



Planning Your Best Year Ever

WORKBOOK

BY JENNIFER HENCZEL

**Open the door
to opportunity.**

**There has never
been a better
time to be an
entrepreneur.**

**All the tools to
succeed are
available to you.**

**It all starts with
reviewing your
wins and setting
goals for a bright
future.**

Let's begin...



REVIEW & CELEBRATE THE PAST 12 MONTHS

YOUR YEAR IN REVIEW

Before you can look forward, spend some time looking back. You have very likely accomplished a lot in the past 12 months. Think back to how you started the past year and make a list of how you've grown and improved. Keep the following life and business areas in mind as you make your list:

- Family & Relationships
- Financial
- Reputation
- Audience Reach
- Charity & Volunteer Work
- Business Vision
- Spirituality

Use the following pages as your canvas to paint a picture of the past year – capturing the highs, the lows, and the in-betweens.

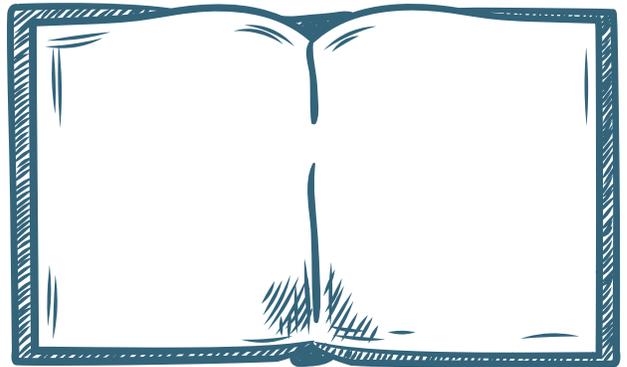
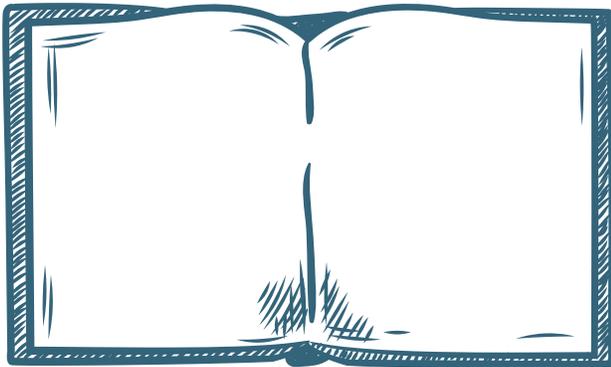
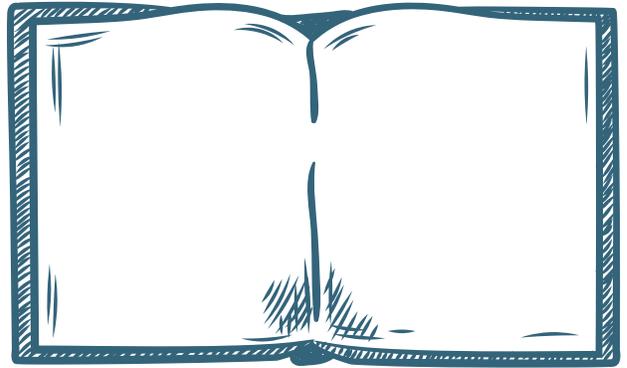
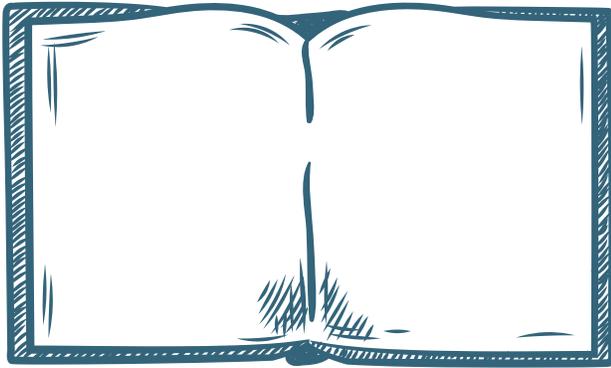
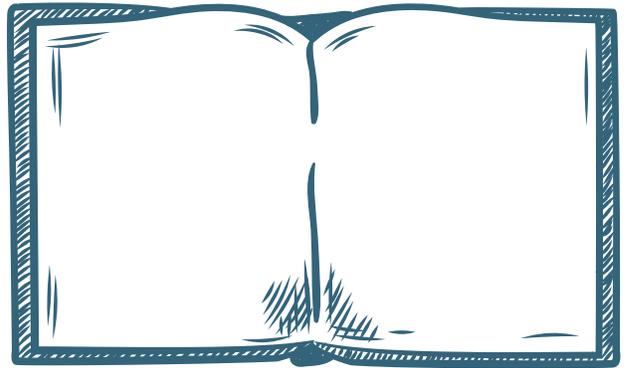
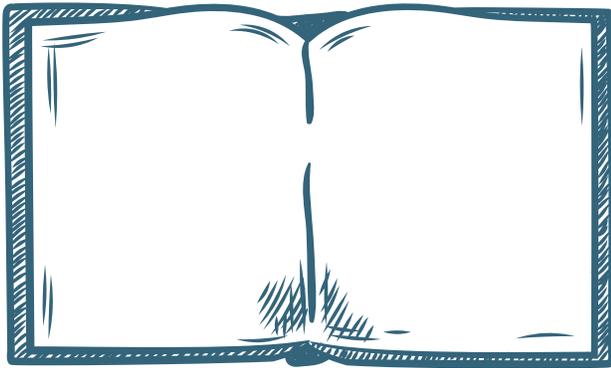
From the events that shaped your months to the spontaneous moments of joy, this space is where they all come to life again. Think of it as your personal time capsule.

Each year is filled with unique experiences, and every story told here is a piece of that bigger puzzle. Your story. As you navigate through these pages, let the memories flow and enjoy the process of reliving them.

So, here's to a year of adventures, experiences, and memories, waiting to be penned down. Dive right in.

