

Solutions Not Resolutions

Thirty Days and Twelve Steps to Achieving
Success

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Trading in New Year Resolutions for
New Year Solutions

TWELVE STEPS AND THIRTY DAYS TO ACHIEVING SUCCESS

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Introduction

Every January we create what is known as New Year Resolutions. By the time March rolls around we finally acknowledge that we have failed in our resolutions. Good intentions without good strategies make for empty results.

Resolutions are not enough. Creating solutions that work for our specific lives, arranged around what matters to us, will ensure that we reach our goals and objectives as well as our dreams and desires.

Why We Fail

We set out with good intentions but we begin outside of ourselves. We look to others to tell us what to do and how to do it. We put the walls of the house up without concentrating on a strong foundation.

Some reasons we fail are:

1. We resolve but we don't plan
2. We set unrealistic goals which run contrary to our lifestyles
3. We set too many goals and cannot focus on any one
4. We don't get help and support
5. We don't set benchmarks, measurements and rewards in advance
6. We frame our goals as "should's, things we must move away from, instead of creating a vision to pull us forward
7. We have no passion to motivate us to achieve these resolutions
8. We don't organize and prioritize around making resolutions reality
9. Our plates are usually already full and the resolution becomes one more thing to do
10. We move against our nature instead of moving in flow with it

This e-book is designed to start you in the direction of Solutions! The steps will move you from empty resolutions to viable solutions and real outcomes. You begin by first looking inward to determine your personal center. Then you begin to lay the strong foundation that will hold up your personal environment. The walls are raised and the roof goes on after we follow through on our blueprint.

Your first step begins with completing old business. In order to move forward we sometimes need to sweep out the old, useless material of our lives. We begin by being discriminating about what works for and what doesn't work. I have a two-year rule for my closet. If I have not worn an

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item for two years, it is donated or tossed. I will ask you to do the same (metaphorically).

You then move into how to create your one goal in a manner that automatically moves you towards accomplishing this goal.

If you are committed to completing your Solution in thirty-days, then I recommend you focus and work on one step every three days. It may take more than thirty-days depending on outside influences but the process is the same for anything you want to create at any time. You can control the timing.

By the conclusion of this twelve-step process, you will have learned key steps to creating Solutions, not merely Resolutions. After the initial steps, you will find you may want to re-visit a step, concentrate in one area or another or start over to build a stronger foundation for your Solution. That is fine. Use this e-book as a guide and make adjustments as necessary. Use this pattern over and over to create new solutions one challenge at time. Your progress will depend on many factors, some within your control and others not within your control. Focus your efforts on those factors that you can influence to maximize your energy.

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Step One: Complete Unfinished Business

"Learn to be happy. And think of life as a terminal illness, because if you do, you will live it with joy and passion as it ought to be lived."

~ Anna Quindlen

Before we begin something new, it is important to finish what may be incomplete. It shifts our energy from thinking of what is not to thinking of what will be. So our first step in Solutions is to finish what is incomplete about the previous year.

* Ask yourself these questions to focus on completing old business so that you can move into the New Year.

1. What do I need to complete so I can move on?
2. Are my relationships mutually supportive or do I need to attend to any of them right now?
3. What in my business or professional life needs to be accomplished by the first of the year or within the month of January? This could be tax -related, staff related or career management related.
4. What resources can I access right now that will assist in these completions?
5. What can be left unresolved that actually requires no resolution or will not create distress or tension in my life or work?

Action: Use the answers to these questions to complete what is unresolved about the previous year.

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Step Two: Set Yourself Up for Success

"The answer to having a better life is not about getting a better life, it's just about changing how we see the one we have right now."

~ Angel Kyodo Williams

Set yourself up for your New Year Solution. This means create a system or systems to keep you focused and organized.

1. Buy a journal to keep your thoughts, creative ideas, inspirations, or to track your progress.
2. Pick one key person who you can ask for assistance if you run into obstacles or negative thinking. Ask this person at the very beginning if they would be willing to be THE "Go-To" person for you to act as a sounding board and to give honest, supportive feedback. Choose this person wisely, someone who would have no alternative agenda to helping you accomplish your goal.
3. Clean up your computer files, contacts list and e-mail. Create a directory to store any forms, messages, or written correspondence regarding your Solutions goal.
4. Go through your contacts to refresh your memory on who might be able to assist you in your Solution.

Action: Ask yourself how the above answers and systems inform your goal for the upcoming year. Write down your thoughts for the next step in two days.

