



Your Ultimate 2020 Planning Tool

A step-by-step guide for planning your best year ever



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Let's make 2020 your best year ever!

Do you feel, like me, that modern living has become too rushed and the years are flying by too quickly? In our constant busyness it's easy to get stuck in endless firefighting and to-do-lists.

At least once a year, I like to stop the rush, step back and spend some time reviewing my life. I do this on or around New Year's Eve: I reflect on my achievements in the last year and set some goals for the next one. This exercise has become an annual ritual that helps me be more conscious about living the life I want and more effective in hitting my goals.

I ask myself questions such as:

- What great things happened during the last year?
- What goals did I not achieve and why?
- Is this still the life I want to live?
- What do I want to create in the next year?

As with everything in life, the clearer you are about the outcomes you want to create, the easier it'll be to decide on the goals and strategies that will take you there.

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If you too feel inspired to make 2020 your best year ever, you'll find all the steps of my annual new-year planning ritual in this simple guide.

I wish you an inspiring and exciting 2020!

Hans Schumann

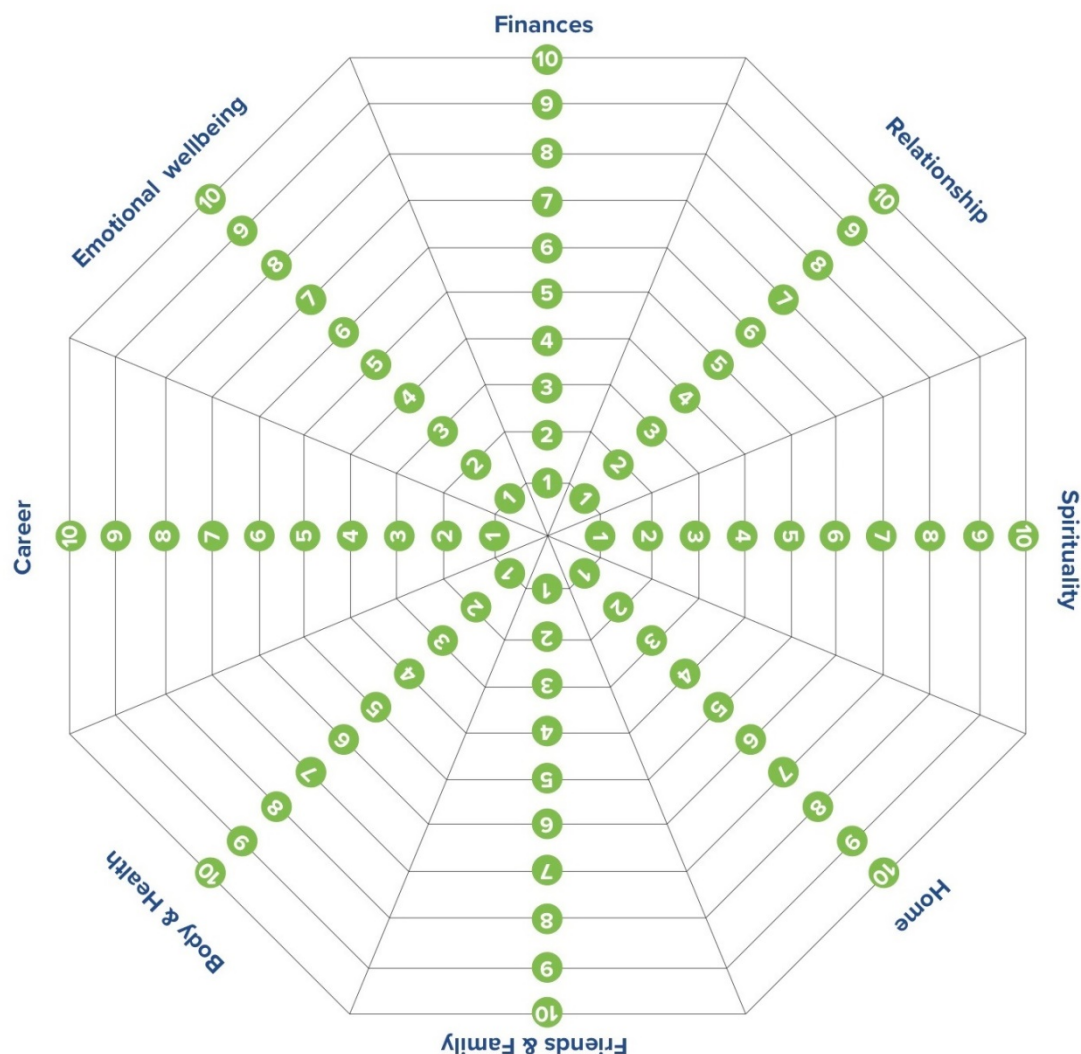
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Your life in a snapshot

