

PLAN YOUR YEAR

2025

THE FOCUS COURSE

May you wake up on January 1
and go to bed on December 31.

And in between,
do what is in your heart to do.

Let's Plan Your Year!

CELEBRATE & REFLECT **7**

1: Highlights & Accomplishments

2: Challenges & Frustrations

3: Life Assessment

4: Business Assessment

IDENTIFY **19**

5: Known Events & Milestones

6: Dream Big: Events & Projects

7: Dream Big: Goals & Desired Outcomes

PLAN **30**

8: Themes

9: Your Areas of Focus

10: Define the Year

11: Plan Your Year

APPENDIX **38**

Monthly Calendar and Planner Template

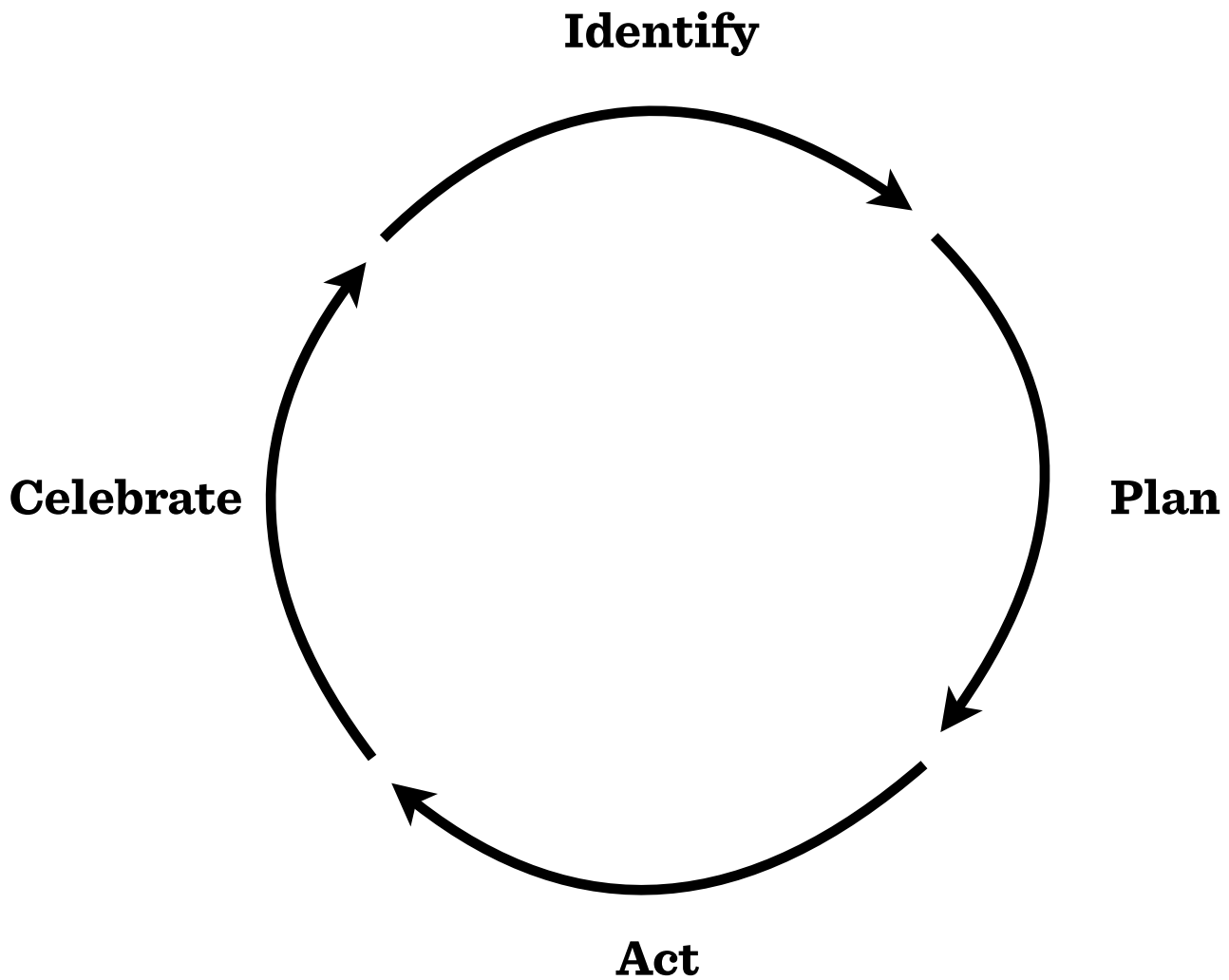
How to win the next year

Shawn Blanc
Founder, The Focus Course

COPYRIGHT 2025 BLANC MEDIA

The 4-Focus Method

A flywheel for healthy productivity and living a focused life



1: Identify

Many people struggle to identify that which matters because they lack clarity about the bigger picture of their life's mission and vision. ("People perish with lack of vision.")

2: Plan

When you have identified what is important, you must set aside time for it. Otherwise all you have is a wish or a hope that gets no traction in your life.

3: Act

This is where you do that which you said you would do. It will naturally include your tasks and actions, but it also includes things such as meaningful moments with your family, resting and recharging, and more.

4: Celebrate


When you've done that which you set out to do, that is cause for celebration! Reinforce your positive actions and recognize that you've just done something that matters.

.....

Your *Plan Your Year Workbook* takes you through the flywheel steps 4, 1, and 2. You will be **Celebrating** what you did last year, and then **identifying** and **planning** for what you want to do in the upcoming year.

The Clear Action Planner helps you with step 3: **Act**.

If you haven't already, you can get your daily planner at thefocuscourse.com/planner

 Note: I (Shawn) have a workshop that walks through all the details of our 4-Focus Method. If you're interested, you can get the replay of that Productivity Power Hour on our training page if you go to thesweetsetup.com/training.

How to Plan Your Year

The process in this workbook will guide you through part of our 4-Focus Method.

You will **reflect and celebrate** upon last year, **identify** themes and goals for this upcoming year, and **plan** ways to accomplish your goals and walk out your theme for 2025.

1: Everyone gets their own copy of the workbook

