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| Worksheet |  | Designing Your New Year’s Theme |

Welcome to Designing Your New Year’s Theme worksheet. This worksheet will help you to design the necessary support structures to make your New Year’s Theme a success.

The first step is to come up with your theme for the upcoming year. If you have not done this yet, refer back to the blog post and video for ideas about coming up with your theme. Once you’ve come up with the theme, you’re ready to go through the planning worksheet.

Here are a few key definitions that we’ll use for the process:

* **Goals**: You should identify 1-3 goals that will support your theme. Think of your goals as “end results”. They should be specific enough that you can measure whether or not you have accomplished them. For example, “lose 10 pounds” is a good goal, whereas “lose weight” is not as specific.

Also, choose goals that will contribute to your overall theme. For example, if your theme is “Fitness”, don’t choose the goal, “Get a new job.”

* **Projects**: Projects are an organized set of actions that are necessary to help achieve a goal. A well-designed project has a timeline and a concrete beginning and ending. Projects may be needed if your goal is complex and has multiple parts. For example, suppose your goal is to “get a new job” but in order to do this you need to complete a training course. One of your projects might be “Complete Apprentice Course”. The main purpose of setting up projects is to help organize your thoughts and actions.
* **Practices & Habits:** Most of the time, our Theme requires that we change our behavior patterns in order to achieve different results. One of the best ways to change behavior is by designing specific practices and habits that support the desired behaviors. Simply put, practices and habits are routines that we perform with an eye towards a specific goal.

What makes habits special is that once you set them up, you don’t have to think about them. They become a mindless routine that moves you in the right direction. For example, if your goal is to lose 10 pounds, a useful habit is to weigh yourself every morning. You can also identify bad habits that you need to eliminate. For example, if you habitually purchase cookies when you do your weekly shopping, that might be a habit you need to eliminate.

Practices are similar to habits in that you do them regularly. The main difference is that practices tend to be more thoughtful and require attention. Practices tend to operate on a deeper level in your mind and body than habits. For example, a practice of calorie-counting throughout your day might support your weight loss goal and it might complement the habit of weighing yourself every morning before work.

|  My Theme for 2019  |
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| {Enter Theme Here} |

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| --- | --- | --- | --- | --- |
| {Enter Goal} |  | {Enter Goal} |  | {Enter Goal} |

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| {Supporting Projects} |  | {Supporting Projects} |  | {Supporting Projects} |

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| {Supporting Practices} |  | {Supporting Practices} |  | {Supporting Practices} |

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| {Supporting Habits} |  | {Supporting Habits} |  | {Supporting Habits} |

|  Mike’s Example Theme from 2018  |
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| “Connection” |

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| Goal: Remain in touch with friends from my former home state of Texas. (NOTE: This isn’t a perfect goal because it is not very specific. What does it mean to “stay in touch?” |  | Goal: Establish my own network of friends in my new hometown.  |  | Goal: Develop deeper personal connection with my new wife.  |

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| {Supporting Projects}Not applicable |  | Join Toastmasters and Join Writer’s Support Group |  | {Supporting Projects} |

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| * Call one friend each week
* Email one friend each week
 |  | Attend weekly Toastmasters meetings and bi-weekly writer’s group meetings.  |  | Weekly date nights. |

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| * Schedule time on my calendar to call friends and write emails.
 |  | {Supporting Habits} |  | STOP: Interrupting START: Sharing the details of my day and asking about her day over dinner. |