Listen to the Secret of Success in 8 Words by Richard St. John at TED 2005
http://www.ted.com/talks/lang/eng/richard_st_john_s_8_secrets_of_success.html



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Step Three: Envision Your Goal

*"You must give birth to your images.
They are the future waiting to be born
Fear not
Fear not the strangeness that you feel.
The future must enter you long before it happens."
- Rainer Maria Rilke*

Too often we set up goals as remedial strategies. What I mean is that they are framed in the context of fixing something that we consider is wrong or broken or, in some way, less than perfect. Within this context is the tendency to base our goals on **shoulds** – the way we think things **should** be. We immediately discount what IS into what SHOULD be. For example, I am 5'7" and I *should* weigh no more than 135 lbs. That means I need to lose 10 lbs. So I will set my goal as "lose ten pounds by February 1". This is a recipe for failure! The premise is an assumption based on an unrealistic ideal that has very little to do with the reality of current age, fitness level, health, or well-being. I could be trying to fix something that isn't even broken; it is only my perception of being over-weight.

Many of you may be thinking of setting weight loss as a goal. Chances are you have an unrealistic picture of what you should weigh or look like because of the cultural images we see in our media. If you are thinking of fitness levels or well-being, then you have much more to consider besides weight and clothing size. How can you take this example and move it from a remedial strategy (fix my over-weight problem) to a solutions-oriented goal that supports your lifestyle and well-being? You do this by re-framing it, by putting it into the larger context of your life as opposed to the smaller context of your scale.

Here is the difference:

Before:

I want to lose ten pounds by February 1. ("Sounds like a Herculean task!")

After¹:

I will reduce my body fat percentage by x% by eating six small meals per day for the next thirty days and exercising for thirty minutes a day. ("I can do that!")

Here is another example:

Before:

¹ In advance you will need to be assessed by a professional as to your current, objective fitness level and health levels and to become informed as to what is realistic.

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I will have a new job by February 1.

After:

By February 1 I will have determined what elements I want in a new job or career, I will set up three networking opportunities a week, rewrite my resume and will schedule to make one call a day for informational interviewing.

But, you say, this isn't a goal; this is more of a process! A goal has an outcome. I don't see an outcome here?

The problem with a goal in the traditional sense is that you are immediately focused "over there" with little regard as to what is available to you here and now. And in writing traditional goals, we are more likely to create a goal that pushes us into action instead of drawing us into action. The goals we set overwhelm and paralyze us, especially if they do not take into account the realities of our lives (like children, family, schedules, jobs, etc.). In breaking the goal down into smaller action steps we build momentum, we are drawn to take the first, second, third, etc. steps and, if we follow through, our outcome is inevitable. Again, the outcome draws us toward it, instead of a goal we push for. An outcome is a positive result. It does not fix anything.

Action:

So from now on, we will speak of *outcomes* and not goals. Think of what outcome(s) you want from Solutions. Open up your mind to beyond goal, but really to outcome (defined as: result), and write that down. Continue to write how this might be broken down into smaller actions that draw you forward. Make an appointment with yourself every three days for fifteen to thirty minutes. This appointment is meant to cut a piece of time out of your week for re-focusing on your outcome. Plan time to assure your outcome! One reason resolutions fail is that there is no time set aside to focus and plan for the outcome. Use this time to write down your inspirations, ideas, new resources, difficulties, victories, etc. and to re-focus your plan.

Our next step will address a vital element in your success: Passion!

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Step Four: Tap Passion for Your Outcome

"Do not let your fire go out, spark by irreplaceable spark, in the hopeless swamps of the approximate, the not-quite, the not-yet, the not-at-all. Do not let the hero in your soul perish, in lonely frustration for the life you deserved, but have never been able to reach...The world you desired can be won. It exists, it is real, it is possible, it is yours."

~ Ayn Rand

Passion! I remember watching one of those hospital shows where they were operating on someone and the person on the table flat-lined. I don't know why, but in this moment I realized that so many of us live our lives like a flat-line. We try at all costs to avoid the dips in our lives that cause us pain, only to compromise on the peaks that bring us joy. I decided I didn't want a life that generated a flat-line. I wanted the peaks and the valleys; to experience the gamut of life would be a life well-lived for me. I wanted a strong heartbeat; I wanted to be passionate about life! (Whew, I am getting carried away!)

How do you get in touch with your Passion in a way that draws you to your outcome? Here are a number of suggestions meant to provoke your mind and heart and imagination. Because it is through all of these, that we get in touch with Passion!

1. Ask yourself: Why choose this outcome? How would my life be different? Think about it, feel it, speak about it, write it down.
2. Use your senses! Talk to others and listen to your tone, as if you were observing yourself as another might observe you. How are you speaking about it? Are you animated? Is your body moving? Is your energy up? How is the other person responding?
3. Visualize your outcome in a poetic, creative, artistic manner. Like Picasso's drawings, we all can interpret art in a subjective, personal way.
4. Draw a mandala² to illustrate how this outcome fits into your entire life and its affect on your life or work. A mandala is derived from the Sanskrit word meaning "circle". The mandala is an ancient tool used by many cultures. From Native American rituals to Tibetan sand paintings, mandalas are used as symbols for meditation, protection or healing. If you are a writer, perhaps poetry is a better medium.



