

LIFE ISN'T ABOUT  
FINDING YOURSELF.  
LIFE IS ABOUT  
CREATING  
YOURSELF.

My Life.  
Now.

Find  
your inner  
everything.

PROTECT  
YOUR  
DREAMS

Time to  
Shake Things  
Up!!

NEW MOVEMENT

2013

NEW YEAR GUIDE

THE YEAR OF INTENTION

created by **Jullien**  
THE INNERVIEWER

Good things  
happen in  
an instant.

BLESS YOURSELF

Inspiration  
is all  
around us

IT'S NEVER TOO LATE  
TO CHANGE TIME

HAVE YOU  
LIVED  
YOUR

Good thing You're Here

# ABOUT JULLIEN GORDON

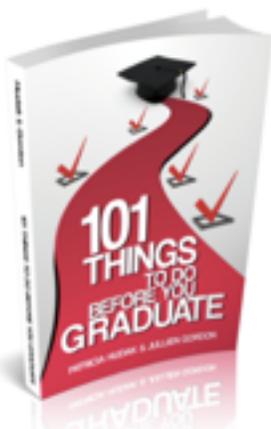


Jullien “The Innerviewer” Gordon is a high performance coach and consultant for organizations, individuals, and teams that want to increase employee performance, motivation, engagement, and retention. Jullien’s books and trainings as a Founding Partner at New Higher have helped over 10,000 professionals be more present and perform higher in their lives and careers. His inquiry-based “innerviewing” technique and tools help professionals fully align what they do with who they are so they can make their highest unique contribution in the world.

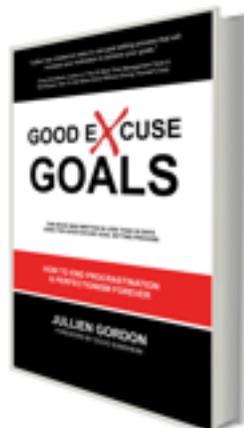
Jullien trained at the Stanford Graduate School of Business where he focused on organizational behavior, high performance leadership, strategy, and entrepreneurship. He is the author of four books on career advancement, finding purpose, goal achievement, and closing the college-to-career gap to help young professional discover their life's work and make their highest contribution to the world through their daily work.

To have Jullien speak at your company, organization, or school on innerviewing, high performance, career & life planning, or goal setting, email [jullien@performhigher.com](mailto:jullien@performhigher.com), call us at (646) 875-8477, or visit [www.julliengordon.com](http://www.julliengordon.com) to check availability and speaking fees.

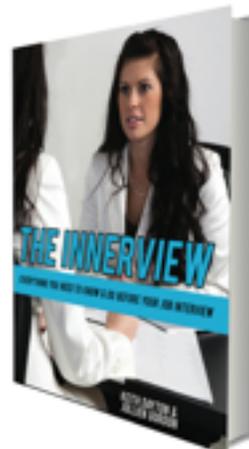
Jullien’s books can be found at [www.julliengordon.com/books](http://www.julliengordon.com/books).



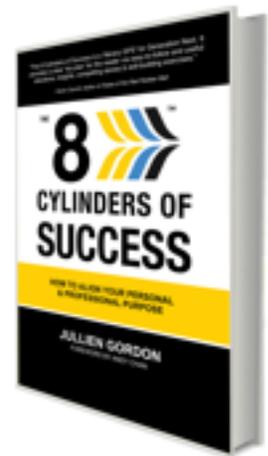
For College Students & High School Seniors



For Perfectionists & Procrastinators In Life & Work



For Career Changers & College Seniors



For Anyone Seeking Purpose In Life & Work

# 2013

# NEW YEAR GUIDE

THE YEAR OF INTENTION

created by  **Julien**  
THE INNERVIEWER

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# MESSAGE FROM JULLIEN

## Why Most New Year's Resolutions Fail Before They Begin

*Jullien Gordon Shares 9 Questions To Ask Yourself Before You Set A Single Goal*

Every year in early January, many people set New Year Resolutions. Within 30 days, their aspirational piece of paper is buried under a pile of day-to-day life. After many failed attempts, most people would say that “New Year’s Resolutions don’t work.”

I beg to differ. New Year’s Resolutions aren’t broken—the way we set goals in our personal and professional lives is what’s broken. While it is important to write down what you want, such as lose weight, eat healthier, travel more, get a new job, save money, and quit smoking, the most overlooked part of the goal setting process is the how and the why.