This workbook is something you can do on your own or with your spouse / partner / family / group of friends. We suggest printing a copy for everyone. (I like to get a spiral-bound version from a local office supply store.) Alternatively, loading the PDF up on your iPad or computer is totally fine as well.

2: What you'll need...

1. Somewhere comfortable to sit.
2. Your copy of the workbook. (You're reading it now! So: *check!*)
3. The accompanying walkthrough videos on our website.
4. Access to your calendar of events from last year (if possible).
5. Access to a calendar of events for this upcoming year (if possible).
6. Your copy of last year's Plan Your Year workbook (if you have it).
7. Some background music to lighten the atmosphere and bring the vibes.
8. Your drinks and snacks of choice to make it fun!

3: The Process

The Plan Your Year process takes about 3 hours. Some folks do it a bit quicker, others a bit slower. You may also just need a break, which is great. We find that most folks like to set aside one or two evenings to go through it. But, if you can't get large chunks of time then don't worry — you can do each section on its own and in your own time.

There is no right or wrong time or way to go through this workbook. While it is clearly targeted with the New Year in mind, you can go through it any time you want. We know of folks who have waited to go through it in the summer, or who have even gone through it again in the summer to re-align their year.

Now, do you have that drink of choice? (It doesn't matter if its hot tea, water, fussy whiskey, or a glass of wine.)

Before you begin, please raise your glass...

Cheers! To you and a wonderful 2025!



**CELEBRATE
& REFELECT**

SECTION 1: Highlights, Wins, and Accomplishments From 2024

15 - 20 MINUTES

This is an opportunity to look back and celebrate how far you've come this year and to be grateful.

EXAMPLES

- Took time away from my business.
- Took a course to learn a new hobby.
- Paid off student loans.
- Brought new clarity and focus to my company.
- My oldest daughter began third grade.
- Read some fiction and non-fiction books.
- Went on a family vacation.
- Made some new business relationships.
- Celebrated our anniversary.
- Began exercising regularly and eating healthier.

Use the following prompts to reflect on everything you and your friends / family did.

Tip: You don't need to feel pressure to fill in every single box and every single prompt.

