



Make a New Year's resolution, and make it happen. This three-page worksheet will help you stay committed to your goals all year long. Read the expert advice that inspired this worksheet on the Harvard Professional Development blog: extension.harvard.edu/professional-development/12-month-plan

JANUARY | READY, SET, GOAL



My 2017 goal is:

"I don't think there's such thing as a goal too big,"

— Margaret Andrews, president of Mind and Hand Associates consulting firm and instructor at Harvard Division of Continuing Education.

FEBRUARY | COMMIT TO A PROCESS



These are the steps I will take to get there:

Focus on a process, rather than an end result. Deconstruct your goal into productive, workable actions.

MARCH | FIND YOUR MOTIVATION



Here is how I will stay motivated:

"There's no one-size-fits-all solution when it comes to motivation. You really have to know yourself and what works for you."

— Margaret Andrews, president of Mind and Hand Associates consulting firm and instructor at Harvard Division of Continuing Education.

APRIL | SHOUT YOUR INTENTIONS



These are the people who will keep me motivated:

"When we advertise our desire to change, we are openly risking failure, putting our reputation and self-respect on the line."

— Marshall Goldsmith, executive coach and author of Triggers.



MAY | QUESTION EVERYTHING YOU'RE DOING



I will continue to ask myself: "Did I do my best to..."

Starting questions with "Did I do my best to..." injects personal ownership and responsibility into the question-and-answer process.

JUNE | REASSESS YOUR GOALS



Halfway there!
Here's how I'm doing and how I might modify my plan:

Look at which tactics have been less effective to this point, and explore other ways of reaching your goal.

JULY | FIND SUPPORT



Don't lose steam!
These people are my support team to keep me on target:

"Hang with the right crowd and their success can inspire us to think, 'If they can do it, I can too!'"
— Piers Steel, the researcher behind *The Procrastination Equation*.

AUGUST | GET ENERGIZED



Here's how I'll reenergize and stay focused:

Purge your living or workspace of distractions. Less mess, literal or figurative, equals more mental focus.



SEPTEMBER | SEE RESULTS



Here's what success looks like to me:

"The detailed mental recreation of a performance engages mirror neurons that engrave the act in your brain almost as deeply as if you were actually practicing it."

— Piers Steel, the researcher behind *The Procrastination Equation*.

OCTOBER | GET INSPIRED



These are my sources of inspiration:

Books, movies, podcasts, and motivational speeches can serve the encouragement we can't always get from people around us.

NOVEMBER | ASK FOR HELP



Here's who I can rely on to keep me moving forward:

When you hit a stumbling block, call on friends who've accomplished similar goals, or your professional mentor. Not only are they unlikely to refuse help, most people will be honored you came to them.

DECEMBER | APPLAUD SUCCESS—OR LESSONS LEARNED



Here's what I accomplished and learned this year:

The end of the year is a time to reflect on progress towards your goal, or pat yourself on the back for achieving it. Contemplate this year's obstacles and processes, and rework your strategy for 2017. There's rarely a deadline for prosperity.