If you’re serious about not having a xeroxed copy of 2012, I’ve discovered 9 powerful questions that will help you have your best year yet. After declaring what you want this year in writing, answer these questions for each of your goals and I’m certain that you will move with more purpose and clarity through 2013.

### **1. What vivid and visible change will I see upon completion of this goal?**

Let’s say that one of your goals is professional. Instead of just writing your goals in the tradition format of “I want to do this by this date,” I invite you to consider writing them as aspirational resume bullets. Most people use their resume as a tool when trying to change careers, but I encourage people to use it as a career visioning tool instead. By the end of the year, what will your resume look like as a result of you achieving your new goals? What new bullets will you be able to add? How will you have impacted your clients, colleagues, or the company? These bullets make up your aspirational resume and can drive your daily choices. Other types of visible change may be 20 fewer pounds, a new job title, or a debt-free life. I would make these even more vivid such as having to buy a new wardrobe

# MESSAGE FROM JULLIEN

because your clothes don't fit anymore, a new corner office with a view, or no more creditors calling and a 50 point jump in your credit score.

## **2. What is the action that I will hold myself 100% accountable for?**

When you set a goal, differentiate between the action and the outcome. You can only hold yourself 100% accountable for the action and the effort required to complete the action. You may do the action with all of your effort and still not achieve your desired outcome. For instance, you can go to the gym every day for 3 months and still not lose the 20 pounds you desired if your workout plan wasn't right. This is where a coach, friend, mentor, colleague comes in—they help improve your strategy. They can help you make sure that you are engaged in right action through feedback, while you focus on right effort. The world and the economy are evolving faster than ever and sometimes what we want and desire doesn't come to us in the exact way or form we expected it to. So be open—meaning hold onto your plan loosely, but stand firm in your intention.

## **3. What theme or quote captures my intention for the year?**

Your goal should fit within your theme or intention for the year. When I lead trainings for my corporate clients, I introduce their teams to the idea of superhero naming. My superhero name is The Innerviewer. Think about what superhero name, word, or phrase captures your personal and professional brand. Once you do that, ask yourself “Does this goal strengthen that brand?” One of my trainee's intentions were “stretch” and “expertise.” Another one's intentions were “Maximizer” and “connection,” and they created goals that aligned with those intentions.

## **4. What event or deliverable can I create or what action can I take right now that will set my goal in motion?**

Dates don't hold you accountable—events that involve other people and deliverables do. If you're serious about accomplishing a goal, create an event that involves other people where you will share a deliverable. A deliverable can be a document you create, photos, a proposal, or a demonstration (i.e. you weighing yourself in front of your accountability partners). It serves as proof that you did what you said you were going to do. I wrote my second book called Good Excuse Goals in 30 days by sending an email to 100 friends and telling them that I would send them the first draft in 30 days. By doing that, I activated positive peer pressure and I delivered. As human beings, we have a weird psychology about us where

# MESSAGE FROM JULLIEN

we are more comfortable disappointing ourselves than we are other people. So use it to your advantage by getting other people involved and promising to show them the results of your effort.

## **5. How will I measure my success along the way?**

Focus on your input and the journey as much as the outcome and the destination. Your life is your vehicles to design, drive, and maintain. Thus, you need a dashboard. Though a dashboard has no functional use in a car getting from point A to point B, it lets you know how well the vehicle is doing along the way by measuring how hard, how hot, how far, and how full the car is. Without a dashboard, you could overheat, run out of gas, or break the speed limit. I invite you all to create a visual dashboard for yourselves. Rather than leaving your goals as words, make a one-pager that has bar graphs, pie charts, or checkboxes so that you can visually see where you are along your journey this year. If you have a savings goal of \$20,000, put a big bar graph on the back of your bedroom door and color it in as your savings grow. If you're giving up smoking, pin a \$10 bill to a calendar for each day you don't smoke to symbolize what you would have spent on a pack and celebrate that you didn't. Make it visual.

