



YOUR COMPLETE 2015/2016 PERSONAL REFLECTION & VISIONING GUIDE

Celebrate where you've been
and get excited by where you're going

by Jan Carley

Professional Certified Executive Coach

jan@creativecoachinggroup.com

www.creativecoachinggroup.com

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WELCOME

I am thrilled that you are embarking on this significant piece of work that is *for you* and *about you*. My hope is that this REFLECTION AND VISIONING Guide will help you acknowledge and celebrate the year that 'was' and add energy, optimism and hope for all of your 2016 possibilities.

The guide is organized in 2 sections - Part One covers your 2015 Recap, Reflection and Celebration exercises. Sitting by the fire with a hot toddy on a chilly winter night is a perfect time to remember and reflect on the year that was. The work you do to complete 2015 will set you up beautifully for the dreaming and visioning and actioning work of Part Two of the guide – your 2016 Vision. Finally, your 2016 Coaching goals will add laser-focus to what is truly most important to you for the year ahead.

Thank you to all of you for your continued support, inspiration and feedback of me and my coaching work over the past year.

To your possibilities,



Jan Carley
Professional Certified Executive Coach, Creative Coaching Group,
Email: jan@creativecoachinggroup.com
www.creativecoachinggroup.com



ABOUT JAN

Jan Carley is a Professional Certified Executive Coach credentialed with the International Coach Federation. Known as a high-performance catalyst, Jan specializes in coaching individuals and teams to focus and clarify their vision and leverage their signature strengths to maximize their potential. Challenging leaders to smash limiting paradigms to their success and supporting them as they work from the 'inside out' to create transformative new possibilities in their business and lives has made her a sought-after executive coach globally.

Jan's popular book, *Harmony from the Inside Out – Creating and Maximizing your Performance Potential* has been acclaimed worldwide and is now in its 3rd printing. Her second book *Finding Your Overtone – A Guide to Personal and Organizational Success* is scheduled for release in June 2016.

Pre-orders with bonuses available at www.findingyourovertone.com

Jan lives in Vancouver, BC, Canada, and is available for individual & team coaching, workshops and speaking engagements worldwide.

Creative Coaching
Group 

PART ONE

2015 PERSONAL REFLECTION

Before you move into the creation of your new year of possibilities, it is important to complete the year that has passed. Think of this important reflection work as crossing the final item off your “get to do” list. Or finishing the last cookie in the bag before you open a fresh package.

When you recap, reflect and complete your year, do it as a simple fact-finding awareness piece and do it without self-judgment. What was, was... Remember: The point of power is in the present moment.

2015 RECAP

Fill in the events, the milestones, the travel, the highlights and lowlights for each month of 2015.

JANUARY: _____

FEBRUARY: _____

MARCH: _____

APRIL: _____

MAY: _____

JUNE: _____

JULY: _____

AUGUST: _____

SEPTEMBER: _____

OCTOBER: _____

NOVEMBER: _____

DECEMBER: _____



REFLECTION

This section goes a bit deeper than the actual events of 2015 and asks you to acknowledge the meaning and learnings, (the “sub-text” if you will), of last year’s actions and activities.

When you review your year Recap what thoughts immediately occur to you?

What did you learn last year? _____

What stood out for you as ‘wins’ (BIG or SMALL) ? _____

How did you contribute in 2015? _____

What people are you happy that you met or reconnected with? _____

What new experiences did you have? _____

What made you laugh? _____

What surprised you? _____

What and/or who consistently brought positive energy to your life in 2015? _____

COMPLETION & CELEBRATION

What do you want to remember most about the past year? _____

What still feels unfinished from 2015? _____

What 2015 habits or patterns do you want to alter or eliminate in 2016?

What will you forgive yourself for? _____

What are you willing to let go of? _____

What are you grateful for? _____

What new thoughts do you want to continue to build on in 2016? _____

What did you start in 2015 that you want to continue to build on in 2016?

2015 CELEBRATION

As you 'ring out' 2015 and 'ring in 2016' what will you make a toast to?

How would you word a 2016 personal toast about and to yourself?