² Visit <http://www.abgoodwin.com/mandala/> for more information on mandalas.

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5. Write a poem or find a poem that speaks to you about how your life might be different once the outcome you desire is achieved.
6. Perhaps you are an auditory person. Music moves us in ways that touch the imagination. If you have ever seen the nineties television show, *Ally McBeal*, you will know that Ally, as do other characters on the show, choose personal "theme songs". Ok, laugh if you will, but try it anyway! What would your personal theme song be? When you hear it playing, you will immediately return to the sensation brought on by the desire to achieve your outcome! It's inspiration on your i-pod!
7. Choose a one to three word mantra; something that you can repeat to focus yourself on your desired outcomes. Some examples clients have used: Get Strong. Be Peace. Living Out Loud. Challenge Myself. Just Do It. Moving Past Fear.
8. Surround yourself with elements that speak to you of your desired outcome. Have them be very visible, vibrant, perhaps in colors that suggest the outcome.
9. Enlist ALL OF YOUR SENSES!
10. Don't forget to tell your buddy, friends and others that can motivate and support you if things get difficult.

Action:

Choose one or more of these techniques to illustrate your outcome in a creative, passionate way! Why this? How would your life be different? Feel it, write it down. Talk to others about it. How are you speaking about it? Does it come across as one more thing to get done or "wow, that is awesome"! Keep items around you that keep you inspired and motivated.

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Step Five: Articulate Your Outcome

"Be impeccable with your word. Speak with integrity. Say only what you mean. Avoid using the word to speak against yourself or to gossip about others. Use the power of your word in the direction of truth and love."

~ Don Miguel Ruiz, *The Four Agreements*

We under-estimate the power of language. Language can be a powerful motivator, setting before us a "blueprint" on which to begin building our life. How you articulate your outcome will be important to your ability to manifest that outcome.

1. Use powerful and specific, positive, motivating language to describe your outcome. An example here might be: By February 1: I will reduce my body fat percentage by x% (by eating six small meals per day for the next thirty days and exercising for thirty minutes a day.) Or, by February 1: I will have three viable job possibilities available to me (by writing my ideal job description, by setting up three networking opportunities a week, rewriting my resume and scheduling one call a day for informational interviewing.) I cannot say here that I will have a job because currently the statistics show that a new, ideal job may take months to find and obtain. To say this could happen in 30 days is optimistic, but may not be realistic. Remember, the standard of measurement you use will determine your success. Use a "reasonable" standard of measurement, which means you may need to go to a professional career coach, counselor, or in the previous case, nutritionist or trainer, to assess and determine a reasonable standard of measurement for your 30 day outcome.
2. Re-write your outcome until it resonates for and inspires YOU! Be sure that you are using an outcome you can be passionate about (not a should), an outcome that draws you forward.
3. Remember, this is only one outcome. You may want to build on this after the thirty days. This is not an all or nothing. Do not polarize the possibilities but instead use this outcome as a means to continue growing throughout the year.

Action: Write and re-write your outcome. Be descriptive; bring it alive! Have the language move you! Use language that inspires you and inspires others to help you achieve the outcome.

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Step Six: Define Outcomes

"Understanding shatters old knowledge to make room for the new that accords with reality."
Thich Nhat Hanh

This looks simple, but it isn't. Complete the following statement:

I know I have achieved my outcome
when/by: _____

Examples:

I know I have achieved my outcome when I have reached x% body fat.

I know I have achieved my outcome when I have three viable job offers that satisfy my requirements.

I know I have achieved my outcome when I can determine and am implementing a schedule that meets my personal, familial and work commitments without causing me stress.

I know I have achieved my outcome by the x% increase in my profit margin.

I know I have achieved my outcome when I have three signed contracts.

I know I have achieved my outcome by the hiring of an assistant that meets my job criteria.

Action: You will write this once, then write it again, then again, until you feel you have it right. Your outcome may include one line or multiple lines describing how you know you have achieved your outcome. Again, use benchmarks, quantifiable measurements and specifics to paint a picture of your outcome in a way that you will recognize the result once you have achieved it.

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Step Seven: The First Step

“Success is a journey not a destination – half the fun is getting there.”

- Gita Bellin

Here is a riddle for you. A man was flying cross-country. He had fallen asleep during the flight. The plane unexpectedly ran out of fuel. The pilot woke the man yelling to him, “Grab the parachute and jump! Forget your baggage! I’ll worry about landing the plane!” The man grabbed a parachute and jumped. Fortunately, the man landed safely. He walked for a couple of miles and met some hikers. What was the first question he asked them?