## **6. How often will I review my goals?**

Break your goals down into new month resolutions instead of new year resolutions. 365 days is an arbitrary number someone chose for re-evaluation. Instead, put a recurring event on your Outlook or Google calendar or phone to remind you to review your goals on the first Monday of every month. For instance, when I wrote my third book, I broke it into three 30-day goals. In the first month, I wrote the first draft. In the second month, I got the book edited and executed the edits. In the final month, I did the cover design, layout, marketing, and pre-sale. By breaking the goal up, I was able to conquer it one piece at a time.

## **7. What limiting belief or self-set boundary will be tested by this goal?**

Goals should require you grow into someone you haven't been before. An activity that doesn't require growth is merely a to do list item. If you accomplished all of your goals last year, you likely underestimated your abilities and didn't challenge yourself. If you didn't accomplish them all, you may have overestimated your abilities. This is where a "Big Bang Project" can provide great opportunities. A great example of a Big Bang Project would be running a marathon in a certain time when you've only run half-

# MESSAGE FROM JULLIEN

marathons up until this point. Another example would be achieving sales of \$20,000 in a week, when your personal best is currently at \$15,000. Big Bang Projects should stretch you in a way that creates some uncertainty, but also inspires you.

## **8. How will this goal increase my 4 capitals?**

Goals aren't always about going somewhere, they can also be about growing somewhere. There are 4 types of capital to consider as you plan your goals. Your personal capital is how well you know yourself. Your intellectual capital is what you know. Your social capital is who you know and who knows you. And your financial capital is who knows that you know what you know. In your professional life, financial capital is about positioning yourself for a raise, promotion, or bonus through the demonstration of your skills around the right people. Oftentimes, our goals develop a few of the 4 capitals simultaneously. For example, a friend who was changing careers got involved with an unpaid project. While he wasn't gaining any financial capital, he was strengthening his intellectual capital by developing a deep understanding of a specific industry and customer and by meeting other entrepreneurs and investors along the way, he expanded his social capital as well.

## **9. Do I accept this goal as an authentic intentional choice of my own?**

Look within and answer "Yes!" or "No." While our goals may be influenced by things we've heard and seen, in order to be fully committed, we have to fully own the goal as our own. People close to you can make recommendations and give advice, but at the end of the day, you have to determine if this is the right goal for you. Before you begin, get a clear "Yes!" or "No," and then go. The x-factor to success is knowing your why. The clearer you are on the reason you are doing anything before you even begin, the more likely it is that you will succeed.

I hope these nine questions help you become more intentional about your goals and thus your life.

Wishing you your best year yet,

*Jullien Gordon*

**The Innerviewer**





# MY DEFINITION OF SUCCESS

Our definition of success influences every decision we make. Some of us are conscious of our definition and others are less conscious. We all say we want to be successful, but many of us have not written our definition yet. Here is your opportunity to define success and determine how you will measure it for yourself this year.

## My personal definition of success:

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## The 3 ways I'm going to measure my success:

Ex. *How many lives I touch through volunteering, mentoring, and donating money & other resources*

1. \_\_\_\_\_

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2. \_\_\_\_\_

---

3. \_\_\_\_\_

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# GIVING 2013 MEANING

As human beings, we have the power to give things meaning. Oftentimes, we give things meaning after they happen through the stories we tell. We also have the power to give the future meaning. By being intentional about what we want in advance, we can declare the future we want right now.

2013 is the year of \_\_\_\_\_

because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My quote of the year is \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My theme song is \_\_\_\_\_

This chapter of my life is titled \_\_\_\_\_

\_\_\_\_\_

A question that I want to guide me this year is \_\_\_\_\_

\_\_\_\_\_

A word or principle I want to embody this year is \_\_\_\_\_

\_\_\_\_\_

because \_\_\_\_\_

\_\_\_\_\_

# THE OTHER 4.0 THAT MATTERS

**1. Personal capital** is how well you know yourself. This includes your awareness of your strengths, weaknesses, purpose, passions, and interests. It also has to do with knowing what type of environments, motivators, and people you work well with and which ones you don't.

**2. Intellectual capital** is what you know. This includes your expertise in one or two subjects or skills. For some people this stems from their college major, but for most people it doesn't. What subjects would you feel comfortable walking into any room and speaking about in front of anyone for an hour? Or, what skill can you do well and replicate success more than the average person? Whether you are a student or a professional, you have to be intentional about the skills you want to develop and the subjects you want to master.

