Vision Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mission Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Area: | Goal for this year: |
| Work:  |  |
| Relationships: |  |
| Physical body: |  |
| Spiritually: |  |
| Heart (mind/will/emotions): |  |
| Time: |  |
| Finances: |  |
| Other: |  |

FOCUS applies on two levels: **duration** and **scope**. Focus in terms of **duration** means developing the ability to give ourselves to something over the long haul, to be faithful. Focus in terms of **scope** means narrowing the things we give our energies to~ narrowing our attention to do the things that count, the things that matter.

**“Where there is no vision, the people perish {wasting our inheritance/destiny}.”**

**~** Proverbs 29:18

* Setting vision/mission/goals helps to give clarity about who we are in the purpose of God.
* Gives direction for our time, talents, affections & money~ how we spend our life resources shows who/what we are devoted to
* Managing our time, talents, affections & money is a matter of character. If we do not have a plan, the emergencies of the day will take our time, talents, affections & money.
* “*If you love life, do not waste time~ for that is the stuff life is made of*.” Ben Franklin
* “*Good is the enemy of the best*” (Tyranny of the urgent)
* Most people live with undirected time, talents, affections & money. Without a plan, we will not achieve the purposes, plans & dreams that God has placed in our hearts
* God wants to give us clarity~ to manage our waking hours
* A plan will enable you to arrive at your destination and focus on the priorities
* “*How we spend our days is, of course, how we spend our lives.”* Annie Dillard
* Romans 12:1 “*Take your everyday, ordinary life~ your sleeping, eating, going-to-work and walking around life~ and place it before God as an offering.”* (Message)
* In the book, Margin, Dr. Richard Swenson shares the following facts about how insignificant activities in life chip away at our precious time and life:

\*spend 6 months sitting at traffic lights waiting for them to change

\*spend 1 year searching through desk clutter looking for misplaced objects

\*spend 8 months opening junk mail

\*spend 2 years trying to call people who aren’t in or whose line is busy

\*spend 5 years waiting in lines

\*spend 3 years in meetings

\*spend 45 minutes/day commuting

* TIME=LIFE
* We are all very busy, however, we are not all busy doing that which is eternally important!
* Do not sacrifice the important for the urgent
* Time is pregnant
* “*Kairos* is filled with opportunity, a moment pregnant with eternal significance and possibility. It is a point of time that demands action, a space of time in which life-determining decisions are made.” James Emery White
* *Kairos* speaks to the quality and content of time itself, independent of its actual length
* *Chronos* speaks to the actual length of time (chronological time)
* “*Teach us to number our days aright, that we may gain a heart of wisdom.”* Ps. 90:12
* “*No horse gets anywhere until he is harnessed. No stream or gas drives anything until it is confined. No Niagara is ever turned into light and power until it is tunneled.* ***No life ever grows great until it is focused, dedicated, disciplined.”***  Harry Emerson Fosdick
* “*We make a living by what we get, we make a life by what we give.”* Winston Churchill

VISION: This is the “big picture”; your primary purpose in life; the focused person has vision; gives restraint to our time, talents, affections & money; should be written in two or three sentences

How to find VISION:

* What do you love to talk about most?
* What gets you excited about the Lord and His Kingdom?
* What would you die for?
* What is a dream that you have?
* What burns in your heart?
* What is it that makes you truly come alive? What excites you like nothing else?
* What do you want to be said about you at the judgment seat about your: time, family, investments, heart, etc.?
* If everyone on earth was paid $20 per hour for work, regardless of the type of job, what you do be? A doctor, professor, CEO of a company, an actress, sports person, janitor, or a teacher~ all paid the same. What would you do if money was not a factor? When you know that, you will know something of the purpose & plans God has put in your heart; your calling in the Kingdom.
* How would you finish this sentence? If only I could \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Characteristics of VISION:

1. It seems impossible! “But…” seems to be the word that can get in the way of vision.
2. It seems too big! “How could I ever achieve such a vision?” can become a stumbling block of vision
3. It seems so far off! Vision is something that we are aiming for; a future-tense
4. Vision needs to be guarded; stay focused and stay put!

“*The thing about vision is that sometimes we get a bigger picture than we can handle all at one time. Sometimes, God gives us a glimpse of the possibilities but it isn’t all for right now. But because of that, we make the mistake of thinking that none of it is for right now. We act as if the mere possession of a dream (vision) is the end of our responsibility….But God wants to take what is stirring in our hearts today & act on it here and now.”* Glenn Packiam (Butterfly in Brazil)

Your personal vision statement:

* guides your life
* provides the direction necessary to guide the course of your days and the choices you make.
* Is the light shining in the darkness toward which you turn to find your way (compass)
* Focuses your life~ for joy, accomplishments, contribution & for your legacy

As you write your personal vision statement, use these questions to guide you:

1. What are the 10 things you most enjoy doing? These are the ten things without which your weeks, months, and years would feel incomplete.
2. What 3 things must you do every single day to feel fulfilled in work?
3. Your life has a number of important facets, all of which deserve some attention in your personal vision statement. Write one important goal for each of them: physical, spiritual, work or career, family, social relationships, finances, emotional, and fun.
4. If you never had to work another day in your life, how would you spend your time, instead of working?
5. When your life is ending, what will you regret not doing, seeing or achieving?
6. What strengths have other people commented on about you? What strengths do you see in yourself?
7. What has the Lord put in your heart to do (Nehemiah 2:12)
8. If money was not an issue, what would you do?