In 2024, I learned...

A highlight from the year was...

In 2024, I celebrated...

A relationship that meant the most to me in 2024 was with...

.....

A special meal I got to share in 2024 was...

.....

Something new I tried in 2024 was...

.....

Last year, I was able to travel to...

.....

I made progress in...

A new habit or routine that I started in 2024...

Something I changed in 2024 was...

A theme or two that seemed to repeat itself all throughout 2024 was...

SECTION 2: Challenges, Setbacks, and Frustrations

10 MINUTES

Identifying your disappointments and frustrations is helpful because you can learn from them.

By giving yourself an opportunity to reflect and acknowledge the setbacks and frustrations from the past year, you can learn and use that wisdom as an opportunity to grow.

Use the prompts below to reflect on the previous year and make note of the challenges you faced.

A disappointment from 2024 was...

.....

During 2024 I wish I would have ...

.....

You have six primary areas of life. For this section we're now going to take a brief look at each of those areas.

1: Career

The trajectory and legacy of your life's work; your vocation. Naturally, the specifics of your job description will change throughout your career; you may have more than one job active right now; and/or you may also have a side-hustle or other type of vocational hobby.

2: Relationships

For relationships, this also can be subdivided into additional areas: your spouse / significant other; your children; your family; your friends; et al. This is the social domain of your life. We also know that different relationships are stronger than others or more important than others.

3: Physical Health

This is your physical body: your health, your strength, your physical energy.

4: Inner Personal Life

The part of you that is connected to a higher power, a sense of purpose and destiny. This area of your life can also be subdivided into: (1) your emotional health; (2) your mental health; and (3) your spiritual life. Each of these stands on its own as being important, and each of them play a critical role in who we are.

5: Finances

This area of life is more than just your budget, your bank accounts, etc. It also makes up the items and things which you own and /or the things you are responsible for maintaining.

6: Rest & Recreation

This is perhaps one of the most neglected areas of our lives. There is much overlap here with how rest impacts our physical health, our inner-personal life, our relationships, and more. True rest is something that leaves us feeling recharged and rejuvenated. And, thus, it is often something which requires a bit of energy (believe it or not). Similarly to how you spend time on, in, and thinking about your vocation so too should you spend time on, in, and thinking about rest and recreation.

.

On the following page, for each area listed, circle the "score" or "rating" that you would self-assess for that area of your life.

- A low score of 1 indicates that you're in a crisis in that area and things are not going well at all.
- A high score of 5 reflects that you're doing the best you can (all things considered) with a clear focus and successful results in that area.
- **Tip:** Try to move through quickly and trust your gut reaction for each score . Don't overthink or over-analyze.

CAREER

NOT GOOD...

AMAZING!

1	2	3	4	5
---	---	---	---	---

My job and career is in bad shape. I have little or no energy to show up, and I definitely am not able to bring my best to work. I feel stuck, lost, and have no clear path forward to grow in my career and do my best work.

I am in my "zone of genius" and have much to offer the work-place, as well as our customers and clients. I am excited about work, yet it does not dominate my entire life; there are healthy boundaries so that I do not constantly bring work home with me.

RELATIONSHIPS

NOT GOOD...

AMAZING!

1	2	3	4	5
---	---	---	---	---

I have very little time or energy for the relationships in my life. I don't know how or what to do in order to improve the relationships in my life, nor am I building new relationships.

I am clear about the most important roles and relationships in my life. I am able to show up for those people — giving my best to serve and love them. Moreover, there is a clear reciprocity with my most important relationships and we are growing together.

INNER PERSONAL LIFE

NOT GOOD...

AMAZING!

1	2	3	4	5
---	---	---	---	---

I have not spent any time recently engaging my inner life, and have no sense of being connected to something greater than myself. I feel emotionally drained, overwhelmed, and mentally foggy.

I regularly spend time practicing and developing my spiritual life. I feel a daily and moment by moment connection to my purpose and place in the world. My mind and emotions feel strong and positive.

PHYSICAL HEALTH

NOT GOOD...

AMAZING!