PART TWO

2016 VISIONING GUIDE

FOUNDATION: PERSONAL INVENTORY

As we move into the 2016 Visioning section of this guide, take a moment first to take stock and identify the supports that will enrich, guide and help you live the life you want in 2016. These supports will fill up your resiliency bank account, giving you strength and energy and making it easier to keep on dancing even as the music changes in 2016.

Internal Supports:

Personal qualities and strengths _____

Mental, Emotional and Spiritual supports _____

Beliefs that will support you in 2016 _____

External Supports:

Friends _____

Family _____

Communities _____

Environments _____

Activities that feed you _____

THE BIG PICTURE EXERCISE

“THINKING OUTSIDE THE DOT”

Let's think outside the dot and stretch our imagination in this exercise.

The dot represents everything that is in your life RIGHT NOW. The white space is everything that could be –the possibilities for your life.

Ask yourself the question “If anything were possible for my life in the next 5-10 years, without limitation, what I want to be there?” Give yourself 5 minutes to wildly draw pictures, words, ideas, themes in the WHITE SPACE outside the dot.



2016 THEME(S)

Now that you have imagined your 5-10 year 'big picture', let's focus in on 2016. We'll start by creating your annual theme(s) to give an underlying intention or purpose for the entire year. Your theme(s) will underscore all your activities. By keeping your theme(s) present on a daily basis, you will add energy to them and stay focused on what is most important for your life. For example, my themes in 2014 were "FUN" and "EASE"imagine how the reminder of that intention and the keeping of them front and centre infused my life and attitude?

ACTION: Pick themes (max.3) that resonate with you. Write them out, keep them visible and remind yourself of your theme(s) on a daily basis.

REFLECTION: Notice how your themes shift or clarify your focus as you go about your life in 2016

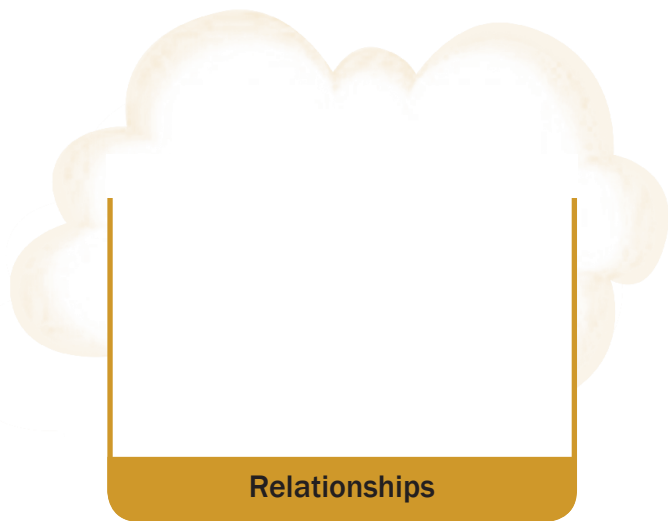
MY 2016 THEMES

2016 H.A.I.R.Y VISION

Imagine a year you most deeply desire. If anything were possible for you and this year of your life, what does that picture look like? Describe what you are imagining in present tense, as if it is in place and you are living it right now. Be sure to make your vision **H.A.I.R.Y.**

- Heartfelt:** Make sure your vision makes your heart expand and positively glow
Aligned: Is your vision aligned with your core values? Who you really are?
Irresistible: Is your vision like a super-strong magnet drawing you forward?
Rockin': Is your vision a stretch? Does it inspire you to push your limits?
Yours: Make sure your vision is yours and not someone else's. No should-ing on yourself!