- a. Did you see a plane crash?
- b. Do you have a Snickers bar?
- c. Where am I?

Ok, you are correct if you answered C. Where am I? Why do you think he asked that question instead of the other two questions?

If you do not know where you are, you will never know what direction to go in to reach your destination. You have an outcome. You cannot achieve the outcome unless you first assess where you are. Then assess what resources you have. And it really doesn’t matter what happened to get you there; all that matters is that *this* is where you are and *that* is where you want to go. Don’t take along any un-necessary baggage.

Current reality. This is a term coined by Robert Fritz when he developed a program called Technologies for Creating®. Current reality refers to where you are right now. What resources do you have available to you that can assist you in your process? Too often we concentrate on the obstacles and we under-estimate our resources. These could be relationships, contacts, credentials, experiences, talents, skills and more. Describe your current reality. Include both resources and potential obstacles as objectively as possible. Look outside your beliefs and habits to places you may not have considered before. You may have thought you would never ask your parents for help or your boss for help. Re-consider, re-frame and see if these would not serve in some way as a resource. You may not consider that speaking two languages is a resource, but it may very well be one in relationship to the outcome you desire.

Use this visual to help you.

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DESIRED OUTCOME



CURRENT REALITY

According to Mr. Fritz, tension is created between the desired outcome and the current reality, as if this were an elastic band. The tension will either resolve in the direction of the outcome or will resolve by staying in current reality. The space in between is where you will outline action steps that move you from what exists now to your desired outcome.

Action:

1. Once you have described your current reality, ask yourself, what would move you towards resolving at your desired outcome? What steps would you need to take to move from where you are now to where you want to be?
2. Understand that each step may entail multiple smaller steps. Break down each major step into smaller steps. For example, if we work with the fitness example, one step might be an assessment of your current medical or health status. A smaller step leading to that would be to find and to enlist the aid of a trainer or medical person. Another step might be to plan a daily menu or weekly menu. If we use the example of finding a job, one step would be to re-write your resume. In order to do that you may need to research what kind of resumes tend to be most successful (a smaller step).
3. Create a mind map or blueprint of your process. A visual that you can update and keep handy will maintain your focus and momentum, both key elements to the successful achievement of your outcome.
4. In addition, be sure to schedule time to do ONE thing, to take ONE action each and every day to bring your outcome to fruition. It need not be something that is time consuming or something that feels BIG. It could be: make one phone call each day to share your desired outcome with someone you feel would be supportive.

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5. Consider this as a guide or blueprint. Understand that you may gain information to cause you to adjust your plan. Do not be rigidly tied to the plan, but instead use this as a guide. It is not failure to adjust; it is indeed wise.
6. If you miss a day, don't stop. Continue the next day on your plan to success.

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Step Eight: Maximize Your Resources

"Those who say it cannot be done should not interrupt the person doing it."
- Chinese Proverb

As I said before, we over-estimate our obstacles and underestimate our resources. Here are areas where you may find resources you may not have considered.

1. College or university alumni
2. Family and friends
3. Past jobs or volunteer groups
4. Workshops, seminars
5. Networking functions and associations
6. The Internet, on-line social networks
7. Social events
8. "Six degrees of separation" – the notion that we all know someone only six people away from an immediate relationship
9. In your everyday routines, places you visit
10. Journals, articles, news

You also have Inner Resources:

1. Talents: we have abilities that are unique to us but too often because we have mastered them, we no longer consider them to be extra-ordinary. Ask people you know about what talents you have that they see in you, that perhaps you cannot see in yourself.
2. Skills: These are things we have learned and developed. Carpentry, presentation skills, writing, parenting, languages and more.
3. Attitudes: This refers to our approach to life or to tasks. Do we see the glass half empty or half full? Are we optimistic or pessimistic? Do we believe in ourselves?
4. Traits: Resourcefulness, initiative, self-motivation, persistence, friendliness, etc.
5. Credentials: B.A., B.S., M.A., etc.
6. Wisdom, information and knowledge gained from past experience.

Action:

1. Tell others. If you are not excited about your desired outcome, they will not be either and they won't be able to help you. If it is truly something you care about, you should be speaking and feeling

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- very enthusiastic about this dialogue. If you are not enthusiastic, re-evaluate to be sure your outcome is not a “should”.
2. Practice making direct, specific requests for assistance you may need in completing your outcome. This may take the form of asking for referrals or other contacts. If you ask others for support, be specific in your request. Tell your spouse that you will be planning the meals differently or that you will need him to watch the children while you go for a walk or run.
 3. In your journal, be sure to track your accomplishments. Each time you have completed an action step, note it in your accomplishment log. Each time you experience a victory, note this as well. If you begin to feel sluggish or you are becoming demotivated, visit your log and your plan to re-focus.
 4. Don't forget that time for reflection is as important as the time you spend producing and acting on your solution. Be sure to include reflective time to integrate the process and keep you inspired.
 5. Look for role models, perhaps someone who has done what you want to do. What can you learn from their process?
 6. Periodically you may need a break. Just be sure to not make it so long that it becomes inertia.