Let's start by looking at your life from a bird's eye view. How satisfied are you with the key areas of your life? Rate each area by giving it a value between:

10 (= complete satisfaction) and 0 (= complete disaster)

Print this page and mark the rating for each area on the wheel below. Once you've marked each segment, shade it in up to the marked level. The diagram will help you visualise where you are in your life. A perfectly fulfilled life will look like a complete octagon.



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Now reflect on the wheel you completed. What are your strongest and weakest areas? Which areas would you especially like to improve in 2020?

Note your reflections here:



What was great in 2019?

Let's look back at 2019. Consider all your achievements and other positives that you experienced over the year in the key areas of your life and write them in the table below.

LIFE AREA	ACHIEVEMENT
Career/business	
Family/friends	
Relationships	

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Fitness/health	
Learning/growth	
Travel	
Home	

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Hobbies	
Finances	
Emotional wellbeing	
Other	

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Hopefully you managed to write down a lot of good stuff! Now, let's have a quick look at the things you didn't manage to achieve in 2019:

GOALS OR AMBITIONS YOU DID NOT ACHIEVE IN 2019	YOUR REASON FOR NOT ACHIEVING THEM



What do you want for 2020?

Time to look forward: What do you want to achieve or experience in 2020, so that on next New Year's Eve, you'll be able to look back at a fantastic year? Set a proposed date for achieving your goal for each area in the table below:

LIFE AREA	GOAL FOR 2020	WHEN WILL YOU COMPLETE THIS?
Career/business		
Family/friends		

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Relationships		
Fitness/health		
Learning/growth		
Travel		
Home		

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Hobbies		
Finances		
Emotional wellbeing		
Other		

Making sure it happens!

Part of any prudent project management is to foresee any obstacles to you hitting your goals:

What obstacles might you face to achieving the above goals in 2020	How can you mitigate these risks?
1.	1.
2.	2.
3.	3.

What strengths or resources can you draw upon to help you achieve your goals?
1.
2.
3.



Create your 2020 action plan

If you've done the previous exercises, you'll hopefully have some inspiring goals for 2020. You can stop at that, but if you're really serious about succeeding with your life goals in the coming year, you'll find the exercise in the next section will take your planning to the next level. It invites you to create a high-level project plan for the year by defining your goals in more detail and linking them to specific dates and rewards.

The basics of goal setting

You've probably heard of "SMART" goal setting. It's what makes the difference between a vague intention and an effective plan. There are different versions of SMART – I use the extended "SMARTER" acronym to mean:

- Specific
- Meaningful
- Action-orientated
- Realistic
- Time-bound
- Ethical
- Rewarding

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Let's look at each of these items in detail:

Specific: To achieve a goal you need to define it very clearly. Avoid setting vague goals such as: "I want to become fitter" because the outcome is not defined. Also, it's not possible to measure this goal, so you can't track your progress and you won't know when you've achieved it. A more specific goal would be: "I want to lose 4 kilos by 1 March 2020 by avoiding bread and pasta, and by exercising three times a week".