**3. Social capital** is who you know and who knows you. This includes your networks up, down, across, and out. How many people are listed in your cell phone who aren't family, and who are older than you? Who can you call on when you need professional or personal advice? How many friends can you call on if you need help moving? How many people are you connected with at different corporations, and organizations across the country? Your social capital can consist of mentors, alumni, seasoned professionals, parents' friends, professors, counselors, coaches, advisors, and peers committed to your personal greatness. Social capital is more about the depth of your relationships rather than the breadth of them.

**4. Financial capital** is who knows that you know what you know. Reread that—it's a tricky one. When the right people know that you know a lot about a subject or can execute a skill that they need, that's when financial opportunities flow. Financial capital grows at the intersection of your intellectual and social capital. Imagine that you are looking for a new job opportunity—which is also a financial opportunity—the interview process is all about building a relationship with the hiring manager, interviewers, and the company, and then convincing them that you are the most knowledgeable and skillful at solving the problem they are hiring for. When you think about your financial capital as the intersection of your intellectual and social capital, it empowers you because you are in full control of how your intellectual and social capitals grow. Financial capital comes in the form of job opportunities, investment opportunities, entrepreneurial opportunities, and access to capital.

# THE OTHER 4.0 THAT MATTERS

PERSONAL CAPITAL	INTELLECTUAL CAPITAL	SOCIAL CAPITAL	FINANCIAL CAPITAL
<i>How well you know yourself</i>	<i>What you know</i>	<i>Who you know &amp; Who knows you</i>	<i>Who knows that you know what you know</i>
Self-awareness Strengths Clarity of purpose Self-discipline Personal work style Personality Test (i.e. DiSC, Myers Briggs, Enneagram)	Domain expertise Mastery of 1-2 skills and/or subjects Insights Awareness of trends Global knowledge	Personal board of directors Access to decision makers National & local organizational leadership Circle of diverse friends	Access to capital Positions that impact flow of capital (i.e. board seats) Personal assets (cash, royalties, passive income, etc)
<b>SOURCES FOR PROFESSIONALS AT WORK</b>	Colleagues Conferences Trainings Online Databases	Mentors Professional Networks Associations & Affinity Groups	Salary Side Hustles Income Property Investments
<b>SOURCES FOR STUDENTS ON CAMPUS</b>	Professors Classmates Libraries Online Databases Courses & Centers Guest Speakers	Alumni Network Student Groups Programs Events	Student Government Scholarships Grants Financial Aid Career Center Equipment

# MY OTHER 4.0 PLAN

## Personal Capital

My existing personal capital includes:

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I intend to build my personal capital...

1. By \_\_\_\_\_

2. By \_\_\_\_\_

3. By \_\_\_\_\_

4. By \_\_\_\_\_

## Intellectual Capital

My existing intellectual capital includes:

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---

---

I intend to build my intellectual capital...

1. By \_\_\_\_\_

2. By \_\_\_\_\_

3. By \_\_\_\_\_

4. By \_\_\_\_\_

# MY OTHER 4.0 PLAN

## Social Capital

My existing social capital includes:

---

---

---

I intend to build my social capital...

1. By \_\_\_\_\_

2. By \_\_\_\_\_

3. By \_\_\_\_\_

4. By \_\_\_\_\_

## Financial Capital

My existing financial capital includes:

---

---

---

I intend to build my financial capital...

1. By \_\_\_\_\_

2. By \_\_\_\_\_

3. By \_\_\_\_\_

4. By \_\_\_\_\_

# 2013 GOALS LIST

Create a bucket list of all of your goals for 2013 below. Choose your top two. And then use the Goal Setting Templates on the next few pages to clarify them. These can be personal, educational, professional, physical, spiritual, financial, emotional, mental, or things you want to just stop.

My 2013 Goals List
<input type="checkbox"/> <i>Ex. Write a 40,000 word book and publish it</i>
<input type="checkbox"/>

# GOAL SETTING TEMPLATE

**Goal:** My goal is to create products that reposition me to do more corporate speaking and training in 2013

**1. Outcome:** What vivid and visible change will I see upon completion of this goal?

An online community of 1,000+ professional learning together & live events with 100s of professionals

**2. Effort:** What are the actions that I will hold myself 100% accountable for?

Creating an ecourse on innerviewing, speaking and networking at biz conferences, conducting research

**3. Theme:** What theme or quote captures my intention for this goal?

If they don't hear the message, it's on me.

