

PLANNING YOUR YEAR AHEAD SELF COACHING MODULE

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This workbook is to be completed alongside the video content. Please watch video content first.

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Identify 3 things that happened last year that you are thankful for.

Identify 3 things that happened last year that you are thankful for

but God has surely listened and has heard my prayer. (Psalm 66:19 NIV)

Identify 3 things that happened last year that you are thankful for



10 Domains of Life

Reflect on each of the following 10 Domains and what has been impacted - positively or negatively



Spiritual: Your connection to God

Intellection/Study: Your engagement with significant ideas or study

Emotional: Your psychological health

Physical: Your physical health

Marital: Your spouse or significant other

Parental: Your children if you have any

Social: Your friends and associates

Work/ministry: Your profession

Hobbies/Fun: Your hobbies and pastime

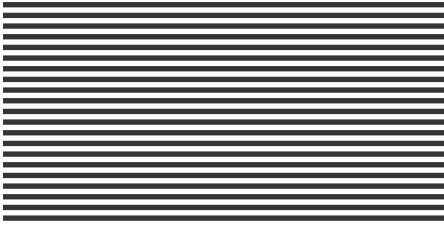
Financial: Your personal or family finances

Michael Hyatt – Your Best Year Ever

Domain	Reflect on each of the following 10 Domains and what has been impacted - positively or negatively
Spiritual	
Intellection/Study	
Emotional	
Physical	
Marital	

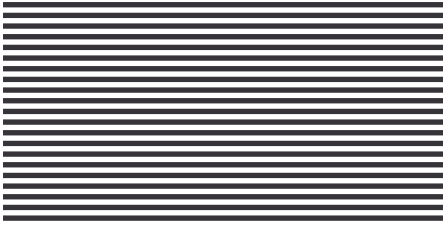
Domain	Reflect on each of the following 10 Domains and what has been impacted - positively or negatively
Parental	
Social	
Work/Ministry	
Hobbies/Fun	
Financial	

Reflect on your goals



Prayer of gratitude

Take some time now to write your own Prayer of gratitude to God



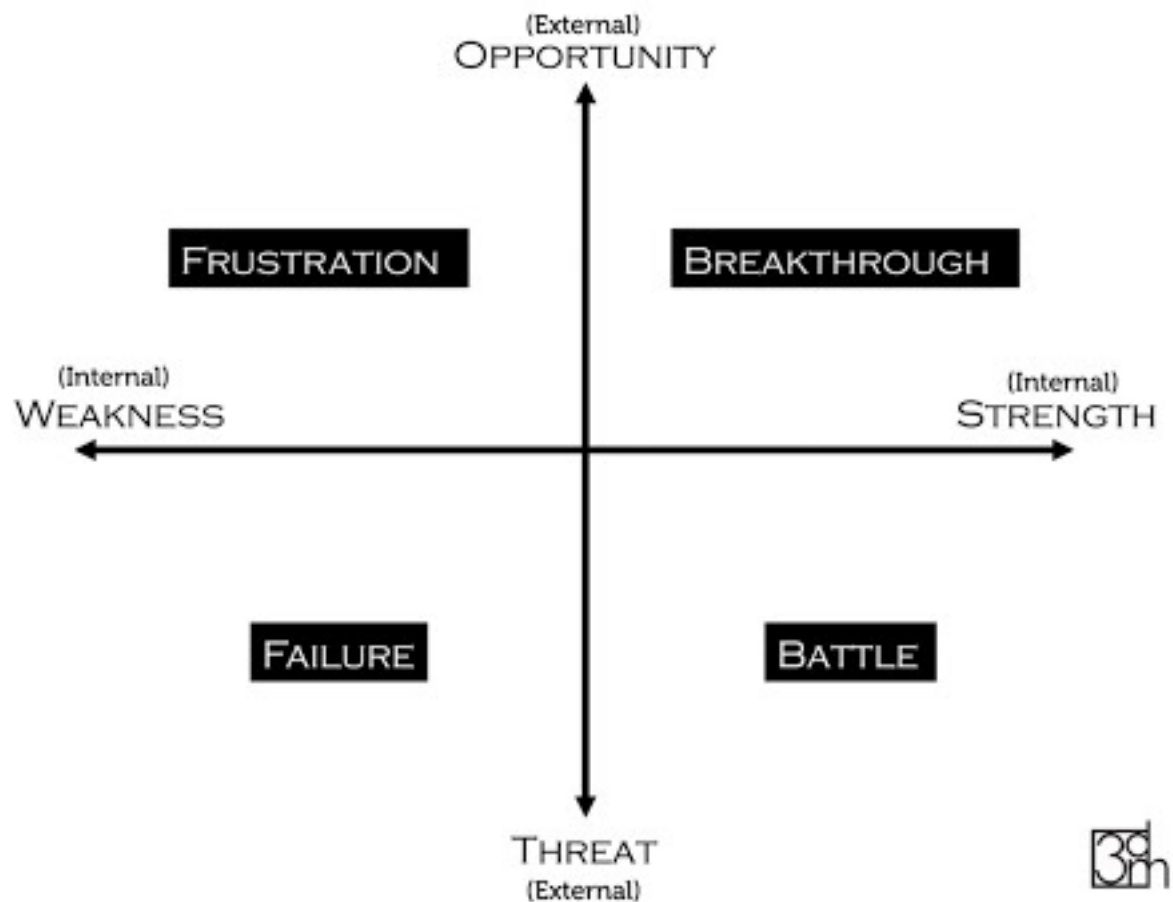
Session 2

Review S.W.O.T.