Meaningful: The bigger your goal, the more effort will be required to achieve it – so you'd better make sure that your goal is meaningful to you. Be wary of goals that you think you *should* aim for, such as "I should go to the gym more often". When my clients use the word "should", it's often a sign that their motivation is not strong enough. Go for goals that you *want* to achieve; goals for the things that are very important to you in life. Alternatively, link your goals to the matters you feel passionate about. Keep reminding yourself of WHY you want to this – it will fire you up to follow your goal through to completion.

Action-orientated: It's fine to have a big goal such as "to feature in a movie in three years' time" but it needs to be actionable. The mere goal to become a movie star is not, but you can support it with actionable sub-goals. In this case, your sub-goals could be to:

- build a personal website by May 2020
- get a mentor, who has featured as a lead in a movie, by July 2020
- create a presentation map with your CV, photos and references
- get an agent by October 2020
- finish drama school by the end of 2020

Realistic: Whilst I am all for dreaming big, it's also important to be realistic. If my goal was to become president of the United States, I'd spend a lot of energy on a lost cause. If your goals seem a bit far out, at least make your sub-goals realistic, as in the above example of the actor wanting to feature in a movie.

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Time-bound: Always state exactly by *when* you want to achieve your goal. This will assist you in keeping your focus and measuring your progress. It also makes your planning easier. If you set a date to run a 10K in April 2020, for example, you can then plan your training sessions backwards to ensure you'll hit your goal by then.

Ecological: A goal is "ecological" if it has no detrimental impact on other beings or on the environment. This won't make your goal more effective, but it is responsible to consider the wider impact it may have.

Rewarding: Define the reward you'll gain from attaining your goals – not just the final one, but also all the smaller rewards along the way. You'll have something to look forward to and you can celebrate the achievement of each milestone.



NOW IT'S OVER TO YOU!

**Turn to the next page
and complete your 2020 plan.**

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Your complete plan for 2020

In this section you can create a more detailed project plan for your goals in 2020. I recommend tackling just a few of them at a time to make sure you're strongly focussed. Otherwise you'll start to lose track and may feel overwhelmed by creating too many building sites in your life. To help you plan, I suggest you complete the table below for the top-three life areas you want to work on in 2020.

	Long-term goals	When?	Short-term goals	When?	Why?	Reward
<i>State the life area you want to focus on in 2020</i>	<i>Define what 10 out of 10 would look like</i>	<i>By when will you achieve your long-term goals?</i>	<i>Define specific short-term goals to achieve by 31 Dec 2020 at the latest</i>	<i>State when you will complete your short-term goals</i>	<i>Why is this goal important? What will it give you?</i>	<i>How are you going to celebrate hitting these goals?</i>
Life area 1:						
Goal 1:						
Goal 2:						
Goal 3:						

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	Long-term goals	When?	Short-term goals	When?	Why?	Reward
<i>State the life area you want to focus on in 2020</i>	<i>Define what 10 out of 10 would look like</i>	<i>By when will you achieve your long-term goals?</i>	<i>Define specific short-term goals to achieve by 31 Dec 2020 at the latest</i>	<i>State when you will complete your 2020 goals</i>	<i>How is this goal important? What will it give you?</i>	<i>How are you going to celebrate?</i>
Life area 2:						
Goal 1:						
Goal 2:						
Goal 3:						

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	Long-term goals	When?	Short-term goals	When?	Why?	Reward
<i>State the life area you want to focus on in 2020</i>	<i>Define what 10 out of 10 would look like</i>	<i>By when will you achieve your long-term goals?</i>	<i>Define specific short-term goals to achieve by 31 Dec 2020 at the latest</i>	<i>State when you will complete your 2020 goals</i>	<i>How is this goal important? What will it give you?</i>	<i>How are you going to celebrate?</i>
Life area 3:						
Goal 1:						
Goal 2:						
Goal 3:						



Supercharge your goals!

