

### APPLYING your BEST YEAR YET PLAN:

We will discuss the system for using your Best Year Yet Plan and getting your top 10 goals into your month, week and day!

#### Best Year Yet Plan



**Detailed guidance:** Open and close each area of time:

- ◆ **The year** - Take one month at the beginning of the year to create your master maps and one page BYY plan. Then take one month at the end of the year to review what you accomplished and begin the preparation for the next year.
- ◆ **The month** – Take one hour at the beginning of each month. Begin with looking at your BYY top 10 goals and identify the top 10 goals for the current month (we suggest 5 personal and 5 business goals). Then take another hour at the end of the month to review what was accomplished and what is left. Be rigorously honest with your accountability partner about “why”.
- ◆ **The week** – Take 30 minutes at the beginning and the end of each week to do the same review. Look to your top ten monthly goals and choose the top ten for the week.
  - The biggest gift is to check in with your accountability partner each week to share your successes and disappointments!
  - We suggest reading your vision out loud once a week.
- ◆ **The day** – Take 15-20 minutes at the beginning and end of each day and do the following:
  - **Read your best year yet plan out loud**
  - Look to your top ten goals for the week first, chose at least one and identify your TOP 3 tasks for the day. During work days align one goal with making \$\$\$ in your business.
  - Close the day by looking at your 3 core values, paradigm or guidelines and ask “Did I honor my guidelines and did I accomplish my 3 most important items?” Be honest with yourself and willing to learn.

© 2008 Clear & SIMPLE, Inc. All Rights Reserved