Watch Session 2 Video

This tool helps us understand our current reality so we can better focus our energy and make plans for next steps to get where we want to go.





Review S.W.O.T.

Reflect on each of the following for you personally and for your organisation or ministry area



Internal Weakness + External Opportunity = **Frustration**

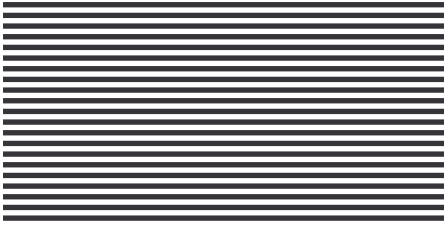
External Threat + Internal Strength = **Battle**

Internal Weakness + External Threat = **Failure**

External Opportunity + Internal Strength = **Breakthrough**

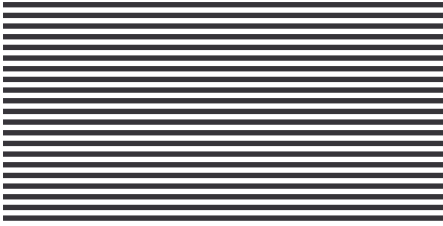


David Wanstall SWOT video: https://www.youtube.com/watch?v=b-jeCX_x4A



Personal Review S.W.O.T

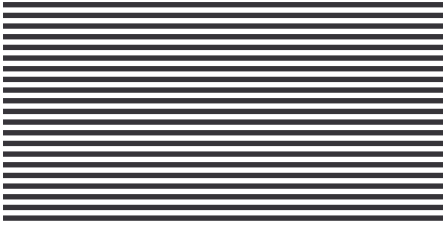
Review	Reflect on each of the following for you personally
Frustration	
Failure	
Battle	
Breakthrough	



Organisation Review

S.W.O.T

Review	Reflect on each of the following for your organisation or ministry area
Frustration	
Failure	
Battle	
Breakthrough	



Session 3

Finishing well

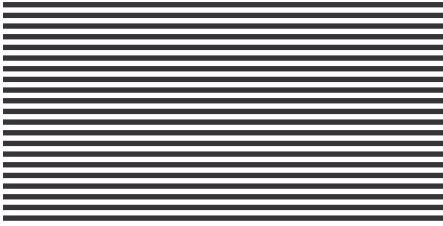


Watch Session 3 Video

Finish what you started, reschedule or decide to let it go.

As you look back over the year, get out your calendar, to do lists and email inbox. Think about what you've left undone this year. Is there anything significant? What about a whole lot of minor things? Are there people you have to connect with? Jobs you should have done?

What I haven't finished yet	I need to make this a priority next year (Finish it)	This is not a priority for this year - but I will do it! (Reschedule it)	This is not important - I will let it go (Let it go)



Session 4 Vision



Watch Session 4 Video



Are your biggest dreams possible?

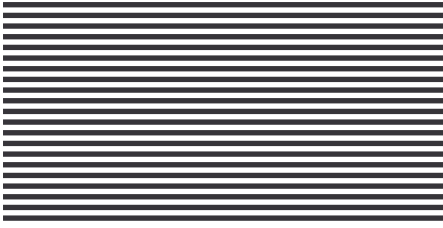
<https://www.youtube.com/watch?v=8P3HGdZBzRY>

Key Stakeholders	Who are the key people, influencers who may be impacted by your dreams and vision
Personal (example; family, friends)	
Professional (example; team members, leadership, Board, clients, those you are trying to reach)	



Domain	Imagine it is 12months time and everything you hoped and dreamed for over the next few months has happened. What has happened?What do you notice? What has changed? What is the impact?
Spiritual	
Intellection/Study	
Emotional	
Physical	
Marital	

Domain	Imagine it is 12months time and everything you hoped and dreamed for over the next few months has happened. What has happened?What do you notice? What has changed? What is the impact?
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Social	
Work/Ministry	
Hobbies/Fun	
Financial	



Session 5

Priority & Practices

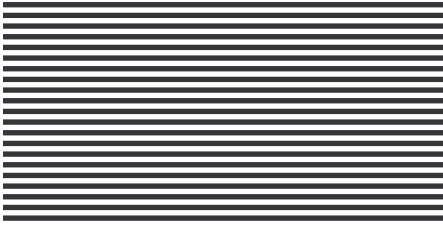


Watch Session 5 Video

Set your priorities - what definitely needs to be accomplished?

Look back over your dreaming and vision. Which ones are the highest priority? Which one do you sense a nudge on? Which ones do you just have to do (maybe your boss or board requires it?) and which ones can you just not, not do?