Now you've created your goals for 2020, let's give them an extra boost! Here are a few expert tips to enhance your efforts even further:

Write them down: Hopefully you already did this in the previous exercise. There's something about writing down goals that makes them more powerful. It's the physical expression of your commitment. You need to specify:

- your target dates
- what makes each goal important to you
- what each goal will give you in terms of rewards; whether those rewards are emotional, material or spiritual

Display your written goals where you can see them every day. I like using my bathroom mirror or the screensaver on my computer.

Create a vision board: This is another way of engaging with your goals so they remain at the forefront of your mind. A vision board is a collage of images that illustrate what you want to create in life. If your goal is to buy a house, your vision board could show images of houses that you like, with you and your family placed next to them. If you want to get fitter, the board could show images of delicious

healthy meals, exercise equipment and landscapes where you enjoy running. You could even pin a picture of your head on a fit body cut out of a magazine. I have a vision board with images covering each area of my life that I want to improve.

Hang your vision board on a wall where you can see it every day. Look at it at least once a day and connect to your dreams to really feel the emotions associated with your goals. This will assist you in maintaining your focus and energy to pursue them.

Create a clear strategy with small, manageable steps: If you have an inspiring goal but no clue of how to achieve it, you're more likely to procrastinate. You could end up just pottering about and eventually losing your motivation. If, on the other hand, you have a clear strategy that tells you what you need to do day-by-day to achieve your goals, it'll make the whole process much easier. You'll only need to focus on the next small, manageable step ahead of you; knowing that if you follow each of those small steps, you'll eventually achieve your final goal.

Create accountability: Another great way to strengthen your commitment to your goals is to announce them publicly. The mere act of sharing your goals with others will make them feel more real, and you probably won't want to lose face by having to tell people that you didn't follow through with them in the end.

There are many ways you can share your goals in public:

- Tell your friends and family about them
- Announce them on social media or on your website
- Let your life coach know about them
- Write them down and display them where others can see them – above your desk at work, for example
- Find someone else with the same goals who will do the challenge with you
- Tell your manager about work-related goals as part of your appraisal process

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I find that creating accountability works well for my goals. I have a Dry January (staying off the booze) every year and I have a bulletproof strategy for sticking to it. I invite clients to join me. Once I've told a client, I know that I'll do it because I never breach a commitment. If the idea of spending a Dry January appeals to you too, join my Dry January Facebook Group:

<https://www.facebook.com/groups/dryjanuary>

Team up: Consider teaming up with someone who's working on the same or similar goals – that makes it more fun and you can also support each other. If you know your new friend is waiting for you at the fitness studio at the agreed time, for example, you're more likely to go because you wouldn't want to let her down.

If you don't have anyone to team up with, consider one of the following alternatives:

- Join some kind of group such as a running group if your goal is to become fitter
- Join a support group like Alcoholics Anonymous if your goal is to stop drinking
- Create your own Facebook or MeetUp group for people sharing the same goal as you

Get professional support: Depending on the nature of your goal, there's a range of professionals you can hire to assist you. It's an investment that shows that you're seriously committed to your goals. A professional can provide advice, accountability and emotional support:

- **Personal trainers:** If you have a fitness-related goal, working with a trainer will not only push you much harder; but your trainer will also ensure that you follow the most effective strategy for your fitness goals.
- **Tutors:** You'll make faster progress in improving a skill such as singing or speaking a foreign language if you hire a tutor.