INVENTORY OF THE YEAR

BOOKS READ:



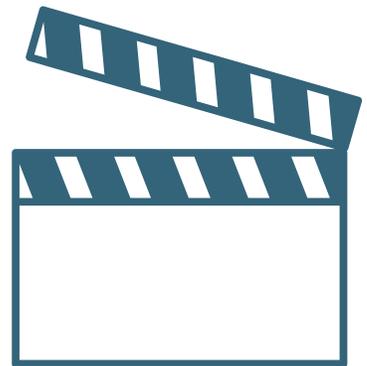
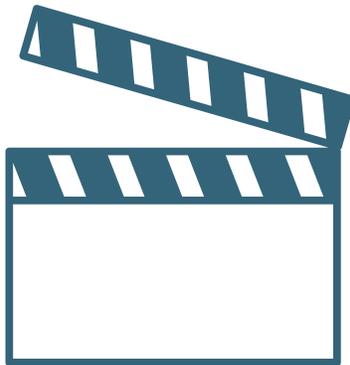
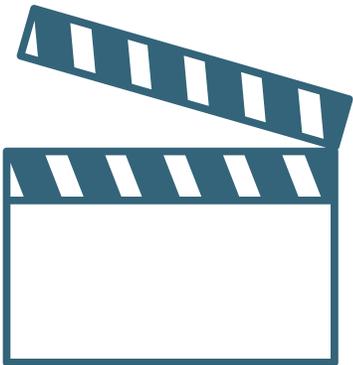
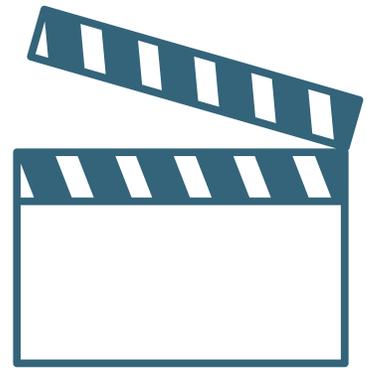
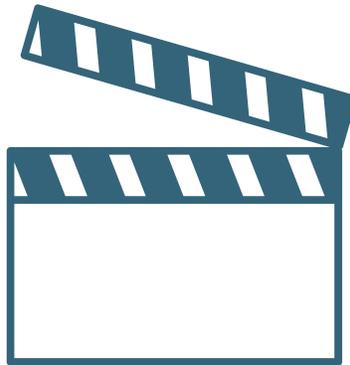
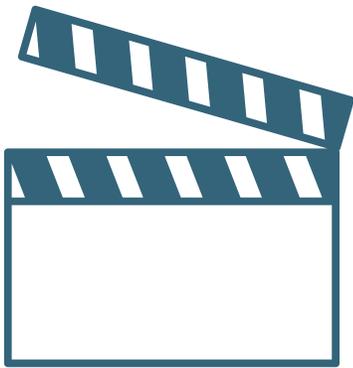
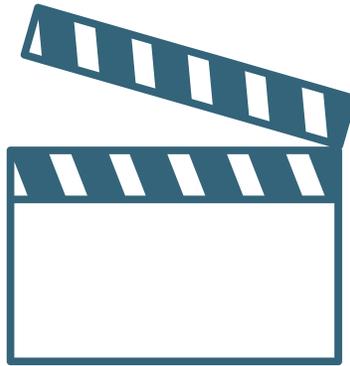
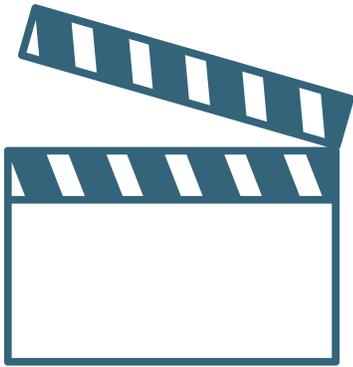
FAVORITE QUOTE FROM A BOOK:

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INVENTORY OF THE YEAR

MOVIES WATCHED:



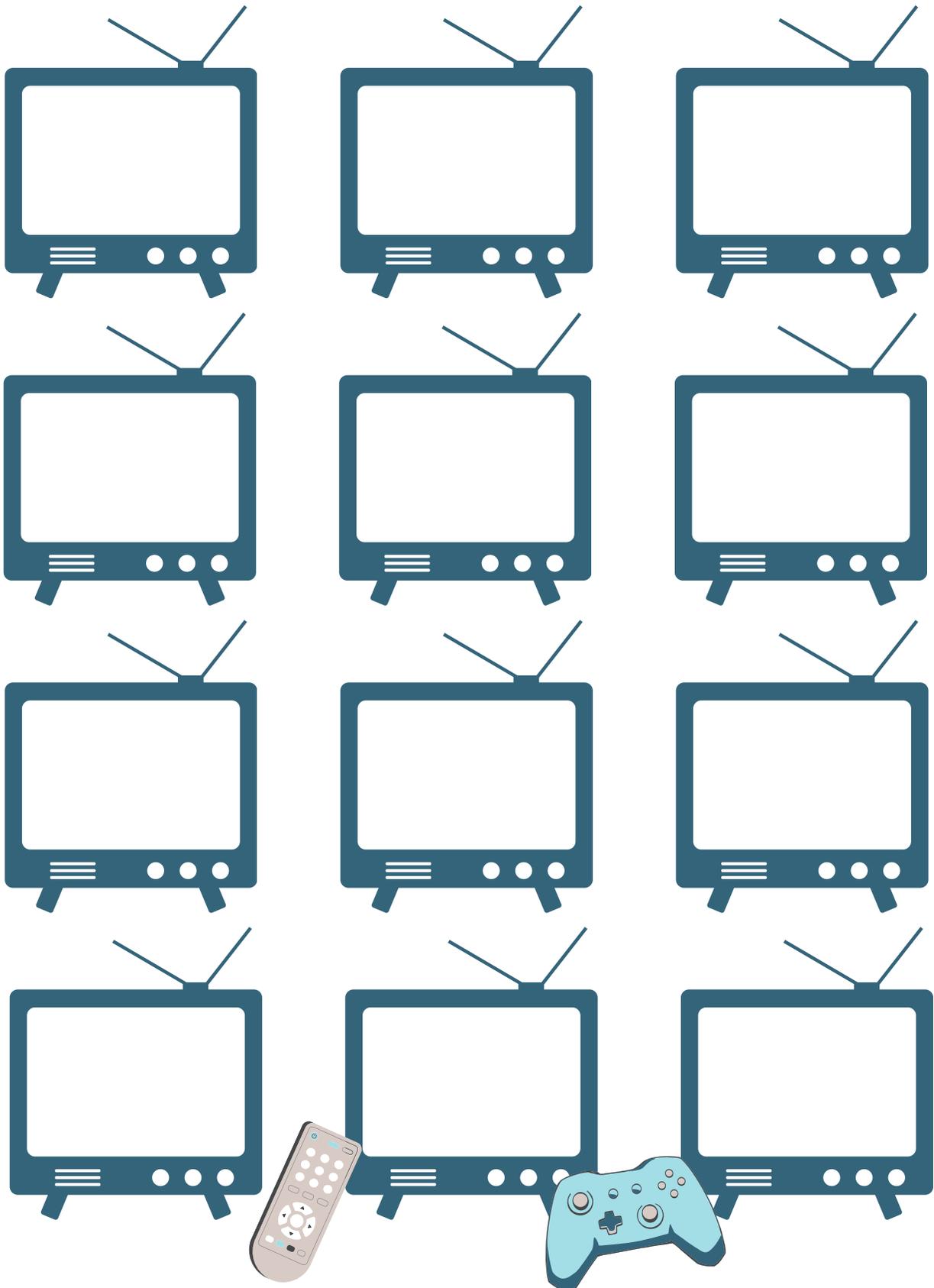
MOST IMPACTFUL MOVIE SCENE:

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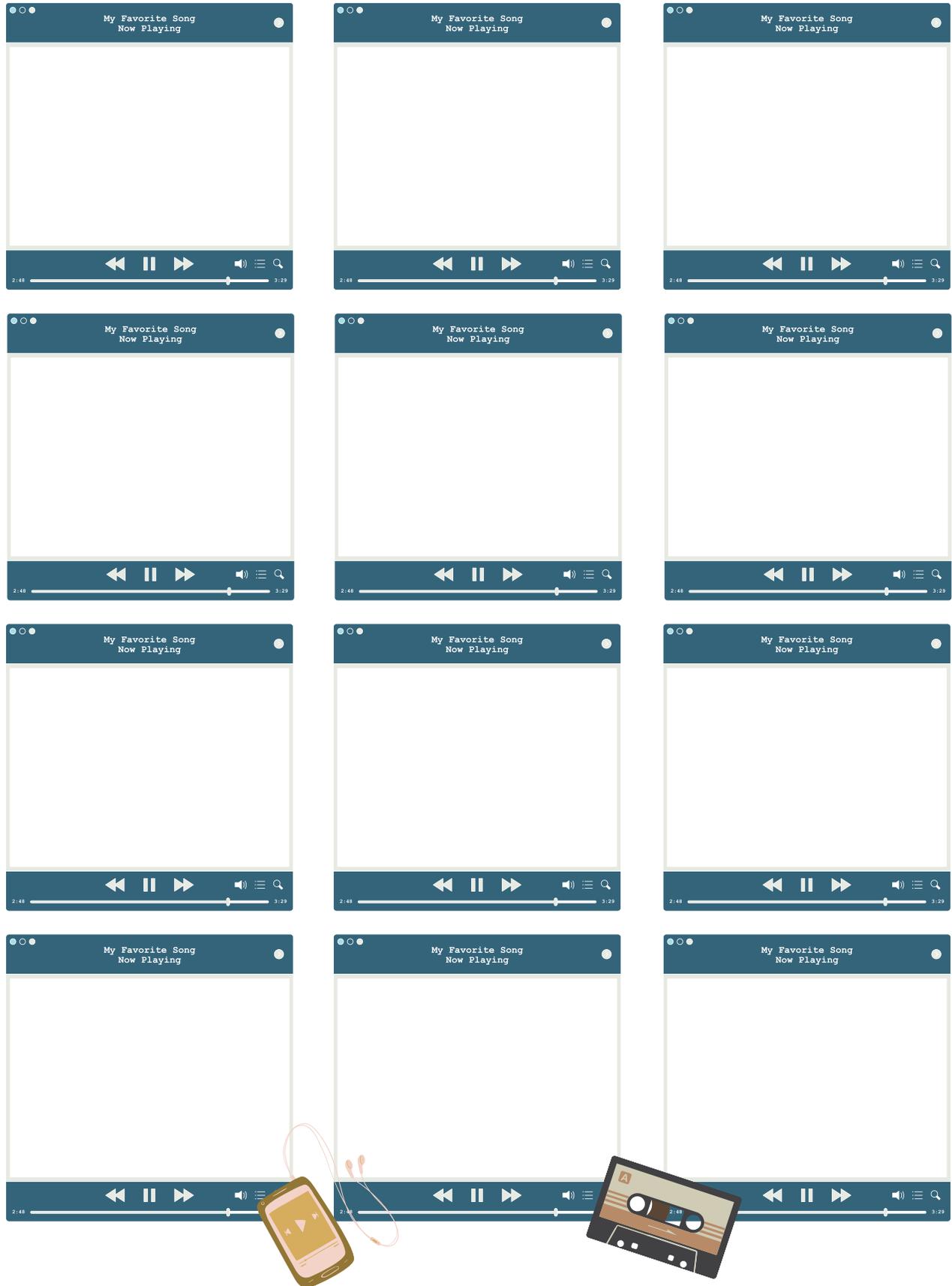
INVENTORY OF THE YEAR

TV SHOWS BINGED:



INVENTORY OF THE YEAR

SONGS ON REPEAT:



INVENTORY OF THE YEAR

NEW PLACES VISITED:



INVENTORY OF THE YEAR

EVENTS OR WORKSHOPS ATTENDED:



INVENTORY OF THE YEAR

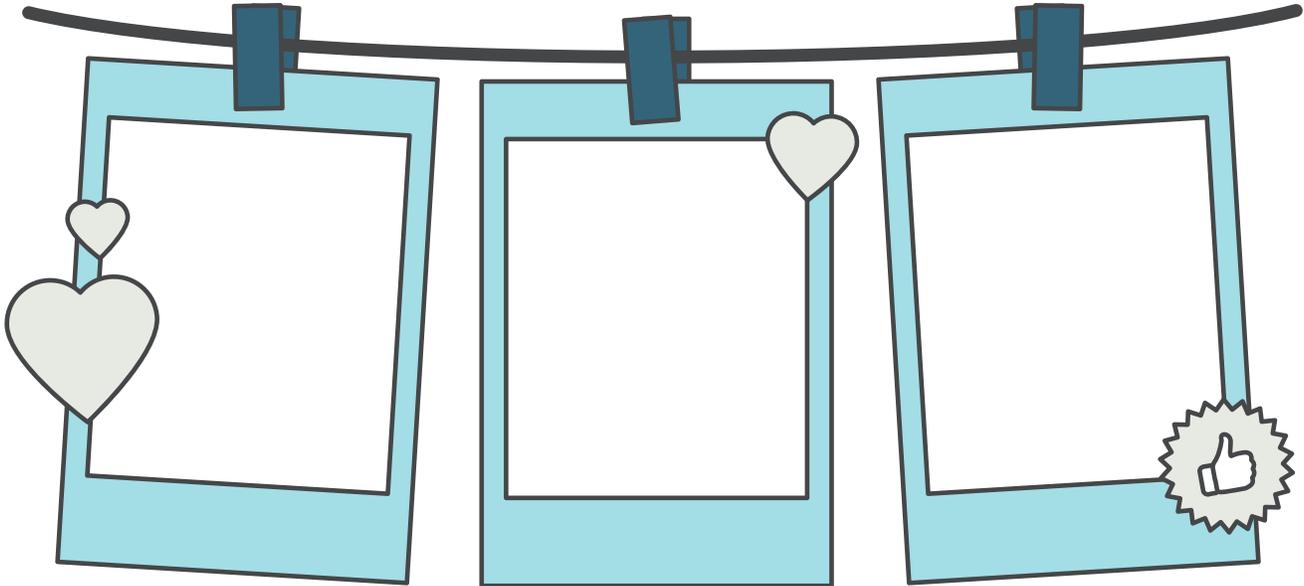
NEW SKILLS ACQUIRED OR HOBBIES PICKED UP:

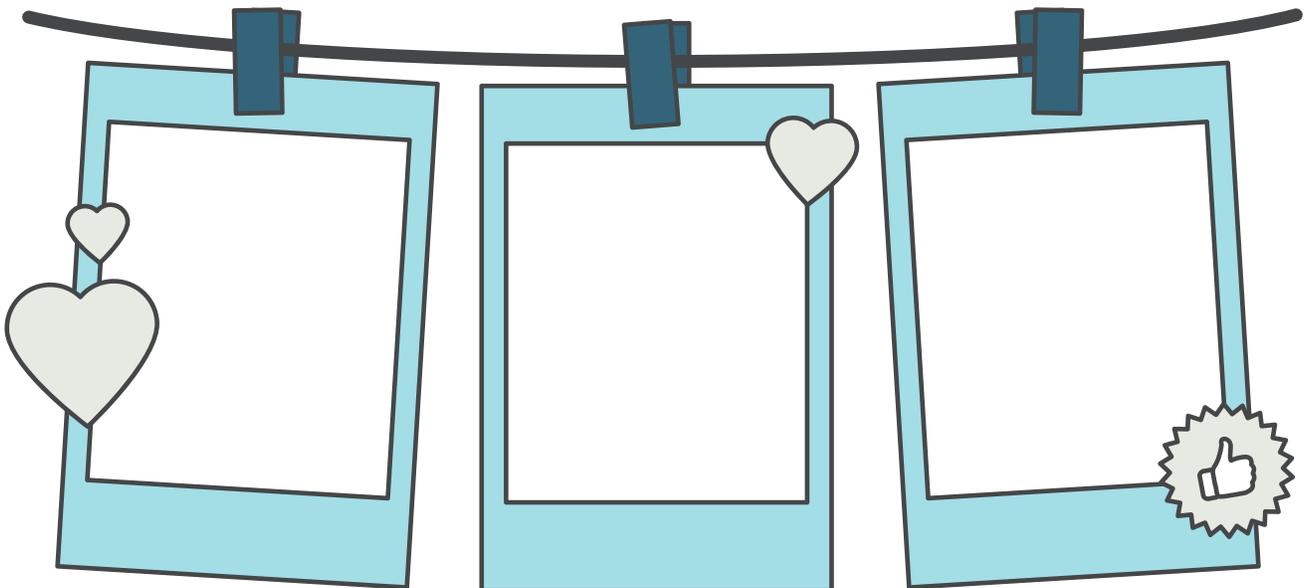
A 3x3 grid of nine blank, lined notepaper sheets. Each sheet has a light green background, brown horizontal lines, and five white hole punches at the top. A brown paper tab is attached to the top edge of each sheet. At the bottom of the grid, there are two decorative illustrations: a yellow acoustic guitar on the left and a potted plant with green leaves and small orange flowers on the right.

INVENTORY OF THE YEAR

FAVORITE PERSONAL PHOTO TAKEN:

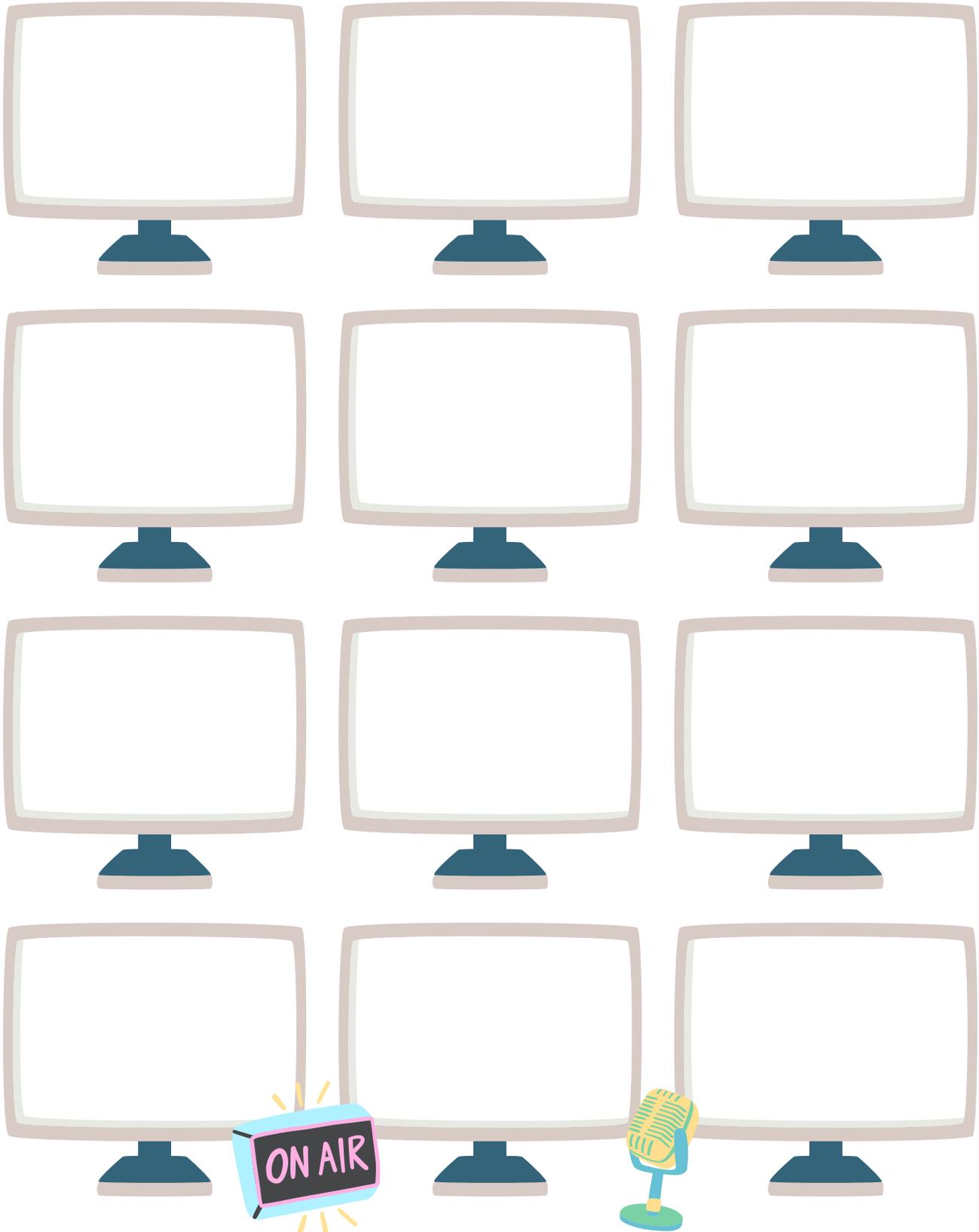
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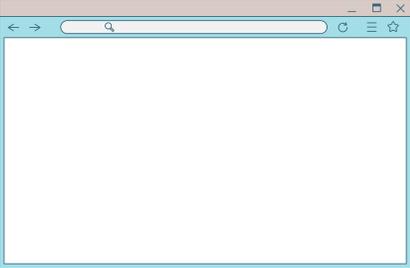
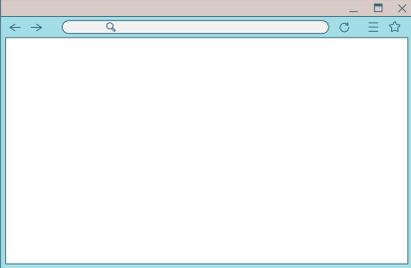
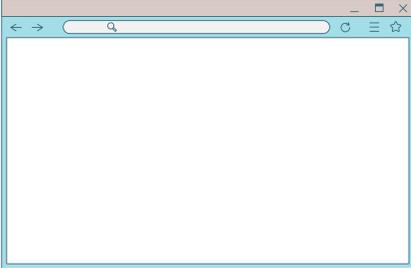
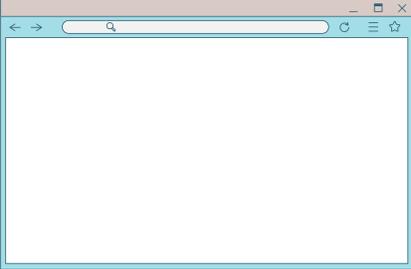
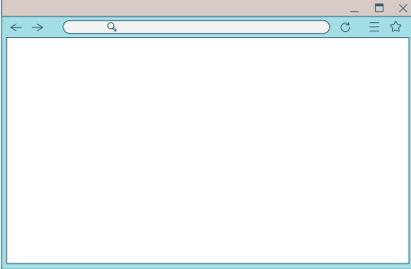
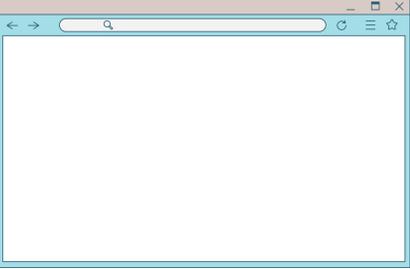
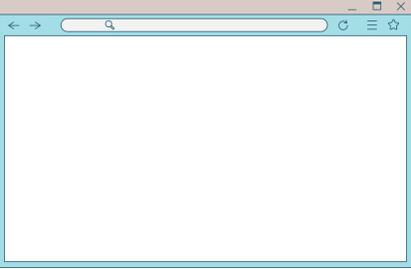
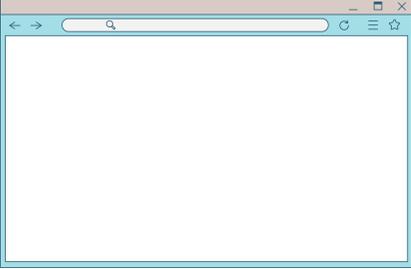
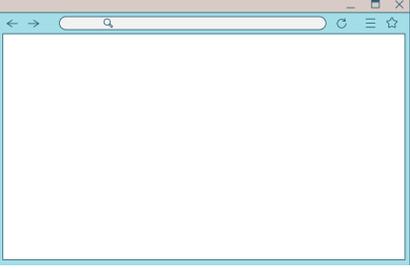
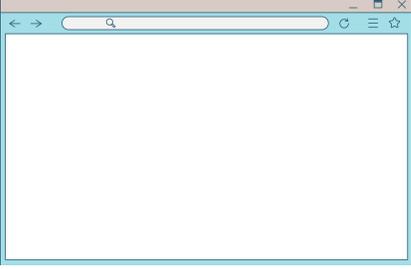
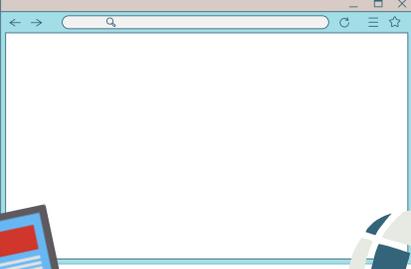
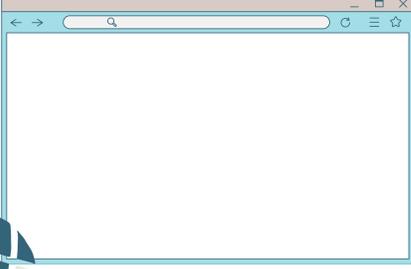
INVENTORY OF THE YEAR

PODCASTS OR WEBINARS TUNED INTO:



INVENTORY OF THE YEAR

ARTICLES OR BLOGS THAT LEFT AN IMPRESSION:

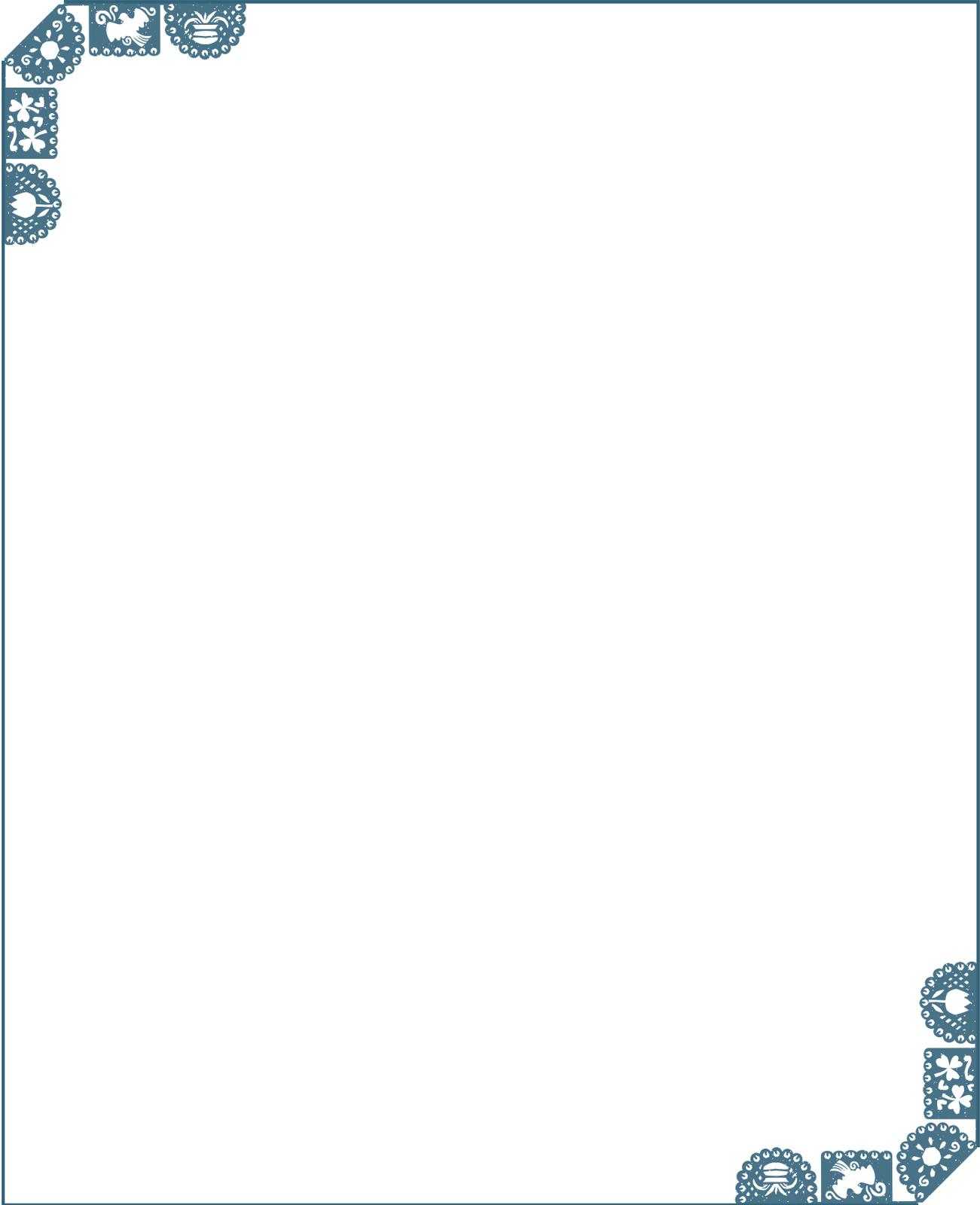
INVENTORY OF THE YEAR

KEY PERSONAL ACHIEVEMENTS:



INVENTORY OF THE YEAR

ADDITIONAL NOTES OR MEMORIES:



A large rectangular box with a dark teal border, intended for additional notes or memories. The top-left and bottom-right corners are decorated with intricate, light teal floral and geometric patterns. The rest of the box is empty, providing space for handwritten text.



**Now it's
time for
Goal Setting**

HOW TO USE THE

Growth Goal Setter

WORKSHEET

- SMART Goals (Specific, Measurable, Achievable, Relevant, Time-bound) goals.
- Develop a detailed plan to achieve these goals, breaking them down into manageable steps.
- Use the ladder metaphor to visualize progress towards their goals.
- Encourage yourself to imagine the growth you'll experience from achieving these goals.
- Regularly review and celebrate progress to keep yourself motivated and accountable.

SMART GOALS

Instructions: For each goal, fill in the details according to the SMART criteria. This will help ensure that your goals are clear, focused, and actionable.

S	SPECIFIC	<p>A. What exactly do you want to achieve?</p> <p>B. Who is involved or responsible?</p> <p>C. Where will it take place (if applicable)?</p> <p>D. Why is this goal important?</p>
M	MEASURABLE	<p>A. How will you track progress?</p> <p>B. What are the key performance indicators (KPIs)?</p> <p>C. How will you know when the goal is accomplished?</p>
A	ACHIEVABLE	<p>A. Is the goal realistic given your resources and constraints?</p> <p>B. What steps or actions will you take to reach the goal?</p> <p>C. Do you have the necessary skills and support?</p>
R	RELEVANT	<p>A. Does the goal align with your business objectives?</p> <p>B. Will it contribute to your long-term success and growth?</p> <p>C. Is now the right time to pursue this goal?</p>
T	TIME-BOUND	<p>A. When will you start working on the goal?</p> <p>B. What is the target completion date?</p> <p>C. Are there any milestones or checkpoints along the way?</p>

SMART GOALS

GOAL:

S	
M	
A	
R	
T	

SMART Goal Planning

SMART goal-setting is an effective method for creating structured, achievable goals. It stands for Specific, Measurable, Achievable, Relevant, and Time-bound. Here's a guide on how to set SMART goals for personal growth, with examples and tips:

SMART Criteria	Explanation	Example	Tips for Setting Goals
Specific	Goals should be clear, concise, and well-defined.	"I will practice meditation for 10 minutes each day to increase my mindfulness."	Be as detailed as possible. Who is involved? What do I want to achieve? Where and when will it happen? Why is it important?
Measurable	Goals should be trackable, providing a way to measure progress and success.	"I will track my meditation sessions using a habit-tracking app."	Define what evidence will prove you're making progress and decide how you will track it.
Achievable	Goals should be attainable, yet challenging enough to inspire action.	"I will wake up 15 minutes earlier each morning to ensure I have time for meditation."	Make sure the goal is within your ability and resources. Break it down into smaller tasks if necessary.
Relevant	Goals should be aligned with your broader life goals and values.	"Practicing daily meditation aligns with my goal of improving mental health and resilience."	Ask yourself if the goal is worthwhile and matches your effort. Does it align with your other life areas and long-term plans?
Time-bound	Goals should have a deadline to create a sense of urgency and keep you motivated.	"By the end of the month, I will have established a daily 10-minute meditation habit."	Set a realistic timeframe. Having a deadline also allows you to break the goal into manageable bits.

Goal-Setting for Personal Growth: A SMART Approach

Examples of smart goals:

Overall Goal	Breakdown	SMART Goal
Improve physical fitness	Walk more as a part of daily routine	I will walk for 30 minutes during my lunch break 5 days a week for the next month.
Enhance emotional intelligence	Practice mindful listening	I will practice mindful listening for 10 minutes each day during conversations with my colleagues/family for the next 6 weeks.
Develop new professional skill	Learn a new programming language	I will spend one hour a day learning Python with an online course for the next 90 days.
Cultivate a positive mindset	Practice daily gratitude	I will write down 3 things I'm grateful for every morning for the next 30 days.
Reduce stress levels	Incorporate mindfulness meditation	I will meditate for 10 minutes every evening before bed for the next 2 months.
Improve time management skills	Implement the Pomodoro Technique	I will use the Pomodoro Technique (25-minute focused work periods with 5-minute breaks) for two hours each workday for the next month.
Boost self-confidence	Practice self-affirmations	I will recite a positive self-affirmation each morning in front of the mirror for the next 3 weeks.

Remember, setting and breaking down SMART goals is just the beginning. Regularly review and adjust your goals as needed to keep your personal growth journey aligned with your evolving aspirations and life circumstances.

You can copy this text into a Word or Google document, create a table, and then print it.

Growth Goal Setter



Introduction

This worksheet is about setting goals that stimulate personal growth.



Instructions

- Set goals aimed at personal growth.
- Develop a plan to achieve these goals.
- Reflect on how achieving these goals will contribute to your growth.

GOAL	PLAN DEVT		GOAL	PLAN DEVT
REFLECTION:			REFLECTION:	
GOAL	PLAN DEVT		GOAL	PLAN DEVT
REFLECTION:			REFLECTION:	

UNDERSTANDING

GOALS

ACHIEVING OUR GOALS IS DEPENDENT ON WHETHER WE TAKE ACTION. USE THE TABLE BELOW TO UNDERSTAND THE "WHY" OF YOUR GOALS.

GOAL:

WHAT WILL THIS GIVE YOU?



AND WHAT WILL THIS GIVE YOU?



AND WHAT WILL THIS GIVE YOU?



AND WHAT WILL THIS GIVE YOU?



SO, WHY IS THIS GOAL IMPORTANT?



**Time to
Take
Action**

HOW TO USE THE

Action Steps Staircase

WORKSHEET

- Start with breaking down your goals into smaller, actionable steps.
- Organize these steps in a logical order and set a timeline for each.
- See each action step as a stair towards your goal.
- Acknowledge the importance of planning and step-by-step progress.
- Remember, reaching a goal requires climbing one step at a time.



The Importance of Logical Sequencing in Goal Achievement

Achieving a goal is like assembling a puzzle; each piece must fit in the right place for the picture to come together. Logical sequencing ensures that each step you take aligns with the next, creating a clear path to your goal. This worksheet will guide you in breaking down your goal into logically sequenced action steps.

Goal Breakdown Steps	Strategy Description	Action Prompt	Example (Goal: Start a Small Online Business)
1. Define the Goal	Clearly state what you aim to achieve.	Write down your specific goal.	"Launch an online handmade jewelry store in 6 months."
2. Identify Major Milestones	Determine the significant phases or stages of your goal.	List the main milestones needed to achieve the goal.	"1. Product creation 2. Website setup 3. Marketing launch"
3. Sequence the Milestones	Arrange the milestones in a logical order.	Order the milestones chronologically or by priority.	"1. Product creation 2. Website setup 3. Marketing launch"
4. Break Down Each Milestone	Divide each milestone into smaller tasks or steps.	List specific tasks for each milestone.	"Product creation: a. Design prototypes b. Source materials c. Finalize products"
5. Assign a Timeline	Determine a timeframe for each task and milestone.	Set deadlines for each task and milestone.	"Design prototypes by end of Month 1."
6. Identify Dependencies	Recognize tasks that rely on the completion of others.	Note which tasks must precede others.	"Can't source materials (b) before finalizing designs (a)."
7. Commit to Regular Reviews	Set times to assess progress and adjust if necessary.	Decide on review intervals (e.g., weekly, monthly).	"Review progress every two weeks."