“*We stand at the crossroads, each minute, each hour, each day, making choices. We choose the thoughts we allow ourselves to think, the passions we allow ourselves to feel, and the actions we allow ourselves to perform. Each choice is made in the context of whatever value system {VISION} we’ve selected to govern our lives. In selecting that system, we are, in a very real sense, making the most important choice we will ever make.”* Benjamin Franklin

Mission: how to get to the vision; focused on the vision; smaller steps to accomplish the vision; written out yearly in a sentence

“*Don’t live carelessly, unthinking. Make sure you understand what the Master wants,”* Ephesians 5:17 (Message)

How to find your MISSION for this year:

* Take a look at your life vision and begin to ask the Lord for clarification for this year
* Any scriptures that have been jumping off the page in this last month or so?
* Any words/phrases that you have heard several times?
* Any prophetic words given to you recently that resonated with your heart?
* Any priorities or values lacking that you want to focus on this year?
* The Lord may use a road sign/movie/book/dream/etc to spark something in your spirit that is to be your mission for the year
* Spend some time seeking the Lord for the mission. A word/phrase or something totally creative and entirely different such as an image or a symbol. However you create your mission statement, make it something that will mean something to you~ so that your mission for the year becomes written on your heart to affect your daily living/priorities/decisions

MISSION: World changers choose to focus on change in their present circumstances by translating their big vision into smaller steps of action. Lasting change is the result of acting here and now.

*“There is time in which to be, simply be, that time in which God quietly tells us who we are and who He wants us to be. It is then that God takes our emptiness and fills it with what He wants.”* Madeleine L’Engle

GOAL SETTING: Getting in balance as we begin the new year; strategic planning to accomplish the mission & vision; measurable; they serve your vision & mission; short term & long term; steps to attain your mission & vision

**Most people live with undirected time**. If you don’t have a plan you will waste your time. The emergencies of each day will take your time. Goal setting gives focus to your days.

The pattern of living needs to change: We live in constant tension between the **urgent** and the **important**. Urgent tasks call for immediate action. Their irresistible demands devour our time and energy. The greatest danger is letting the urgent tasks crowd out those that are important.

* Develop the wisdom to say “NO” to even the good things that demand your attention and time, which can keep you from taking care of the important things. It gets easier to do after you practice and you know what priorities are important
* We need to teach our children to say no & value their time and use their time wisely.

As you evaluate the areas of: work, relationships, physical, spiritual, heart, time and finances, ask the Lord to reveal the places where a pattern needs to change. Referring back to page 1, focus in terms of scope means **narrowing the things we give our energies to**; narrowing our attention to do the things that count, the things that matter.

* List the top five priorities in your life for this day/week/month/year. Keep the priorities before you and measure all other activities and “to dos” against them.

Prioritize daily: Keep an account of daily/weekly/monthly priorities. Once you prioritize, scheduling becomes much easier. However, you may not be popular with some people once you get priorities straight. That is a reality of getting things in order.

* What are the top 5 priorities today? Do this daily.
* When something comes up, think about the glass ball vs. rubber ball theory. Ask: Is this a glass ball or rubber ball? If I drop it, will it break?

In the different areas of goal setting: work, relationships, physical, spiritual, heart, time, and finances, be careful not to set too many goals. The more goals you have, the more unrealistic they will be to achieve. Try to limit to one or two per area or maybe just pick one area this year to focus on. The goal of this exercise to help you become successful in goal setting!

* Goals can be short term (daily/weekly/monthly) and long term (yearly or longer)

Daily planner: We all have the same number of hours in a day. It may be helpful to print off a daily calendar and fill in what you give your time to; starting from the time you get up in the morning until you go to bed at night. You may be surprised what time you waste watching tv or chatting on the phone, etc. Or you may find that you are unrealistic in how much you think you can accomplish in a day. This will help with realistic goals in the areas of life.

* Review your daily activities that currently take up most of your time. Try to sort them in 2 categories: the ones that seem clearly to be God’s directive and those that seem more compulsions of your own or other’s demands. What does this tell you about yourself?

Time: Is time really a possession, something we actually have or can lose or waste? Think about it~ we possess talent and energy, certain abilities and the strength we need to use them. Each day offers hours and opportunities for action. **We do not have time, but rather use it**. It is *ourselves* that we manage as we set goals, determine priorities, make plans and take on tasks.

* Are you managed by the Lord? Our question needs to be: How can I make my days and hours count for Him?