My key priority	Why is this important? Who is this for?	Who can help me or keep me accountable	How will I celebrate?

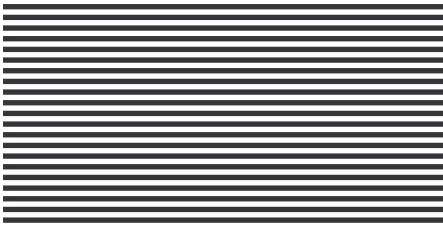


Practices

What activities or actions do you need to keep, stop or start to achieve your priorities?

Think about the way you manage your calendar, your task list and your routine - what may need to change to achieve what you've decided to achieve.

Practice - how will I change	Why is this important? Which goal/s will be reached as a result?	How long will I commit to this change to achieve my goal?	How will I know when I have been successful?



Session 6

Develop a Plan



Watch Session 6 Video



Photo by [Danielle MacInnes](#) on [Unsplash](#)

Working backward

Working backward, is about laying out the path from your 12month goals – to your mid-point – all the way back to today.

It's about reverse engineering your benchmarks.

Priority or goal name:

Benchmark or Signpost

Timeframe (by when?)

How will you know you have been successful?

Priority or goal name:

**Benchmark or
Signpost**

**Timeframe (by
when?)**

**How will you
know you have
been successful?**

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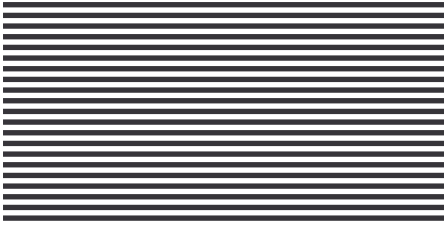
**How will you
know you have
been successful?**

Priority or goal name:

**Benchmark or
Signpost**

**Timeframe (by
when?)**

**How will you
know you have
been successful?**



Target

Targets

For each benchmark or signpost create 3-4 targets and habits or mini-goals

Priority or goal name:				
Benchmark or signpost:				
Targets				
Timeframe (by when?)				
Habits or mini-goals				
When will you do it?				

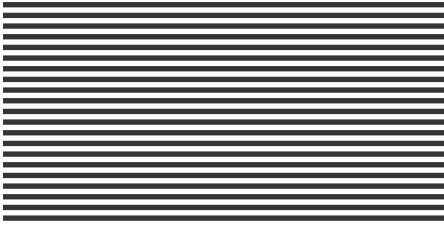
Priority or goal name:				
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Habits or mini-goals				
When will you do it?				

Priority or goal name:				
Benchmark or signpost:				
Targets				
Timeframe (by when?)				
Habits or mini-goals				
When will you do it?				

Print as many copies as you require

Priority or goal name:				
Benchmark or signpost:				
Targets				
Timeframe (by when?)				
Habits or mini-goals				
When will you do it?				

Priority or goal name:				
Benchmark or signpost:				
Targets				
Timeframe (by when?)				
Habits or mini-goals				
When will you do it?				



Session7

Compiling & conclusion

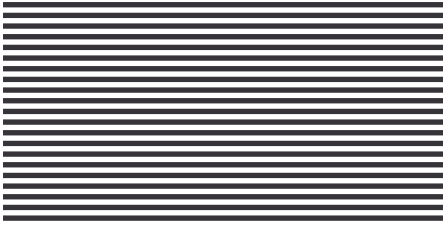


Watch Session 7 Video

Compiling

Well done on making it this far. You have looked back at the year, assessing its impact and learnings. You have had an opportunity to look forward, prioritise and develop a plan.

Key Priority	Benchmark	Targets	Habits



Plan to Plan



Plan to Plan

Set regular times throughout the year to review your progress and plan your next steps. Use this time to make sure you are on track and decide whether your actions, timing or goals need to be updated. You can use these questions to review your progress.

Photo by [Estée Janssens](#) on [Unsplash](#)

Review questions to consider

- Is this goal still relevant? Does it need to change moving forward and if so, how?
- What activities need to start, change or stop to make sure this goal is achieved?
- What might prevent this goal from being achieved?
 - How will that be managed moving forward?
- What needs to be achieved by the next review to make sure this goal is on track?
 - What are the steps?
 - What needs to be added to calendar and to-do list?
- Next review date set in calendar ☐



About the author: Kylie Butler is a vibrant communicator, leader, facilitator and coach who thrives on helping leaders take the next step – both personally and professionally. Kylie has served as CEO, consultant, pastor, leader and coach with many organisations.

Kylie has extensive experience in leadership development, coaching, communications, transitions, strategy and team building. She is credentialed by the International Coach Federation, is a Professional Certified Coach and has logged over 4000+ professional coaching hours. Kylie has studied Business at Monash University, Theology at ACOM, Coaching through the Christian Coaching Institute and completed her Masters at Eastern College Australia.

Kylie is married to Adam and they have two children, Toby and Lily, and live on the Mornington Peninsula in Victoria. Kylie loves being at the beach, her vege garden, good coffee and family time.

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