- **Mentors:** Working with a mentor could be very helpful if you want to progress in your career or grow your business. This could be someone who has already achieved what you're aiming for in your career or business. Many people are actually willing to mentor for free.
- **Consultants:** Specialist advice can help for achieving some goals. Depending on the goal, this specialist could be a nutritionist, financial advisor, marketing specialist or doctor, for example. Reach out and get the best advice you can afford to ensure that your strategy works.
- **Coaches:** A life coach like me can support you throughout the whole journey by:
 - exploring your life goals
 - setting SMARTER goals
 - creating a strategy
 - dealing with setbacks
 - holding you accountable
 - providing emotional support
 - celebrating your success with you

Read more about the differences between mentoring, coaching and consultancy, as well as how to choose the right support, in my article: "[How to find the perfect coach for you](https://www.hansschumann.com/2017/10/how-to-find-the-perfect-coach-for-you)": <https://www.hansschumann.com/2017/10/how-to-find-the-perfect-life-coach-for-you>





Troubleshooting

So you have all your goals in place but like most of us, you sometimes falter in your good intentions and don't always stick to them. If you find this happening, I encourage you to try and discover the reasons rather than judging yourself. When things don't go according to plan, it's a good opportunity for learning and making adjustments.

The following model sets out the 5 levels at which problems with your goals can crop up:



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Let's look more closely at each of the 5 levels:

Environment: Does your environment support your goal? If your goal is to lose weight, having healthy snacks around you rather than junk food will make a huge difference.

If you want to go to the gym first thing before work, packing your gym bag the night before may just tip the scale when your motivation is low in the morning.

If you're surrounded by people who pursue the kind of lifestyle you're trying to escape from, it may be time to build a new network of people who support your goals. Equally, the same applies if the people around you affect your motivation with their negativity. There is a saying that your personal growth is determined by the company you keep.

Strategy: Is your strategy fit for purpose? Maybe your workout routine or your meal plans need to change. Maybe you need to create a different routine for your day, for example, by moving your daily meditation from the evening to the morning. If you're unsure about the best strategy for you, try discussing it with a friend or getting advice from a professional.

Skills: You may have the right strategy, but not the skills to put it into action. This could be a great opportunity to learn and grow. Do you need additional qualifications to get a promotion at work? Fancy upgrading your cooking skills to support your goal of eating healthier meals, or want to improve your time management?

Beliefs: What limiting beliefs may be holding you back? Sometimes we have thoughts that sabotage all our good intentions. If you believe

you'll fail in your efforts, it's more likely that you will. Our subconscious mind is always looking to affirm that which we already believe to be true.

Limiting beliefs may also come with an inner voice that keeps raising all sorts of objections. It may even whisper that you'd just as well give up. Such limiting beliefs will no doubt affect your confidence and motivation.

If you've already done personal growth work, you may know how to spot and address your limiting beliefs. If not, a life coach like me can help you with this. I use a range of tools, including psychometric testing, to help my clients explore their internal world and then adjust it to help them function more effectively in life.

Identity:

Do you have an identity that conflicts with your goals? This topic is similar to the limiting beliefs I mentioned above. We all hold an internal blueprint of who we think we are. As with our limiting beliefs, our subconscious mind does its best to maintain this perceived identity. In fact, it may feel threatened if we try to change that identity.

Examples of identities that may hold a person back are: I'm fat, I'm a loser, I'm an addict, I'm stupid. The list is endless! On the upside, choosing a positive identity can greatly assist your goals.

I managed to give up smoking after I retrained to be a life coach. I was fully committed to my new chosen identity and decided that, in this role, I could no longer be a smoker. This helped me in quitting. It was easy because I liked my new identity more than the cigarettes.

Purpose:

If you have all of the above factors in place but you're still struggling to stick to your goals, then your WHY may simply not be strong enough. You may perceive more benefits from inaction than from pursuing your goals. This often happens unconsciously.

A classic example is that of people who have health and fitness goals but don't achieve them because they keep prioritising other things. When they're faced with daily health decisions, they choose the short-term pleasures they can gain from a biscuit, a cigarette or a drink, or maybe just resting on the sofa. More about this in the next section.





Are you too comfortable to change?

One of the biggest barriers to personal growth that I often come across in my life coaching practice is when a client feels too comfortable in the discomfort of their current situation. They like the “idea” of a different life outcome, but in the end things aren’t really bad enough to make them change. That, or the vision of life on the other side of the change, is just not compelling enough.