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Step Nine: Get Out of Your Own Way

"We are what we think. All that we are arises with our thoughts. With our thoughts we make our world."

~ Buddha

Your thoughts create your reality – what are you thinking, really, about this? How are you doing? Again, what are you thinking, *really*, about this? It begins with your own thoughts.

What is getting in your way? Are there some subtle beliefs or inappropriate assumptions that are creating a barrier? Has something changed that you did not anticipate? Are you in your own way?



Often when we are on our way to achieving something, those nasty inner Gremlins pop up, telling us how we are not able to do this or that, or why we are not worthy, or they snicker at our efforts. If you hear a Gremlin, instead of fighting it, invite the little monster over for a chat. That will really throw off the Gremlin. Sit down with your Gremlin and ask, what is it that you are protecting or protecting me from? What is the fear behind the comments? Once upon a time we may have created these Gremlins to protect us, but now their role is obsolete. They just haven't acknowledged that we no longer need that protection. Once you uncover what is behind the Gremlin's negativity, you will be able to move around that belief or fear.

Action:

At the beginning you chose one person to be your "Go-To" person. You may need to talk this out with this person to help reflect back your thoughts to you. Ask for specific assistance from that person. Allow them to be your sounding board. You may just need someone to listen or you may be looking for alternatives you may not have considered. Ask for what you need.

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Step Ten: Get Into the Flow

"...in moments such as these what we feel, what we wish, and what we think are in harmony. These exceptional moments are what I have called flow experiences. The metaphor of flow is one that many people have used to describe the sense of effortless action they feel in moments that stand out as the best in their lives...Flow tends to occur when a person faces a clear set of goals that require appropriate responses."

~ Mihaly Csikszentmihalyi in *Finding Flow*

Time to evaluate your progress.

1. Make a list of what is working. Do you know why it is working? Can you do more of this?
2. Make a list of what is not working. Do you know why it is not working? How can you re-frame these elements, solve them or eliminate them? Don't expend energy on trying to go through a brick wall. Find ways to go around the brick wall or move on.
3. Are you taking ONE action each and every day to move you in the direction you want to go? Be sure to track your actions, accomplishments and benchmarks so you can see your own progress on paper. This is very motivating.
4. Are you including a time frame in your week to re-focus on your desired outcome and to adjust your plan? If not, go back to doing this.
5. Are you still getting support and making direct, specific requests?
6. What are your strengths and talents? How can you maximize these?
7. Take a look at how far you have traveled from your current reality to your desired outcome. What allowed you to make the most progress? What held you back?
8. Use your journal. Re-read your entries. Do you notice any themes or patterns that can assist you or are holding you back?

Action:

Answer the questions above in your journal. Eliminate any actions that are causing you to expend needless energy or that are not producing the results you want. Maximize actions in the area of "flow", that move easily with who you are, your lifestyle and your approach. For instance, if you hate to network, but love to write, then concentrate on using your writing skills to advance your outcome. Make adjustments as you feel they are required.

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Step Eleven: Achieving Success

"Let me remember that each life must follow its own course, and that what happens to other people has absolutely nothing to do with what happens to me."

- Marjorie Holmes

Here is where you may be in this process.

1. I have achieved my desired outcome!
If so, congratulations! What did you learn? What would you do differently? What would you do the same? Where do you go from here?
2. I have not achieved my desired outcome.
Don't fret! Look at: was your outcome achievable in thirty days? What standard of measurement did you use? Was this standard reasonable? Were there unexpected obstacles? How can you work around these? What areas can you maximize? Repeat the key elements, in particular re-evaluate your desired outcome and/or adjust your standard of measurement and/or use a longer (perhaps more reasonable) timeframe for the desired outcome. Follow the program step by step making necessary adjustments and provide yourself with a longer timeframe. Your success is assured!
3. I am not there yet, but my desired outcome is on the Horizon!
Keep going! Ask for support, make direct, specific requests! Stay on course!
4. I decided I really didn't want that outcome, but I decided on something more meaningful. As the saying goes, be careful what you ask for! If the steps provided you clarity on a step-by-step process for an outcome you can be passionate about, then you will be using the process in the future to achieve what most matters to you!
5. This didn't work at all for me. Give some thought as to what may have happened or how the program might've better met your needs. If you got stuck or sidetracked, start over again and evaluate or adjust.