**4. Deliverable & Due Date:** What event or deliverable can I create or what action can I take right now that will set my goal in motion? By when?

By January 31st I will invite anyone that got The 2013 New Year Guide to take my ecourse in February

**5. Measurement:** How will I measure my success along the way? (i.e. lbs., speed, \$)

registrants, revenues, speaking engagements, video views, and LinkedIn Group size

**6. Feedback:** How often will I review this goal? (i.e. monthly) Weekly

**7. Challenge:** What limiting belief or self-set boundary will be tested by this goal?

How clearly I articulate innerviewing to companies

**8. Growth:** How will this goal increase my 4 capitals. All may not apply.

Personal It will make me dig deeper & access my story

Intellectual It will refine my practice & ability to teach it

Social It will force me to expand my network

Financial It will create another revenue stream

**9. Authenticity:** Do I accept this goal as an authentic intentional choice of my own?

If yes, sign here: Jullien Gordon Date: 1/1/2013

# GOAL SETTING TEMPLATE

**Goal:** My goal is to \_\_\_\_\_

**1. Outcome:** What vivid and visible change will I see upon completion of this goal?

**2. Effort:** What are the actions that I will hold myself 100% accountable for?

**3. Theme:** What theme or quote captures my intention for this goal?

**4. Deliverable & Due Date:** What event or deliverable can I create or what action can I take right now that will set my goal in motion? By when?

By \_\_\_\_\_ I will \_\_\_\_\_

**5. Measurement:** How will I measure my success along the way? (i.e. lbs., speed, \$)

**6. Feedback:** How often will I review this goal? (i.e. monthly) \_\_\_\_\_

**7. Challenge:** What limiting belief or self-set boundary will be tested by this goal?

**8. Growth:** How will this goal increase my 4 capitals. All may not apply.

Personal \_\_\_\_\_

Intellectual \_\_\_\_\_

Social \_\_\_\_\_

Financial \_\_\_\_\_

**9. Authenticity:** Do I accept this goal as an authentic intentional choice of my own?

If yes, sign here: \_\_\_\_\_ Date: \_\_\_\_\_

# GOAL SETTING TEMPLATE

**Goal:** My goal is to \_\_\_\_\_

**1. Outcome:** What vivid and visible change will I see upon completion of this goal?

**2. Effort:** What are the actions that I will hold myself 100% accountable for?

**3. Theme:** What theme or quote captures my intention for this goal?

**4. Deliverable & Due Date:** What event or deliverable can I create or what action can I take right now that will set my goal in motion? By when?

By \_\_\_\_\_ I will \_\_\_\_\_

**5. Measurement:** How will I measure my success along the way? (i.e. lbs., speed, \$)

**6. Feedback:** How often will I review this goal? (i.e. monthly) \_\_\_\_\_

**7. Challenge:** What limiting belief or self-set boundary will be tested by this goal?

**8. Growth:** How will this goal increase my 4 capitals. All may not apply.

Personal \_\_\_\_\_

Intellectual \_\_\_\_\_

Social \_\_\_\_\_

Financial \_\_\_\_\_

**9. Authenticity:** Do I accept this goal as an authentic intentional choice of my own?

If yes, sign here: \_\_\_\_\_ Date: \_\_\_\_\_

# FINAL 2012 TO DOS

## Personal

- Complete the 2013 New Year's Guide
- Update my bio
- Clean my personal email
- Get my free credit report at [www.freecreditreport.com](http://www.freecreditreport.com)

## Professional

- Update my resume
- Update my LinkedIn.com profile
- Complete or close any unfinished business
- Organize my physical workspace & files
- Send thank you cards to clients & colleagues
- Clean my work email

## Relationships

- Send thank you cards to family, mentors, & friends
- Forgive anyone I haven't yet on my own or through conversation

## Computer

- Clear my computer desktop
- Backup my personal computer files

## Home

- Do a thorough cleaning of my home
- Donate or throw away old clothes & electronics
- Organize my personal files

# PROFESSIONAL GOALS

**2 new resume bullets I can add based on my high performance in 2012:**

Ex. *Increased personal sales by 25% by leveraging customer data*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**2 new resume bullets I want to add by the end of 2013:**

Ex. *Created a new marketing strategy & doubled our market share*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**2 ways I can be a higher contribution to my COMPANY in 2013:**