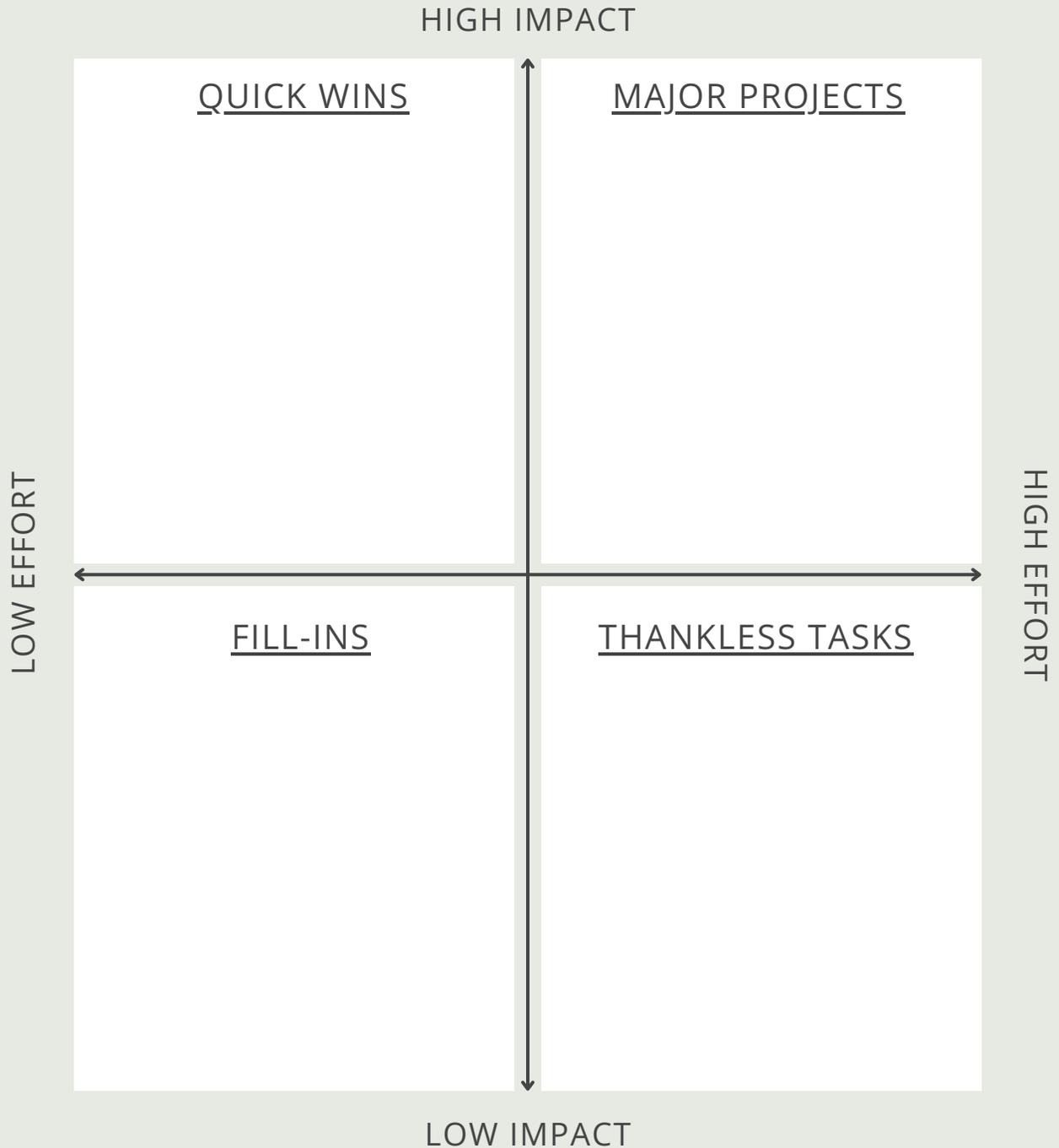
Questions to determine ideal action step sequencing

Question	Purpose	Application to Jewelry Trading Business Example
1. Foundational Question: What is the very first thing that needs to happen for this goal to begin taking shape?	To identify the starting point.	"What types of jewelry do I want to trade? What's the target market?"
2. Dependency Analysis: Which tasks are prerequisites for others?	To understand task hierarchy.	"Before purchasing inventory, I need to identify reliable suppliers."
3. Efficiency Inquiry: Are there any steps that can be combined or executed simultaneously?	To optimize the process.	"While researching suppliers, can I also study market trends and customer preferences?"
4. Resource Allocation: What resources are required for each step?	To plan resource distribution.	"How much budget is allocated for initial inventory purchase versus website setup and marketing?"
5. Milestone Marker: What are the major milestones?	To track progress.	"First milestone: Securing a diverse inventory. Second: Launching the online platform."
6. Risk Assessment: Are there potential risks in any step?	To anticipate challenges.	"What if a popular jewelry item becomes scarce? Do I have multiple suppliers for backup?"
7. Feedback Loop: At what points should you pause to evaluate progress?	To ensure quality and direction.	"After the first month, analyze sales data to understand customer preferences."
8. Outcome Predictor: How does each step influence the next?	To understand task interrelation.	"The quality and diversity of inventory will influence marketing strategies and customer retention."
9. Time Sensitivity: Are there any time-sensitive steps?	To prioritize tasks.	"Are there peak seasons or festivals when jewelry sales spike online?"
10. Endgame Envisioning: What does the final step look like?	To visualize the culmination.	"A fully operational online jewelry trading platform with a diverse range of products, receiving regular orders and positive reviews."

ACTION PRIORITY

MATRIX

THE ACTION PRIORITY MATRIX IS A GREAT WAY TO VISUALISE WHAT TASKS TAKE PRIORITY OVER OTHERS, AND HOW TO BEST ALLOCATE YOUR TIME TOWARDS THEM.





HI, I'M JENNIFER

Jennifer Henczel is a Podcaster, Author, and Founder of the Women Podcasters Network, Show and Awards, as well as, the Inspiring Innovators Club. Jennifer's mission is to lift women's voices and stories globally.

Jennifer Henczel is known for her ability to build thriving, supportive and collaborative communities, and she teaches others how to do the same. She loves creating opportunities for women to connect and collaborate in meaningful ways. Using her proprietary "Rise Reach Results Roadmap" Jennifer provides tools, templates and trainings to help her members generate more impact and influence. Jennifer speaks about her mindset, messaging and monetization strategies for building communities, leveraging content and turning expertise into multiple streams of income.

Jennifer is an award winning leader and has won or been nominated for a number of awards. Most recently, she won the Business Podcast of the Year Award from Podcast Awards for her Women in Podcasting Show, and the Innovator of the Year Award at the Quill Podcast Awards.

Now, I want to share all that knowledge and expertise with you. So, I created a community where you can access all my tools, templates & trainings that you can use in your life and business right away.

Let's get started!

JENNIFER HENCZEL | JENNIFERHENCZEL.COM



YOU'RE INVITED!
*join our
community*



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