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Step Twelve: What's Next

"If you deliberately plan on being less than you are capable of being, then I warn you that you'll be unhappy for the rest of your life."

~ Abraham Maslow

There will always be other goals, outcomes and solutions for you to create and achieve. Using this twelve-step process whether it is for your New Year (Re)Solutions or for things you want to accomplish throughout the year, will help you keep growing and learning. This is an easy to use structure that combines reflection, recording and renewal.

To keep creating, pick one step to practice each month in a focused way throughout the year. This will help integrate this structure into your life and work so it becomes seamless and intuitive.

In the following pages you will find some exercises, resources and tools that can assist you throughout the year.

I do hope the *Thirty Days and Twelve Steps to Achieving Success* was useful to you. If you believe that you could achieve even more with a partner and guide that can hold you accountable, inspire and motivate you or act as a wise sounding board, then please contact me at wisdompartner@me.com to schedule an appointment.

In the meantime you can keep inspired by subscribing to my blog at www.boldconversations.com for more provocative thinking, insights and inspirations throughout the year.



Many thanks and a toast to you and to your happiness and prosperity!

Alicia

Leadership and Executive Coaching at [Sophia Associates, Inc.](http://SophiaAssociates.com)

Personal and Spiritual Development at [Bold Conversations](http://BoldConversations.com)

Book: [EveryDay Epiphanies: Insights for Living with Purpose](http://EveryDayEpiphanies.com)

Tools

Resources

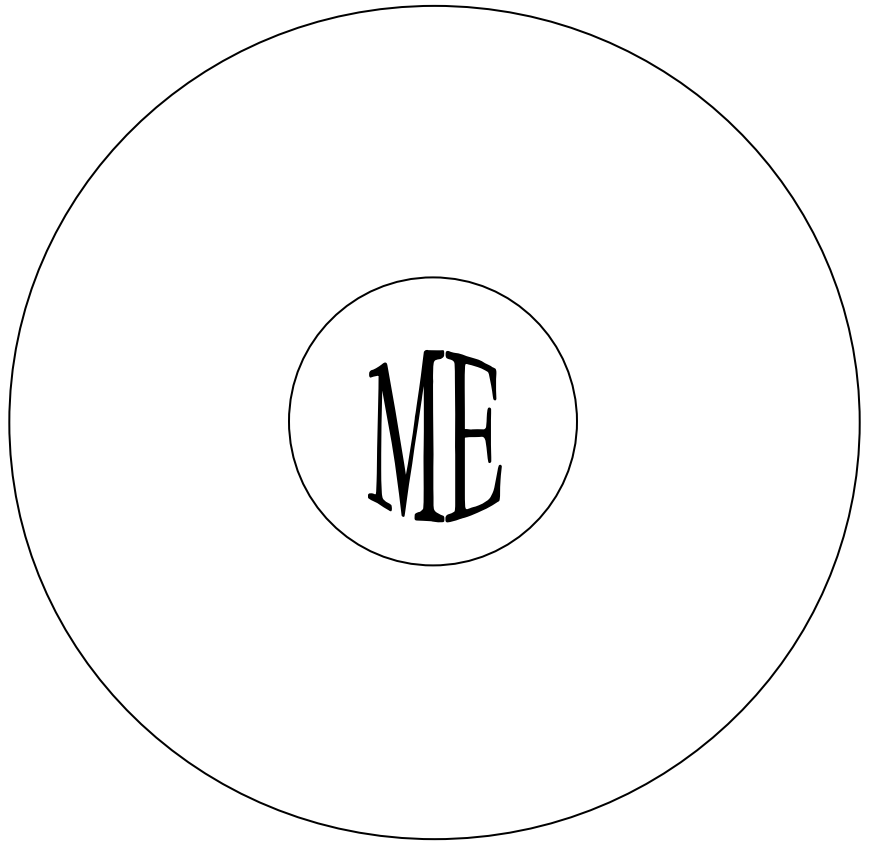
Reflective Exercises

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WHEEL OF LIFE³

Divide this chart up as if you were cutting a pie. Draw lines from the outer circle to the inner circle to illustrate sections. Create sections, or pie pieces, to represent aspects of your life and the extent to which you spend time with these. Some aspects may be:

Work (includes time spent commuting, preparing, thinking about).



Family (includes childcare, family events, running household)
Relationships (includes friends, relating to others)
Emotional and Physical Health (self care, exercise, quiet time)
Fun and Adventure
Spiritual Well-Being (formal/informal Practice, reflexion or prayer time)
Service (contribution to others, volunteering)
Hobby (any special interests)

Feel free to add others. Try to limit aspects to no more than ten. Be honest with yourself about where you spend your time and attention.