Use pages 9 and 10 to create your 2016 H.A.I.R.Y vision



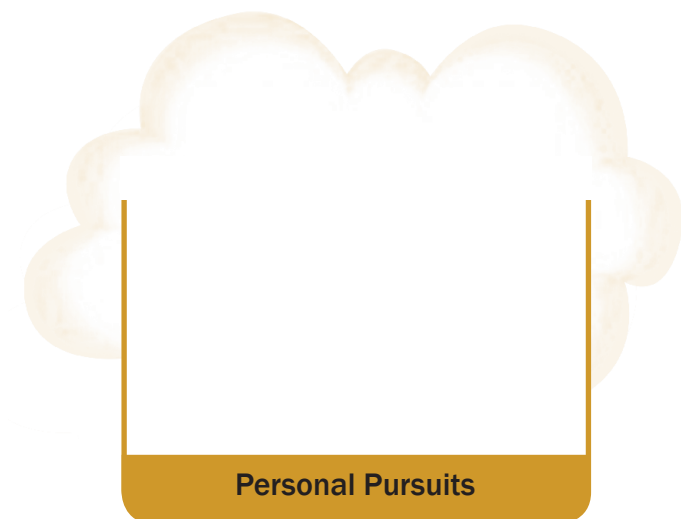
Relationships



Health

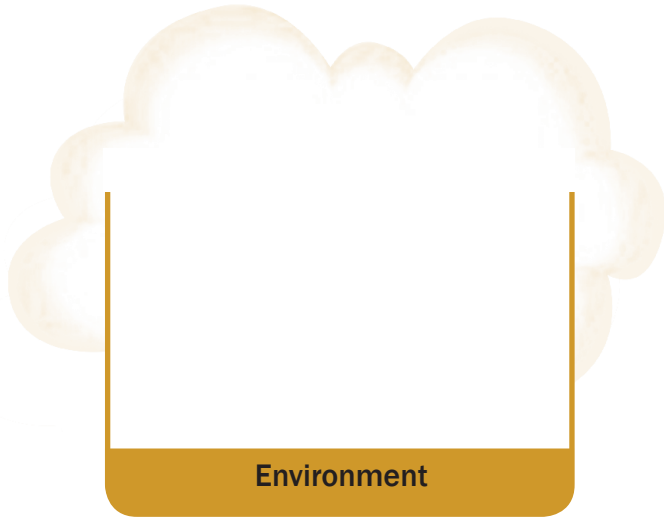


Work/Business



Personal Pursuits

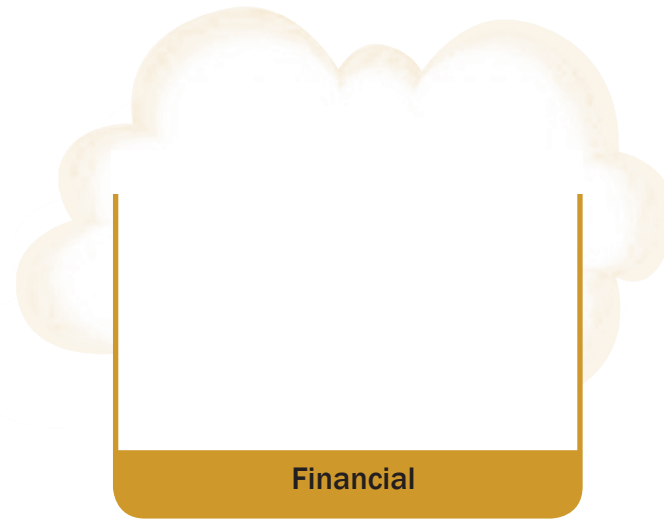
2016 H.A.I.R.Y VISION (continued)
(H.A.I.R.Y = Heartfelt, Aligned, Irresistible, Rockin', Yours)



Environment



Community



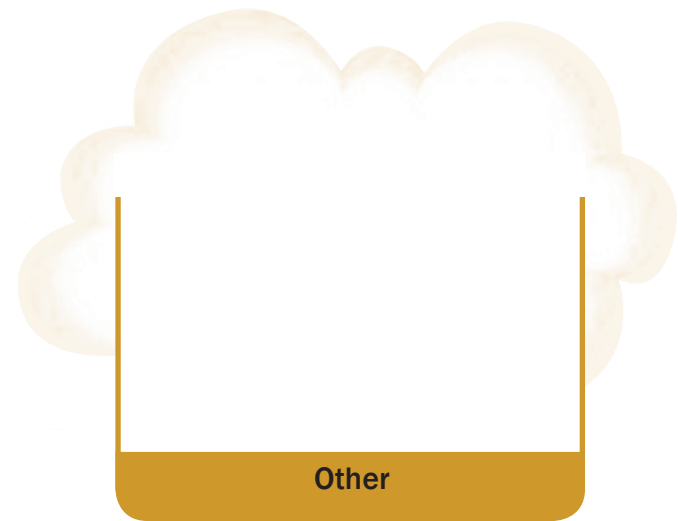
Financial



Personal Growth / Development



Contribution/Legacy



Other

2016 'BEING' VISION

Now that you have created your 2016 H.A.I.R.Y Vision you might notice that much of your energy is focused on the “doing” – the tangible things you want to achieve in your long term vision. It is also important to create your ‘being’ vision. Your ‘being’ (emotional, mental, physical, spiritual), is really the ‘WHY’ underlying the ‘doing’. Answer the questions below to describe how you are ‘BEING’ as you live into your 2016 Vision.