If this is you, you can increase your motivation by deeply connecting, either to the pain of your current situation or to your vision of the future. What works best will depend on whether you’re the type of person who’s more motivated by getting away from pain or by moving towards pleasure.

You can also link your goals to other values of high importance to you. For example, if you place a high value on being comfortable but this adversely affects your health goals, consider how much discomfort you’ll end up in if you don’t look after your health.

Alternatively, you can accept that it’s not the right time for you to change. I don’t advocate that you punish yourself for not making a change you think you “should”

be making when, if you're honest, it's really not that important to you. That's just being unnecessarily cruel to yourself.

Motivation vs commitment

A great deal has been written on the topic of motivation. Motivation is great, but ideally I would like you to have something much stronger: a solid commitment to your goals. The difference is that motivation depends on your emotional state at any given moment. When you feel good, your motivation is high, but when you feel down, it crumbles. Relying on your motivation boils down to a daily struggle between your goals and your emotions.

A commitment, on the other hand, is a firm decision. It stands, on any given day, regardless of your emotional state. You just continue doing what you committed to, no matter how you feel.

What can help you turn your motivation into a commitment? For me, it's about making myself accountable to another person: it could be a client, a friend or my own coach.

What would work for you?

Monitoring your progress

Last but not least, remember to regularly monitor your progress. Don't put your 2020 plan in a drawer where it will be forgotten! Jot down review points in your diary for checking your progress and, if necessary, make adjustments using my goal-troubleshooting model above.



What next?

Congratulations if you've completed the exercises in this book! By setting your specific goals for 2020, you've taken a powerful step in creating a fantastic year ahead.

Here are a few tips for taking your planning further:

- put up this worksheet somewhere where you can see it every day
- plan in more detail how you will achieve your goals
- schedule activities, events and trips in your calendar (both for work and fun!)
- tell others about your goals so they can hold you accountable for your commitments
- review your progress every month and adjust your plan as required
- [Book a free Discovery Call](http://bit.ly/DiscoveryCall-Hans-Schumann) with me to explore how my coaching can help you hit your goals faster: <http://bit.ly/DiscoveryCall-Hans-Schumann>

**I am here to support you
in achieving your goals and dreams!**

Four ways of working with me

If you feel passionate about your personal growth, and ultimately about creating the life experience you desire, there are four options for learning more and working with me:

Prefer working in group settings?

Some of you will never complete a workbook like this, but will enjoy working in a group instead. If that's you, then I have just the right event for you. On 1 February, I'll be running a workshop in London, where we'll plan our year together. Just a half day, and all your planning for the year will be done. What better way to start 2020?



More info and tickets:

<https://www.eventbrite.co.uk/e/make-2020-your-best-year-ever-tickets-84780106581>

Want to go deeper?

If you want to grow personally in 2020, then I'd love to invite you to my most powerful and popular workshop. At my **Crack the Code of Who You Are** event you'll discover yourself and create new strategies for success. We'll go deep and explore the subconscious patterns that may be holding you back in life.

Find out more here:

<http://bit.ly/CrackTheCode2020>



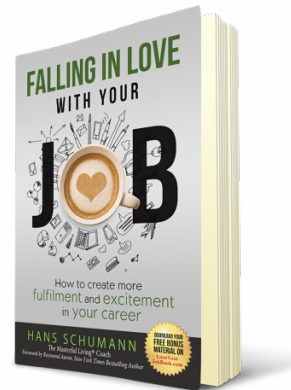
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No budget? No problem!

Check out my self-coaching book *Falling in Love With Your Job*, which is available on Amazon. Although the title focuses on your job, the book also contains powerful exercises for your general life planning and personal effectiveness.

Find out more here:

<https://www.hansschumann.com/time-to-fall-in-love-with-your-job>



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<http://bit.ly/DiscoveryCall-Hans-Schumann>

How far will you go?



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Let's connect!



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