NAME: _____ DATE: _____

Ask yourself:

Where am I out of balance? What is there too much of? What is there too little of? Does this reflect what matters most to me? How would I like this to be?

³ Adapted from "Take time for Your Life", Cheryl Richardson
www.boldconversations.com

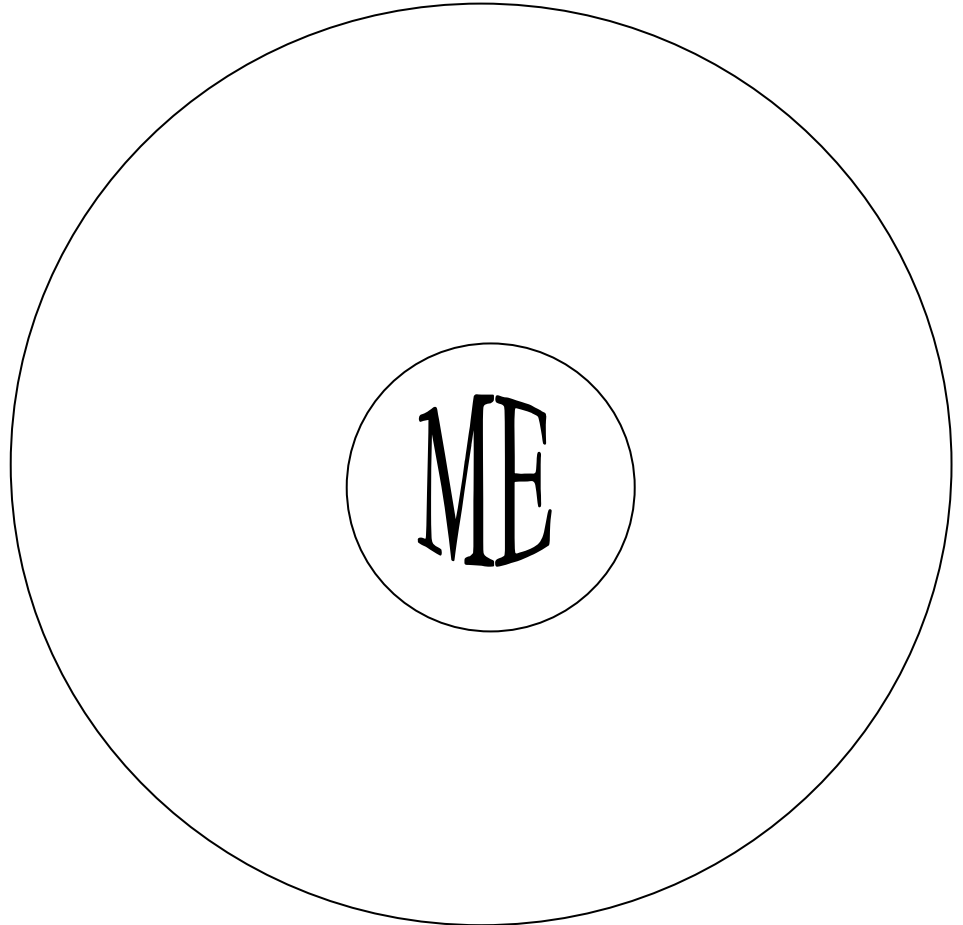
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WHEEL OF LIFE

As I would like it to be.

Redraw the Wheel of Life according to how you would like your life to be.

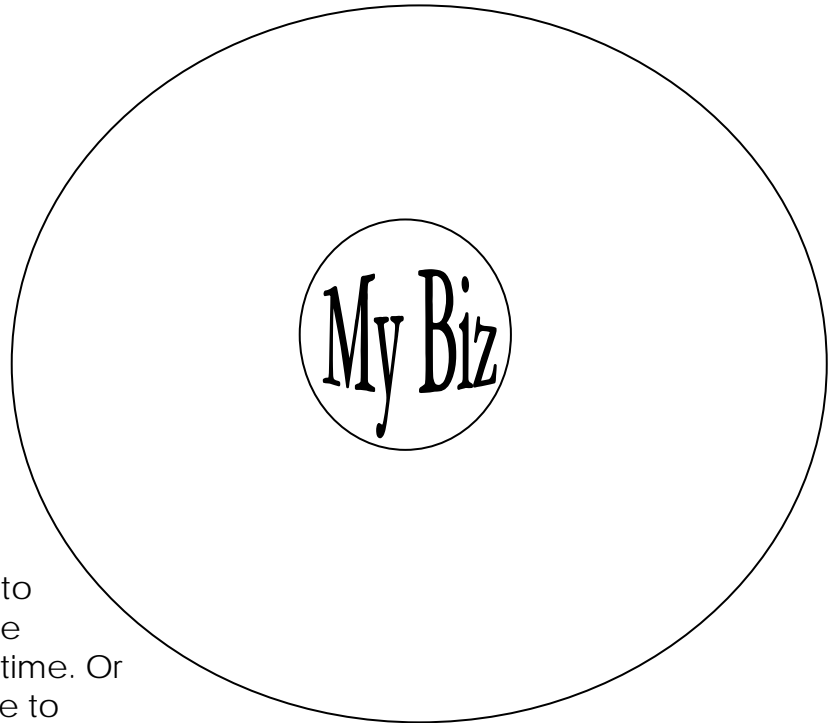
Work with your Coach to design your life around what matters most to you.