**Personal Inventory:**

On a scale from 1-10 (1 being least, 10 being best/highest score), rate the following statements:

\_\_\_\_\_ 1. Right now, I’m very satisfied with my life.

\_\_\_\_\_ 2. I have a vision for my future (plans; dreams; long-range goals; I see where I am going)

\_\_\_\_\_ 3. I take time during the day to rest; plan; have fun; be alone with the Lord; do something that nourishes me.

\_\_\_\_\_ 4. There are attitudes or behaviors that I would like to change.

\_\_\_\_\_ 5. I am struggling in a relationship (spouse, kids, friend, family member, co-worker, etc)

\_\_\_\_\_ 6. I spend time of things that are important (I know how to prioritize).

\_\_\_\_\_ 7. I seek the Lord on a daily basis for wisdom and direction.

\_\_\_\_\_ 8. I know what my gifts and talents are.

\_\_\_\_\_ 9. I feel like life is passing me by and I have no control over it.

\_\_\_\_\_ 10. I have a guiding Vision that gives me purpose.

“*… David had served God’s purpose in his own generation…”* Acts 13:36

“*I have…completed the work you gave me to do,”* (Jesus speaking) John 17:4

*“If you love life, do not waste time~ for that is the stuff life is made of.”* Ben Franklin

“*Let every detail in your lives~ words, actions, whatever~ be done in the name of the Master, Jesus, thanking God the Father every step of the way,”* Colossians 3:17 (Message)

Questions to consider as you begin the goal setting exercise:

1. Any character qualities you want to cultivate or change this year?
2. Any relationships that need to be restored?
3. Any professional/educational goals?
4. Any spiritual goals?
5. What do I want my focus to be?
6. What are the priorities in my life?
7. Am I guided by the important or the tyranny of the urgent?
8. What am I spending my time doing?

“*Be very careful then, how you live~ not as unwise, but as wise, making the most of every opportunity…”* Ephesians 5:15-16

 **Goal Setting exercise:**

In the first column, write where you are now in each of the following areas. In the second column, write where you would like to be in the beginning of next year. This is to be a “working document” or “rough draft”.

Where am I: Now: (20 ) A year from now: (20 )

|  |  |  |
| --- | --- | --- |
| **Work:** \*Satisfied? \*Any changes? |  |  |
| **Relationships**:\*friends/family/spouseCo-workers |  |  |
| **Physical body:**\*exercise\*sleeping\*Eating habits\*fasting discipline |  |  |
| **Spiritually:**\*time with the Lord\*journaling\*memorizing scripture\*sharing your faith\*gifts of the Holy Spirit |  |  |
| **Heart:**(mind/will/emotions)\*thoughts/attitudes/behaviors\*habits to develop\*any “flesh” areas\*healing needed? |  |  |
| **Time:**\*schedule changes?\*Is my time connected to purpose?\*planning? |  |  |
| **Finances:**\*tithe?\*how am I using my finances?\*what am I investing in? |  |  |
| **Other:** |  |  |

**Planning Your Daily Schedule:**

* Pay attention to your energy ebb & flow throughout the day. Plan to accomplish demanding tasks when you’re likely to have the energy needed
* As you fill in your planner, highlight those 2-4 things that are the essentials of the day (the “have-to’s that only you can do)
* Check e-mails at the time(s) of the day when you are tired, so you can answer quickly and not expend too much energy. And do not feel pressured to answer your phone or respond to texts quickly. Do that when you have the time.
* Build in buffer zones before & after each significant task, rather than scheduling back-to-back: 1) it builds in the breaks you need to be effective, 2) it helps you tend to unexpected items (urgent things)/phone calls/filing/checking e-mail/etc.
* Be realistic as you plan. Do not compare yourself to anyone else. Understand your limits.

* Multitasking is not productive (talking to you women ☺). It is not a productive use of time.
* If the tasks are piling up as the day continues, ask yourself of each activity: Is this a rubber ball (can be dropped; it will bounce back) or glass ball (will break if not attended to)?
* Schedule your time with the Lord, just like a meeting or class: My challenge to you for this year: Tithe your time, like your money (2 ¼ hours each day set apart for the Lord; to listen to His voice; to study His Word; for prayer; meditating on Him)
* Remember, time is a commodity. Each day offers hours and opportunities for action. We do not *have* time, we *use* time. Ask, “How can I make my days and hours count for Jesus?”
* Begin your day giving it to the Lord. Ask the Lord to prioritize your schedule.
* Plan ahead. See what’s coming in your week and get ready for it
* Facebook/Twitter/Internet availability/Games/Movies/Etc at any time because of our “smart phones” can steal our time….be alert to the amount of time you are spending on such things

**Daily Planner**

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

FOCUS: Monthly Goals

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Work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Relationships: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Physical: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Spiritual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Heart (mind/will/emotions): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Financial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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REFOCUS: Take time monthly to refocus. Look at your Vision & Mission Statement. Review the yearly goals and make monthly goals to achieve the yearly goals/mission/vision.

NOTES: