



Your Best Year Ever

A 5-Step Plan for Achieving Your Most Important Goals

THE SUMMARY IN BRIEF

We all want to live a life that matters. We all want to reach our full potential. But too often we find ourselves overwhelmed by the day-to-day. Our big goals get pushed to the back burner — and then, more often than not, they get forgotten.

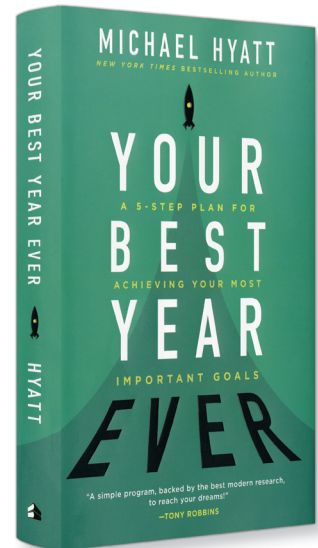
New York Times best-selling author Michael Hyatt wants readers to know that it doesn't have to be this way. In fact, he thinks that this is the year readers can finally close the gap between reality and their dreams. In *Your Best Year Ever*, Hyatt shares a powerful, proven, research-driven system for setting and achieving goals.

Readers learn how to design their best year ever by discovering what's holding them back, how to overcome past setbacks, how to quit-proof their goals, the role of habits in personal achievement and more.

Anyone who is tired of not seeing progress in their personal, intellectual, business, relationship or financial goals will treasure the field-tested wisdom found in *Your Best Year Ever*.

IN THIS SUMMARY, YOU WILL LEARN:

- Why your beliefs shape your reality — and how to change both.
- How both regret and gratitude lead to opportunity.
- To create great goals that will help you design your future.
- To master motivation and to build a supportive social circle.
- To break up your plan into actionable steps and to use Activation Triggers™ to stay on track.



by Michael Hyatt

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THE COMPLETE SUMMARY: YOUR BEST YEAR EVER

by Michael Hyatt

The author: Michael Hyatt is the founder and CEO of Michael Hyatt & Company, a leadership-development company dedicated to helping high achievers win at work and succeed at life. He is also the author of the *USA Today* best-seller *Living Forward* (coauthored with Daniel Harkavy) and the *New York Times* best-seller *Platform: Get Noticed in a Noisy World*. He has been featured in *The Wall Street Journal*, *Forbes*, *Fast Company, Inc.* and *Entrepreneur*.

Your Best Year Ever: A 5-Step Plan for Achieving Your Most Important Goals by Michael Hyatt, copyright © 2018 by Michael Hyatt, has been summarized by permission of the publisher, Baker Books, a division of Baker Publishing Group. 272 pages, \$24.99, ISBN 978-0-8010-7525-4.

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Your Best Is Yet to Come

Heather Kampf is a highly decorated runner with an impressive string of accomplishments, including three USA championships for the road mile. But what's most impressive was the time she won first place in the 600-meter final at the 2008 Big 10 Indoor Track Championship after falling flat on her face.

For the 600-meter dash, runners make three laps around a 200-meter course. As the third and final lap approached, Kampf was in second place and ready to take first. Then in a split second everything changed. "I was making a move to pass . . . and probably just didn't account for enough space for my long stride," she recalled. "I felt my heel get clipped once, and then on the second time I knew I was going down."

More than going down, Kampf went sprawling. She skidded along the ground, her face bouncing on the red track as her momentum tossed her legs up behind her. Spectators gasped. It was a hard fall that instantly knocked her to the rear of the pack with virtually no hope of catching up.

When it comes to achieving our goals, a lot of us feel like that. We start out strong and make huge strides, gathering momentum as we go. Then we get derailed or fall short of our hopes, not always — but often enough that most of us can point to a handful of setbacks or failures with disappointment and regret.

When Heather Kampf hit the ground, she could have stayed down. She could have easily become discouraged and admitted what everyone was already thinking — that her race was over.

But she didn't. She leapt up as fast as she fell down and began closing the distance. The crowd responded. "As I started to gain momentum, it was like a crescendo of noise and excitement," she remembered. To the amazement of the announcers and spectators, she passed one runner, then another, then finally her own teammate to take *first* place!

Kampf's story provides a powerful picture of what can happen when we stay in the game and keep pushing. Maybe you feel a few steps behind. Maybe you're at the rear of the pack and can't see how you might regain lost ground and reach your goals.

Whatever has happened in your past — good or bad — it is truly possible to make this your best year ever, even in those areas where you've suffered serious setbacks. Let's talk about how to make the next 12 months the most meaningful and significant you've experienced in your life so far. ●

Step 1: Believe the Possibility

There's an old saying, "History doesn't repeat itself, but it rhymes." That's especially true when we're thinking of our personal histories. Why? The circumstances of our lives change week by week, year by year. But we're still us. And our habits of thinking tend to produce consistent results no matter what's going on in our work, our relationships or the world around us.

If our habits of thinking are beneficial, we tend to experience positive results, such as happiness, personal satisfaction, even material success. If our habits of thinking are counterproductive, however, we often experience



1-800-SUMMARY
service@summary.com

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Published by Soundview Executive Book Summaries® (ISSN 0747-2196), 511 School House Road., Suite 300, Kennett Square, PA 19348 USA. Published monthly. Subscriptions starting at \$99 per year. Copyright © 2018 by Soundview, Inc. **Available formats:** Summaries are available in several digital formats. To subscribe, call us at 1-800-SUMMARY, or order online at www.summary.com. Multiple-subscription discounts and corporate site licenses are also available.

Rebecca S. Clement, Publisher; Sarah T. Dayton, Editor in Chief; Ashleigh Imus, Senior Editor; Masiel Tejada, Graphic Designer; A. Imus, Contributing Editor

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the opposite: unhappiness, dissatisfaction and the nagging feeling that the deck is somehow stacked against us.

The good news is that you can change the rhyme scheme. Even if your habits of thinking are already serving you well, you can experience transformative personal improvement in all areas of your life by upgrading your beliefs. When we focus on belief improvement, often our circumstances follow suit.

Your Beliefs Shape Your Reality

Our beliefs play a massive part in how we approach life. We tend to experience what we expect. Because our expectations shape what we believe is possible, they shape our perceptions and actions. That means they also shape the outcomes. And that means they shape our reality.

Most of us have a long history of not getting what we want out of life. To shield ourselves from future disappointment, we develop a cynical, self-protective attitude toward life. You know what this looks like. You say, “I need to apply for that new job.” But then you think, “There’s no way. I don’t have enough experience or enough education.” Suddenly, an idea that might take you to the next chapter of your story just withers and dies.

But what if you could change your sense of what’s possible? Pilots once thought it was impossible to fly faster than 768 miles an hour (the speed of sound at sea level). But Chuck Yeager figured he could do it and officially broke the sound barrier on October 14, 1947. Planes have only advanced since then, and pilots regularly fly two, four, even six times the speed of sound.

The first key difference between an unmet goal and personal success is the belief that it can be achieved. Failure of imagination affects athletes, parents, leaders, managers, teachers and the rest of us to one degree or another. The good news is that it doesn’t have to. Broadly speaking, there are two ways to look at life. One leads directly to this failure of imagination. But the other can revive and amplify our sense of possibility.

Some Beliefs Hold You Back

To accomplish anything, we have to believe we’re up to the challenge. That doesn’t mean it will be easy or that we even know how we’re going to accomplish it. Usually we don’t know. It just means we believe we’re capable; we have what it takes to prevail.

Why is that important? Because every goal has obstacles. When some people have trouble getting over those obstacles, they doubt they have what it takes. But others are confident they’ll prevail if they just work harder or come at the problem from a different direction.

Researchers label the first group entity theorists. They think their abilities are set in stone. You’ve heard people say this: “I’m just no good at x, y or z.” These are the scarcity thinkers.

Researchers call the second group incremental theorists. When they struggle with an obstacle, they just look for new approaches to the problem. They know there’s a workaround or a solution if they just keep working at it. These are the abundance thinkers.

Scarcity thinkers are entitled and fearful; believe there will never be enough; are stingy with their knowledge, contacts and compassion; and are pessimistic about the future. Abundance thinkers are thankful and confident; believe there is always more where that came from; are happy to share their knowledge, contacts and compassion with others; and are optimistic about the future.

How do you know if you’re falling into the trap of limiting beliefs? In his book *Making Habits, Breaking Habits*, Jeremy Dean mentions three dead giveaways: black-and-white thinking, personalizing (blaming ourselves for random negative occurrences) and catastrophizing (assuming the worst). To that list we can add a fourth: universalizing (assuming a bad experience is true across the board).

If we want to experience our best year ever, we have to begin by recognizing which of these two kinds of thinking dominates and intentionally move toward abundance. There’s no reason to let limiting beliefs hold us back.

You Can Upgrade Your Beliefs

You don’t have to be hemmed in by limiting beliefs. You can exchange them for liberating truths. Here is a simple six-step process to help you do that.

First, recognize the limiting belief. Whatever the content of the belief, no matter how true it seems, it’s important to recognize that it’s just an opinion about reality — and there’s a good shot it’s wrong.

Second, record the belief. It might be something like, “I don’t have enough experience,” or “I don’t have the right experience.” It could be anything. By writing it down, you externalize it. Now you’re free to evaluate it.

Third, review the belief. Start by evaluating whether the belief is empowering. Try to look at it objectively. Is it enabling you to accomplish the outcomes you want, or is it preventing you from doing so? Be honest.

Fourth, reject or reframe the belief. If a limiting belief is false, you can simply reject it. Reframing is a bit more involved. Many limiting beliefs have a kernel of truth in them. That’s what makes them so convincing. But they’re not the whole truth. If a limiting belief is true or

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partly true, you don't have to settle for it. You can always recast the story.

Fifth, revise the belief. This is where it gets interesting. These are not simple affirmations, though those can be helpful and have their place, but reorienting your thinking around a new and liberating truth. If, for instance, you think, "I'm too old to be considered for that job opportunity," you might say, "I have more experience than other candidates."

Sixth and finally, reorient yourself to the new belief. Start living from the perspective of this new, liberating truth. You might not fully buy into it. That's fine. Try it on. It may feel awkward at first, like putting on a coat that's too big. But if you keep telling yourself the truth, it will eventually fit, and you'll get more comfortable with it. Every time the old belief crops up, reject or reframe it and restate the liberating truth. The trick is to start living as if it's true. ●

Step 2: Complete the Past

After limiting beliefs, the next most common barrier we encounter is the past. We tow it around like a trailer full of broken furniture. We can't fully consider the future because we're too tied up in what's already happened. If this happens to you, it'll prevent you from experiencing your best year ever. Step 2 explains how to get the resolution you need.

Thinking Backward Is a Must

Sometimes we live inside unhelpful stories we tell ourselves. Other times we nurse grievances to justify our current actions or feel unvalued because we were slighted or disregarded in some way. If we don't get resolution, we'll drag all our unfinished business into the future, and it will sabotage everything we're trying to build going forward.

The U.S. Army has a helpful backward-thinking method. It's called the After-Action Review. America's armed forces have been using it since 1981 to improve performance and get better at what they do. After an event, the goal is to understand what happened, why it happened and how they can improve.

Stage 1: State what you wanted to happen. This could be your list of goals from the prior year. Start by asking yourself how you saw the year going. What were your plans, your dreams, your concrete goals if you had any?

Stage 2: Acknowledge what actually happened. Some of your goals, perhaps many of them, remain

unfulfilled. So ask yourself, "What disappointments or regrets did I experience this past year?" Because these memories can be painful, it's tempting to dismiss or ignore them. But as journalist Carina Chocano says, "The point of regret is not to try to change the past but to shed light on the present." What were two or three specific themes that kept recurring? These could be single words, phrases or even complete sentences.

Stage 3: Learn from the experience. What were the major life lessons you learned this past year? Distill the lessons from your experiences so you don't lose them and so they can serve as tools moving forward.

Stage 4: Adjust your behavior. If something in your beliefs and behaviors contributed to the gap between what you wanted to happen and what actually happened, something has to change. It's not enough to acknowledge the gap. It's not even enough to learn from the experience. If you don't change your beliefs and how you act on them, you're actually worse than when you started.

Regret Reveals Opportunity

If you're still breathing, you're probably aware of at least one way you haven't measured up. After a little "backward thinking," that number can easily balloon to dozens, even hundreds. It can be a downer. But this is no tragedy. Some people are a little stunned to think regret has any value at all. Our culture tends to miss it. The pain can be real and intense.

University of Michigan psychologist Janet Landman identifies several benefits of regret. First, there's instruction. Regret is a form of information, and reflecting on our missteps is critical to avoiding those missteps in the future.

Next there's the motivation to change. As Landman says, "Regret may not only tell us that something is wrong, but it can also move us to do something about it."

Finally, there's integrity. Regret can work in us like a moral compass, signaling us when we've veered off the path. Instead of seeing our regrets as working against the chance to grow and improve, we can see them as actually pointing the way toward that growth and improvement we most desire.

Gratitude Makes the Difference

Duke University's Mike Krzyzewski is one of the winningest coaches in college basketball. His players have won over a thousand games and five national championships. Here's his secret.

Before their 2015 tournament, Coach K and his players and coaches wrote the names of people who had helped them on a ball. The players took the ball everywhere.

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“Players started carrying the ball around — to team meals, on the plane, at practices, in the locker room,” said Coach K. “Some of the guys even slept with it — had it right there with them in their rooms.”

After the team took the prize, everyone with a name on the ball received a note saying, “Thanks. You were with us every step of the way.” The ball kept gratitude at the center of their game. And it gave the winning edge.

Gratitude is a game of contrasts. Our circumstances look a certain way; then something happens to improve them. Gratitude happens when we take notice of the distance between the two. Suddenly, we have something to be thankful for. That process teaches us something critical about life. While our circumstances might be bad, they can also be better.

Gratitude also reminds us we have agency. Because gratitude involves giving thanks for what others have done for us, this might seem counterintuitive. But that’s an illusion. You know what they say about unopened gifts. If we didn’t use our agency to receive and act on what others have done for us, we wouldn’t have benefited.

Finally, gratitude expands our possible responses. Researchers Michael Tugade and Barbara Fredrickson tell us that positive emotions like gratitude “broaden one’s thought-action repertoire, expanding the range of cognitions and behaviors that come to mind. These broadened mindsets, in turn, build an individual’s physical, intellectual and social resources.”

Whatever our past, if we can see it through the lens of gratitude we will discover that our present is full of more than we can possibly ask or imagine. Gratitude has the potential to amplify everything good in our lives. It’s the best remedy for the affliction of scarcity thinking and the best way to cultivate a mindset of abundance. ●

Step 3: Design Your Future

Great results don’t just happen. You don’t usually drift to a destination you would have chosen. Instead, you have to be intentional, force yourself to get clear on what you want and why it’s important, and then pursue a plan of action that accomplishes your objective. Step 3 is designed to help you find the clarity you need so you can create the life you want.

And this is where it gets fun.

Great Goals Check Seven Boxes

We can transform our resolutions, aspirations and dreams into powerful, compelling, written goals that check

seven key boxes. Let’s dive into the seven attributes of the SMARTER system:

Specific: The first attribute of SMARTER goals is that they’re specific. Focus is power. Specific goals create a channel for our problem-solving skills, effort and more.

Measurable: When the goal is measurable, we know the criteria for success.

Actionable: Goals are fundamentally about what you’re going to do. It’s essential to get clear on the primary action when formulating your goals.

Risky: By focusing on what’s supposedly realistic, we can inadvertently trigger our natural impulse to avoid loss and end up accomplishing less than we otherwise might have. We should set goals that stretch and challenge us.

Time-keyed: This could be a deadline, frequency or a time trigger.

Exciting: Only an exciting goal can access the internal motivation you need to stay the course and achieve your goal.

Relevant: Limit yourself to seven to 10 goals that align with your life, your values and your ambitions.

Achievements and Habits Work Together

Both achievement and habit goals can help us design the future we want. Achievement goals are focused on one-time accomplishments. They might target paying off your credit cards, hitting a financial benchmark or finishing writing a novel. It’s essential that achievement goals include deadlines.

Habit goals, on the other hand, involve regular, ongoing activity, such as a daily meditation practice, a monthly coffee date with a friend, or walking each day after lunch. There’s no deadline because you’re not trying to accomplish just one thing. You’re trying to maintain a practice.

If you’re looking to create seven to 10 goals, you should probably have a mix of both achievement and habit goals. The trick is to know when and how to use them. An achievement goal works for any project with a definable scope or limited time frame. Let’s say you want to increase your income. You could set an achievement goal like this: “Increase sales commissions by 20 percent by the end of the fiscal year.”

A habit goal works for desires without a definable scope or limited time frame. You can also use habit goals as a means to completing an achievement goal. Let’s say you want to increase your revenue by 30 percent before year end. You could identify several next steps, or you could focus on simply installing a habit. To reach your achievement goal, you could set the following habit goal: “Make

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five sales calls each week to qualified leads, beginning January 1, and do it for 52 weeks.”

Seriously, Risk Is Your Friend

Goal researchers have documented a strong, direct relationship between the difficulty of our goals and the likelihood we’ll achieve them — not to mention greater motivation, creativity and satisfaction. For a goal to matter, it has to stretch us. That means it has to stand somewhere outside our Comfort Zone. If you know exactly how to attain the goal, it’s probably not far enough.

Let’s say you’re the sales manager of a small manufacturing plant. You’ve been growing at 5 percent a year, and this year you’re going to set your growth goal at 6 percent. Is that going to heighten performance, engage your creativity or up your enthusiasm? No way. Small goals just aren’t very compelling. If we want to win, we need to get beyond our natural urge to play it safe, jump outside our comfort zones and set some risky goals.

Now imagine if that growth goal was more like 20 percent. Delivering that result will require more from you than you currently know how to manage. That’s when growth happens.

Your best year ever lives somewhere beyond your Comfort Zone. How can you prepare for the negative emotions that are sure to hit you during the journey?

First, acknowledge the value. We move toward what we esteem. The first step is simply to confess that getting out of your Comfort Zone is a good thing.

Second, lean into the experience. Embrace the discomfort. You have to go through the realm of discomfort to get what you want in life.

Third, notice your fear. If you feel anxiety, trepidation or uncertainty, that’s normal. But you don’t have to be controlled by it. Yes, fear can signal danger. But it can also indicate you’re on your way to a breakthrough.

Fourth, don’t overthink it. All you really need is clarity for the next step. When you get it, take the next step in faith, believing you will be given the light you need to take the next one. ●

Step 4: Find Your Why

Step 4 is about the importance of identifying and connecting with the motivations for each of your goals. This is important because inevitably you’re going to find yourself in the messy middle. It’s part of every big dream, every goal, every attempt to improve. Sometimes we think if we just plan better, we can avoid the pain and breeze

through to the finish. But it almost never happens that way. The answer is leveraging your motivations. It will give you the drive and stamina to finish when the going gets tough and you want to quit.

Your What Needs a Why

When we begin a project, there’s all kinds of enthusiasm. We’re energized by that surge of excitement that comes from novelty and our own creativity. But that surge is like starter fluid; it’s not the fuel that will see us through the journey. If you want to go the distance, you’ve got to find a reason that speaks powerfully and personally to you.

So what are the whys attached to your goals? Record and prioritize your key motivations. Write key motivations as a series of bullets. List each one until you run out. Then, identify your top three. Go through the list and rank them. You want to identify your most compelling motivations so you have several convincing reasons readily available to keep pressing and accomplishing your goal.

Next, connect with your key motivations. First of all, *intellectually*. It’s important to have intellectual buy-in to the motivation. Maybe it’s some research you’ve done, remarkable data or an argument you find intellectually compelling.

Second, you need to buy in *emotionally*. It’s not only important to understand it. It’s important to feel what’s at stake. Anticipate what it would feel like to achieve that goal. Or, conversely, what it would feel like if you missed that goal. Ask yourself, “What’s at stake both positively and negatively?”

You Can Master Your Own Motivation

Next to finding your why, mastering your motivation is key for developing the necessary persistence to make it through the messy middle. Here are several ways to do so.

Internalize the reward: External motivators can work, but they’re usually less effective in the long run, especially if we lose interest in the reward, get demotivated and slack off before we’re even aware. Intrinsic rewards help us avoid that danger because we connect personally and emotionally with them. Think about challenging activities like exercising, writing or practicing a musical instrument. The joy comes from doing them.

Be realistic about the commitment: Researchers at University College London tracked people attempting to form different types of new habits. Instead of three or four weeks, they found it took an average of 66 days for new habits to become automatic — more than three times the popular duration. And some activities, they said, would be more like 250 days! Think of habits not as ends

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unto themselves but as serving larger achievements. The habit essentially serves as the next step in reaching your achievement goal. It's easier to maintain the effort over time because your eye is on the bigger prize.

Measure the gain: Take a minute and look at the gain. See how far you've already come, and let your progress inspire your perseverance. This is another reason setting milestones is helpful. Not only do they help break up the big goal into manageable chunks, they give us something to measure — forward or backward. By measuring the gains we'll not only cultivate persistence, we'll also get a sense of our momentum.

The Journey Is Better With Friends

After the surprise success of J.R.R. Tolkien's children's novel *The Hobbit*, in the fall of 1937 his publisher asked him to write a sequel. The public, he wrote, will be "clamouring to hear more from you about Hobbits!"

Tolkien had no plan for a follow-up at first. The issue might have ended there, but it didn't. Tolkien mentioned that he had written more about Middle Earth, the imaginary world in which *The Hobbit* transpires. He offered to let his publisher read the material, even though it was missing the star attraction.

For nearly two decades he'd hustled at uninteresting, sideline writing projects to make financial ends meet. But now, despite having no real plans for a sequel, he was imagining how he might pull it off. Here at last was his big chance to tell stories he loved and simultaneously improve his family's financial situation. Tolkien knew this was a life-changing opportunity.

So how did Tolkien overcome the distractions and discouragement to finish *The Lord of the Rings*, one of the top-selling books of the 20th century? The answer starts back at the beginning with Tolkien's friend, C.S. Lewis. At several critical moments, Lewis encouraged Tolkien to stick with the project when he had given up. "Only by his support and friendship did I ever struggle to the end of the labour," he said in 1954 as the first reviews began coming in. Tolkien had a mammoth goal, and he never would have seen it through without the help of his friend.

We have a very powerful myth in our culture, the myth of the self-made man or woman. But let's be honest: There's no such thing. Success requires help — and usually lots of it. It's impossible to discount the influence of our social circle.

Choose your circle wisely. The right peers serve as a support structure for our liberating truths. They help us retain our belief and commitment when we hit the

messy middle. The main issue is the composition of the community and the beliefs it holds in common. If you surround yourself with scarcity thinkers, you'll struggle to stay motivated in pursuit of your goals.

If, on the other hand, you surround yourself with abundance thinkers, you'll gain access to encouragement, emotional and material support, solutions, insights and more.

Some examples of different groups that might work for you are online communities, running and exercise groups, masterminds (peer-to-peer coaching groups), coaching or mentoring circles, reading or study groups, accountability groups and close friendships. Intentional relationships make us more productive, creative and useful than we could ever be on our own. ●

Step 5: Make It Happen

In Step 5 we're going to talk about making it happen. It's not enough to plan. It takes action to fully realize our goals.

One Journey Is Many Steps

Setting the goal is only half the job. The other half is taking definitive action. Any goal is manageable one action at a time. But when we let the task grow and become daunting in our minds, it can leave us feeling indecisive, discouraged and even paralyzed with panic. What's the alternative?

Do the easiest task first. While we should set goals in the discomfort zone, the way to tackle a goal is to start with a task in the comfort zone. The first step on any project is usually the toughest. But when you start with the easy steps, you lower the threshold for taking action. This is how you trick your brain into starting. Second, getting some quick wins boosts your mood. Third, getting started and feeling good about your progress means it's easy to build momentum.

Seek outside help. For almost every goal we want to accomplish, someone else knows how to get there — or at least has a better hunch than you. It may be a friend, an accountability partner or a professional. You don't have to start from scratch.

Commit to act. You next need to schedule it and commit to act. If it doesn't get on your calendar or task list, it's probably not going to happen. You're never going to find time in the leftover hours of the day to accomplish your goals. You have to make it a priority and keep it like an appointment you would keep with anyone else.

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You Can Trigger Success

Activation Triggers™ are simple statements or actions that streamline the process of reaching our goals. By anticipating whatever contingencies or obstacles we might face, we can cue a desired response. Instead of relying on our decision making in the moment (when our mental and emotional resources might be at their lowest), Activation Triggers lock in our decisions in advance.

You can use Activation Triggers to reach your goals by following four phases.

Phase 1: Brainstorm the best triggers. So you've got a goal that meets the SMARTER standard. Now you want to identify the triggers that will work best for reaching the goal. Make sure your Activation Triggers are easier to achieve than your actual goals. That's the whole point. For example, you could program the lights in your office to turn off automatically at 6:00 p.m. so you follow through on your goal of quitting work by 6:00 p.m.

Phase 2: Optimize your activation triggers. A major part of the Activation Trigger process is thinking when you're at your strongest, rather than relying on your willpower when you're not. With that in mind, you can optimize your triggers to further promote success. As in the example above (programming the lights in the office), take the trigger out of your control as much as possible using elimination, automation and delegation.

Phase 3: Anticipate obstacles and determine your response. If you have a habit goal of leaving the office promptly at 6:00 p.m., the goal can easily be undermined by a phone call or someone dropping by at the last minute. The key is to decide in advance how you will handle each of these contingencies. For example, if you get a phone call after 5:45 p.m., then you can let it go to voicemail.

Phase 4: Experiment until you nail it. This is the key to success. You're going to experience setbacks — especially if you're normal. Don't give up on your goal, just change your approach. That means modifying your Activation Triggers until they're working right for you. Whatever your goal, the trick is to simply think through the contingencies and obstacles that will prevent you from achieving it.

Visibility Is Essential

When it comes to experiencing our best year ever, we need the right mix of instruments. You already have two: (1) a simple procedure for breaking down goals into next actions and (2) a set of Activation Triggers. Now we need

to add another: a regular goal review process. You can't just write goals and motivations. You have to review them and keep them top of mind.

Break goal review into three separate reviews: daily, weekly and quarterly. The **daily review** starts with a simple list of your goals, a goal summary. To gain the full benefit of the review, you should scan this list each day and look for relevant next actions. Limit your tasks to the Daily Big 3, so you never have more than three significant tasks to complete in any one day. Those three tasks are chosen specifically to help you achieve your goals.

The **weekly review** goes a bit deeper and takes a bit longer, about 20 minutes. There's a triple focus of the weekly review. The first part is to stay intellectually and emotionally connected to your motivations. The second part is a mini After-Action Review. Recap the past week. Review your progress. List your wins and your misses. Next, list the lessons you learned and what you would do differently or better. How will you adjust your behavior? Write that down, too. The third and final part of the weekly review is to get a sense of what needs to be accomplished for the upcoming week.

Quarterly goal-setting naturally leads to a deeper **quarterly review** every three months. You can treat it like a scaled-down version of the Best Year Ever process and walk the 5 Steps again. The main purpose of the quarterly review is to analyze your goals and decide if they're still relevant to your life, and then make any adjustments if not.

Now it's your turn. Your best year ever isn't a movie you can sit back and watch. It's a vision that needs to be built, starting now, or it won't come true.

This is your year; this is your moment. Don't defer your dreams. Once you've determined your next step, take it. ●

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Summary: Platform by Michael Hyatt. Michael Hyatt offers step-by-step plans for building your virtual stage. The real challenge is getting the attention of potential buyers, and Hyatt shows you how, sharing what he's learned from creating an online following of hundreds of thousands.

Webinar: Get Better by Todd Davis. In this Soundview Live webinar, Todd Davis explores the most common relationship pitfalls, which affect personal careers and organizational results, as well as the proven practices that people at any level can use to influence effective relationships.