NAME: _____ DATE: _____

Business Wheel of Time⁴

Divide this chart up as if you were cutting a pie. Draw lines from the outer circle to the inner circle to illustrate sections. Create sections, or pie pieces, to represent where you are devoting your business time. Or you could divide the pie to represent clients or projects.



Some aspects may be:
Providing Contracted Services
Marketing Effort
Selling
Networking & Building Relationships
Staff Management
Professional Development
Administration Duties
Writing
Special Projects (which?)
Research and Development
Customer Service

Feel free to add others. Try to limit aspects (or clients/projects) to no more than ten. Be honest with yourself about where you spend your time and attention.

NAME: _____ DATE: _____

⁴ Adapted from "Take time for Your Life", Cheryl Richardson
www.boldconversations.com

Business Wheel of Income

Divide this chart up as if you were cutting a pie. Using the same aspects (or clients/projects) as in the first circle, draw lines and label sections to represent which aspects provide you the most income. For example, if providing services brings in the most income then this would be the largest piece of the pie. This will illustrate which of your responsibilities or clients/projects are profitable and will illustrate where your ROI efforts would be most or least fruitful.



What do you notice? What areas need attention? What areas are least productive? How would you better manage your time for more productivity? Ask your coach to help you decide where your efforts are best placed and how and what could be delegated.

NAME: _____ DATE: _____

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THE EIGHT QUESTIONS

Complete the following questions:

1. Things I want to start and am not starting:

2. Things I want to change and am not changing:

3. Things I want to stop and am not stopping:

4. Things I wanted to do and have never done:

5. Things I wanted to be and have not been:

6. Things I wanted to experience and have not experienced:

7. Problems and issues that I have and am tired of having:

8. What I have to contribute but am not yet contributing:

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Self-Awareness - Resiliency Exercise

What are the top five "needs" or a better way of saying it, "requirements for wellbeing" you feel you must get met in order to decrease your stress and increase your capacity to handle the changes at work? (example: quiet time for self)

- 1.
- 2.
- 3.
- 4.
- 5.

What is the request that you could make for each of these to get these addressed/met? And who will you make the request of?

- 1.
- 2.
- 3.
- 4.
- 5.

What is the first, second and third action you need to take to get these needs addressed/met?

- 1.
- 2.
- 3.
- 4.
- 5.

What is the affect you will experience once these needs/requirements are met?

- 1.
- 2.
- 3.
- 4.
- 5.

How will the affect of getting these needs/requirements met impact your ability to lead your staff, manage yourself and effectively handle the changes at work?

- 1.
- 2.
- 3.
- 4.

Anything else, other comments, insights?

To accomplish goals be sure they meet the SMART criteria:

Specific – clear, specific

Measurable – concrete or observable

Actionable – ability to act on it

Realistic - possible

Timed – bound by time

My Personal Mandala

Complete your Mandala. In each quadrant write what inspires, motivates, grounds and soothes you.

My name's and from my perspective

The mandala is a circle divided into four equal quadrants by a vertical line and a horizontal line. The prompts in each quadrant are:

- Top-Left (Green text): **This INSPIRES me...**
- Top-Right (Red text): **This MOTIVATES me...**
- Bottom-Left (Orange text): **This GROUNDS me...**
- Bottom-Right (Blue text): **This SOOTHES me...**

My Personal Mantra: _____

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My Personal Theme Song: _____

Next Page Reflective Questions

🌀 What throws me off center?

🌀 What gets me back to center?

🌀 How present is this in my life and work?

🌀 How can I include it or access it at any moment?

🌀 As I look at my Mandala, which area needs more attention?

🌀 What can I tell myself or others about caring for self?

🌀 What is missing that I need to include?

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Many thanks and if this E-book helps, feel free to pass it along.

Alicia

Leadership and Executive Coaching at [Sophia Associates, Inc.](#)

Personal and Spiritual Development at [Bold Conversations](#)

Book: [EveryDay Epiphanies: Insights for Living with Purpose](#)