Be sure to put all of your responses in present tense and keep them positive, as if this is a state you are living now! (Hints: begin a thought with “I am”. If you find yourself describing how you don’t want to be, simply notice that and flip it to describe how you DO want to be)

Emotional:

How are you feeling? _____

How resilient are you? _____

What is your capacity? _____

Mental:

What does your self-talk sound like? _____

What is good about your mental state? _____

How consistent are your thoughts? _____

Physical:

What does your body feel like? _____

How are you moving, breathing? _____

How much energy do you have? _____

How are you sleeping and replenishing? _____

Spiritual:

What is your connection to spirit? (whatever you interpret ‘spirit’ to be) _____

How are you connected to the Universe? The bigger plan? _____

How present are you in each moment? _____

STARTING POINT: JOY METER EXERCISE

This exercise will give you a realistic picture to use as a starting point from which to begin moving forward into 2016. Assess your current reality from the perspective of an interviewer – get the facts and suspend judgment. Current state can be interpreted however you want – depth, quantity, joy or happiness factor, etc. It is important that YOU know how you have assessed each area. The benefit to being precisely honest about where you are right now is that you will then be easily able to see when you have shifted from that place over the course of the year.

JOY METER: When creating your Joy Meter ranking – think on a scale of 1-10 of where you are right now in relation to where you would like to be (1 nowhere close, 10 totally there)

AREA OF MY LIFE	JOY METER CURRENT STATE DESCRIPTION	Current Joy meter (1 to10)
WORK/BUSINESS/ CAREER		
Relationships: Business & Personal		
Health (physical, mental, emotional, spiritual)		
Personal Pursuits (hobbies, leisure activities)		
Environment (home and business)		
Communities (personal and professional)		
Financial		
Personal Development & growth/self-care		
Contribution/Legacy		
Other:		

WHAT 'ONE THING' EXERCISE

As you reflect on the Joy Meter exercise on page 12, ask yourself: What is one thing, that if shifted, changed or started in 2016, would have the greatest impact on raising your Joy Meter in that area?

AREA OF MY LIFE	WHAT ONE THING WOULD SHIFT MY JOY METER?
WORK/BUSINESS/ CAREER	
Relationships: Business & Personal	
Health (physical, mental, emotional, spiritual)	
Personal Pursuits (hobbies, leisure activities)	
Environment (home and business)	
Communities (personal and professional)	
Financial	
Personal Development & growth/self-care	
Contribution/Legacy	
Other:	

As you consider all of the amazing work you have done reflecting and completing 2015 and visioning your bright and bold 2016, bring yourself even more laser-clarity and focus by completing the coaching questions below.

2016 Coaching Goals



1 What are your most important business goals for 2016?

1. _____
2. _____
3. _____



2 What are your most important personal goals for 2016?

1. _____
2. _____
3. _____



3 Of all of the goals listed above, which ones feel like they draw you the most?



4 Of all of the goals listed above, which ones are you most committed to achieving?





5 If you could choose one shift or result that would make you feel that our coaching was a success, what would it be?



6 What is non-negotiable for you in 2016?



7 What could get in the way of your achieving what you want in 2016?

CONTINUING THE CONVERSATION...

Congratulations! You made it! You have done a ton of great work in completing this Reflection and Visioning Guide. To keep you on track in 2016, I recommend that you enlist an accountability partner with whom to work through your 2016 goals and support you as you live into your big, bold vision. If not a professional coach 😊, then be sure to enlist a trusted friend or colleague to fill that role. As well, make the commitment to become your own coach in 2016- check in with yourself on a regular basis about your progress. You deserve nothing less!

To your success,

Jan Carley, Your Possibility Coach

jan@creativecoachinggroup.com www.creativecoachinggroup.com