Ex. *Speak up in meetings when I have a good idea*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**2 ways I can be a higher contribution to my CLIENTS in 2013:**

Ex. *Check-in with them every 2 weeks via phone or visit*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**2 ways I can be a higher contribution to my COLLEAGUES in 2013:**

Ex. *Share information that I've found to be insightful*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

# FAMILY GOALS

Ex. I want to be the type of older brother who...  
YOUR #1 ROLE (i.e. husband, uncle, mother, daughter)

- calls siblings regularly
- supports my siblings equally and in any way possible
- listens before speaking
- my siblings can trust when they can't go to our parents for help

1. I want to be the type of \_\_\_\_\_ who...  
YOUR #1 ROLE (i.e. husband, uncle, mother, daughter)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. I want to be the type of \_\_\_\_\_ who...  
YOUR #2 ROLE (i.e. husband, uncle, mother, daughter)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. I want to be the type of \_\_\_\_\_ who...  
YOUR #3 ROLE (i.e. husband, uncle, mother, daughter)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# PHYSICAL & NUTRITIONAL GOALS

**In 2013, I will be intentional about eating or drinking more...**

Ex. *raw unprocessed foods*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**In 2013, I will be intentional about eating or drinking less...**

Ex. *high fructose juices*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**I will exercise regularly by...**

Ex. *joining a young professionals sports league*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**I will let go of unhealthy habits like...**

Ex. *sacrificing sleep*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

# SPIRITUAL GOALS

The behaviors and beliefs that took me away from my spiritual source this year:

Ex. *Worrying about the future & things I can't control too much*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

The behaviors and beliefs that brought me closer to my spiritual source this year:

Ex. *Meditation for 30 minutes at the beginning of my day*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

6 ways that I want to strengthen my relationship with my spiritual source this year:

Ex. *Reading spiritual text on a weekly basis*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

# FINANCIAL GOALS

## Monthly Budget & Cash Flow

Revenues	Budget
Job:	
<b>TOTAL REVENUES</b>	
Expenses	Budget
Rent/Mortgage	
Water & Power	
Gas	
Cable & Internet	
Phone	
Groceries	
Fun/Entertainment	
Public Transportation	
Car Note	
Auto Insurance	
Gasoline	
Parking	
Personal Care	
Savings	
Credit Card Pay.	
<b>TOTAL EXPENSES</b>	
Cash Flow	
<b>REVs - EXPs</b>	

## Investments I intend to make this year:

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## Annual Financial Comparisons

ASSETS	Dec 31, 2013 DESIRED	Dec 31, 2012 TODAY
Checking		
Saving		
Investments		
Home Equity		
Other:		
Other:		
<b>TOTAL ASSETS</b>		
LIABILITIES	Dec 31, 2013 DESIRED	Dec 31, 2012 TODAY
Home Loan		
Student Loans		
Car Loan		
Credit Card Debt		
Other:		
Other:		
<b>TOTAL LIABILITIES</b>		
	Dec 31, 2013 DESIRED	Dec 31, 2012 TODAY
<b>NET WORTH</b>		

# MONTHLY BUDGET

Revenues	January	February	March	April	May	June
Job:						
<b>TOTAL REVs</b>						
Expenses	January	February	March	April	May	June
Rent/Mortgage						
Water & Power						
Gas						
Cable & Internet						
Phone						
Groceries						
Fun/Entertainment						
Public Transportation						
Car Note						
Auto Insurance						
Gasoline						
Parking						
Personal Care						
Savings						
Credit Card Pay.						
<b>TOTAL EXPs</b>						
	<b>Cash Flow</b>					
<b>REVs - EXPs</b>						

# MONTHLY BUDGET

Revenues	July	August	September	October	November	December
Job:						
<b>TOTAL REVs</b>						
Expenses	July	August	September	October	November	December
Rent/Mortgage						
Water & Power						
Gas						
Cable & Internet						
Phone						
Groceries						
Fun/Entertainment						
Public Transportation						
Car Note						
Auto Insurance						
Gasoline						
Parking						
Personal Care						
Savings						
Credit Card Pay.						
<b>TOTAL EXPs</b>						
	<b>Cash Flow</b>					
<b>REVs - EXPs</b>						

# ENVISIONING YOUR WEEK

Every Sunday night at 10pm EST after The Higher Call, I envision The Perfect Work Week. This process helped me more productive and intentional about the way I spend my time at work and after work.

