goals?

Write down concrete action steps to accomplish this:

MY NEW YEAR ACTION PLAN



What are my personal development goals?

Write down concrete action steps to accomplish this:

What are my professional goals?

Write down concrete action steps to accomplish this:

MY NEW YEAR ACTION PLAN



What other goals do I have?

(Example: Improving my health or diet)

Write down concrete action steps to accomplish this:

What needs to happen that I could call this year a success?

What can I do not to forget my answers and insights from this worksheet?

(Examples: Create reminders, regular progress reviews, working out sub-goals and milestones, weekly and monthly planning with sub-goals and progress monitoring)



We hope this Coaching Tool gives you valuable insights and helps you plan, get ready and stay focused, for the upcoming year!

Your CleverMemo-Team

**Want To Uplevel Your Coaching?
Start Your CleverMemo Trial Today:**

[Start Your Free Trial](#)

Impactful Toolkits To Make The New Year YOUR Year

