



## ACTION PLAN

# LIVING IN YOUR TOP 1%

*The greatest danger for most of us is not that our aim is too high and we miss it, but that it is too low and we hit it.*

MICHELANGELO

**W**elcome to the *Living in Your Top 1% Action Plan*. You've read the nine rituals and now have some inspiring ideas and goals to pursue. A great place to start is exactly where you are. This *ACTION PLAN WORKSHEET* will support you on your journey and be a great resource to use as a refresher during the year. The plan brings together the key exercises from the book so you have them in one convenient place. It is most helpful to refer back to this worksheet every three months, or more frequently if needed. You will find that the areas in the YOU INC. blueprint shift with time and need to be continuously evaluated. It is important to be mindful of these shifts and incorporate new insights into your plan as often as needed. The best companies adjust their strategies over time to keep pace with new developments in their markets and you will need to do the same to keep up with the changes in your life.

Do yourself a favor, instead of saying that you are *going* to do something, I encourage you to do it *now*. The action plan is most effective to execute when you are committed to make these rituals a way of life. If you put in the time and follow through with these steps you will see results.

Here are three *must-do* guidelines for best results with your action plan:

1. Carve out at least thirty minutes of quiet time to focus on you.
2. Choose goals that are important to YOU INC. and ones *you* honestly want to achieve. If the goal you set is not important to you, obstacles will push you off course.
3. Write everything down. When you put your words on paper, you will feel empowered and start to visualize where you are going.

**ACTION STEPS:** If you have already done one of these steps earlier in the book now is a great time to transfer your ideas to the *WORKSHEET* so everything is in one place and you can refer back to it.

**1. ASSESS YOU INC. BLUEPRINT:** Identify the six core areas in the YOU INC. blueprint and then rate each area on a scale of 1 to 10 for where you are today (10 represents that you are completely satisfied with the area). If you rated an area of 6, write down what the gap from a 6 to a 10 represents to you. Remember, you always have the option to rename an area in your blueprint or to add a new area.

**2. IDENTIFY YOUR TOP FIVE STRENGTHS:** Strengths are your building blocks for success and confidence. Think about how you can use your strengths as you pursue your goals and work to overcome challenges. One of my favorite ways to assess *strengths* is to take the VIA Survey of Character Strengths at [www.authentic happiness.com](http://www.authentic happiness.com). This is a free online method that will take twenty minutes. Many of my clients have benefitted from this step.

**3. WRITE DOWN YOUR GOALS:** Identify and write down the most important goals in each area. These should be based on the YOU INC. blueprint and close any gaps you noticed above. There is no limit to how many goals you can have, so write down everything that comes into your mind. Think about the things that would add the most value to your life. What would you love to accomplish in the next six months? Would you love to change careers, get in the best shape of your life, or learn to play the piano? The only thing you need to do is to make sure it's important to you.

**4. FOCUS ON TIER ONE GOALS:** Identify your *tier one* goals from the list you created in step 3. You may have many goals but this action plan helps you focus on your *tier one* goals first. You can use this same process to pursue any of your goals. The key is to focus on goals that are important to you and will have the greatest impact on YOU INC. Some of your goals may address a basic survival need such as finding a job and others may be pure pleasure such as planning a much needed vacation. Remember to consider how each goal you pursue will impact your ability to maintain balance in your life.

**5. IDENTIFY CHALLENGES/SOLUTIONS:** List the challenges for each of your *tier one* goals and match each of these with as many possible solutions as you can design. Once you know what your challenges are, you can focus on solutions to overcome them.

**6. TAKE SMALL STEPS:** For each *tier one* goal selected, brainstorm and write down the essential small steps to help you get started on your journey. When you complete the first few steps on your list, write down the next group that needs to get done. You will start to build confidence as you make progress.

**7. SET A TARGET DATE:** Include specific target dates to complete each goal. You're always better off when you have a specific date to achieve. If you do not hit your target date, do not get discouraged. The focus should be on making a quick adjustment and figuring out a new time frame. Setting a date is a helpful way to hold yourself accountable.

<b>ASSESS YOU INC. BLUEPRINT</b>		
<b>AREA</b>	<b>RATING</b>	<b>GOALS</b>
<b>RELATIONSHIPS</b>		
<b>CAREER</b>		
<b>HEALTHY LIVING</b>		
<b>FINANCES</b>		
<b>FUN &amp; CREATIVITY</b>		
<b>PERSONAL GROWTH</b>		
<b>FOCUS ON TIER ONE GOALS</b>		<b>DATE TO COMPLETE</b>
<b>#1 Tier One Goal:</b>		
<b>#2 Tier One Goal:</b>		
<b>#3 Tier One Goal:</b>		
<b>IDENTIFY CHALLENGES</b>		<b>MATCH CHALLENGES WITH SOLUTIONS</b>
<b>#1</b>	<b>#1</b>	
<b>#2</b>	<b>#2</b>	
<b>#3</b>	<b>#2</b>	
<b>TAKE SMALL STEPS ON TIER ONE GOALS</b>		
<b>#1 Goal, Small Step:</b>	<b>Small Step:</b>	
<b>#2 Goal, Small Step:</b>	<b>Small Step:</b>	
<b>#3 Goal, Small Step:</b>	<b>Small Step:</b>	