Below are the steps to be more intentional about how your time gets spent week-by-week.

1. I start by taking out my existing calendar, my existing to do list, and a blank weekly time grid.
2. From there, I write any scheduled events such as standing meetings, appointments, classes, kids' games, or engagements that are on my calendar onto my time grid. Since they are already scheduled, these are the things that I have to work around.
3. After that, I write in adequate preparation time and/or adequate travel time to be fully present and ready to go for those scheduled events. I also write in travel and preparation time for the morning such as ironing, eating breakfast, taking the subway, or driving to work.
4. Next, I write in transition time after those scheduled events. For example, I may have to travel back to the office after a client meeting for another team meeting.
5. Now I am left with my available time. At this point, I take out my to do list. I prioritize what is most important this week and I allocate estimated minutes to complete next to each task.
6. I add the top three priorities from my to do list onto my time grid using the estimated minutes to complete. I find available gaps that are most appropriate to do certain tasks. Sometimes the tasks have to be broken into two or three work periods because no gap is big enough and sometimes certain tasks have to take place at certain places such as the office, at home, or elsewhere.
7. After writing in my top 3 priorities, I leave any available space open for unexpected things that pop up during the week. This gives me some flexibility to maneuver.

In the following exercise, I want you to envision The Perfect Work Week. This will be what you work toward. What time would you wake up? How would you start your day? When would you handle emails? For each week, you can copy the My Time Grid sheet and create your vision on Sunday.

# EXAMPLE WEEKLY TIME GRID

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 to 7am	<i>Meditation &amp; Breakfast</i>	<i>Sleep</i>	<i>Sleep</i>				
7 to 8am	<i>Travel &amp; Day Planning</i>	<i>Sleep</i>	<i>Sleep</i>				
8 to 9am	<i>Early Emails</i>	<i>Book &amp; Eat Breakfast</i>	<i>Eat &amp; Travel</i>				
9 to 10am	<i>Morning Meetings</i>	<i>House Stuff</i>	<i>Church</i>				
10 to 11am	<i>Focused Time</i>	<i>House Stuff</i>	<i>Church</i>				
11 to 12pm	<i>Focused Time</i>	<i>House Stuff</i>	<i>Church</i>				
12 to 1pm	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
1 to 2pm	<i>Afternoon Emails</i>	<i>Errands</i>	<i>Pick-Up Soccer</i>				
2 to 3pm	<i>Phone Calls &amp; Follow-Up</i>	<i>Errands</i>	<i>Pick-Up Soccer</i>				
3 to 4pm	<i>Focused Time</i>	<i>Errands</i>	<i>Grocery Shopping</i>				
4 to 5pm	<i>Focused Time</i>						
5 to 6pm	<i>Wrap Up</i>						
6 to 7pm	<i>Pick-Up Basketball</i>	<i>Dine Out with Wife</i>	<i>Pick-Up Soccer</i>	<i>Dine Out with Family</i>		<i>Cook Dinner</i>	<i>Cook Dinner</i>
7 to 8pm	<i>Pick-Up Basketball</i>	<i>Dine Out with Wife</i>	<i>Pick-Up Soccer</i>	<i>Dine Out with Family</i>	<i>Dinner</i>	<i>Dinner</i>	<i>Dinner</i>
8 to 9pm	<i>Dinner</i>		<i>Dinner</i>			<i>My Wife &amp; I</i>	
9 to 10pm						<i>My Wife &amp; I</i>	

# THE PERFECT WORK WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 to 7am							
7 to 8am							
8 to 9am							
9 to 10am							
10 to 11am							
11 to 12pm							
12 to 1pm							
1 to 2pm							
2 to 3pm							
3 to 4pm							
4 to 5pm							
5 to 6pm							
6 to 7pm							
7 to 8pm							
8 to 9pm							
9 to 10pm							

# MY WEEKLY TIME GRID

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 to 7am							
7 to 8am							
8 to 9am							
9 to 10am							
10 to 11am							
11 to 12pm							
12 to 1pm							
1 to 2pm							
2 to 3pm							
3 to 4pm							
4 to 5pm							
5 to 6pm							
6 to 7pm							
7 to 8pm							
8 to 9pm							
9 to 10pm							