1	2	3	4	5
---	---	---	---	---

In recent weeks I have given no regard to caring for my physical body. I eat whatever is most convenient in the moment, and do not physically exert myself more than is needed day to day. Sleep is necessary but not prioritized.

I have ritualized and optimized ways of consistently taking care of my body in my eating habits, exercise routines, and sleep hygiene. I am constantly finding ways to improve my physical well being and others often seek me out for my input on the matter.

REST, RECREATION, & RECOVERY TIME

NOT GOOD...

AMAZING!

1	2	3	4	5
---	---	---	---	---

I have little interest in any hobbies or down time. I find that I am overwhelmed with work and other outside expectations and urgent issues. Sleep is a luxury that I simply don't have time for.

I have done the hard work to prioritize my health, foster my interests, and keep healthy boundaries around my personal time so I can be rested. I regularly carve out time for the activities that I love and energize me.

FINANCES

NOT GOOD...

AMAZING!

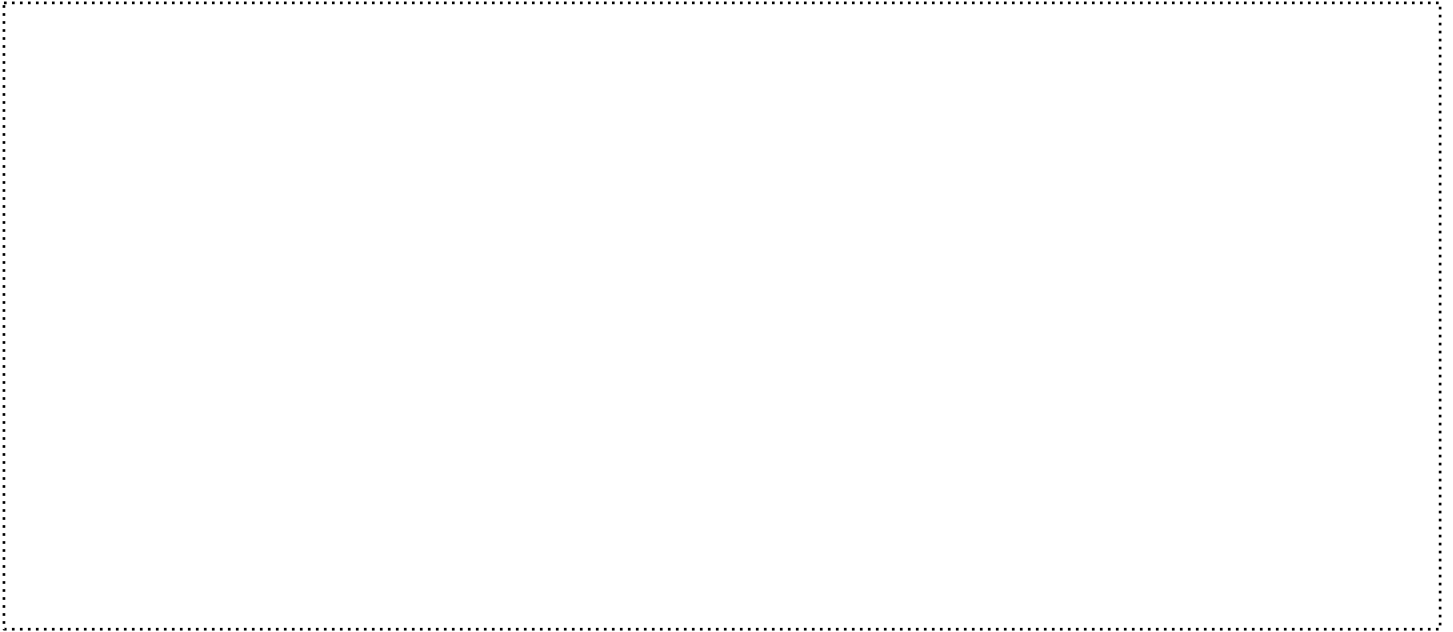
1	2	3	4	5
---	---	---	---	---

I have a significant amount of debt. I struggle to live within my means, and I tend to make irrational financial decisions.

I have a budget that I keep, and I live within my means. I am on track with my financial goals and do not stress or worry about money.

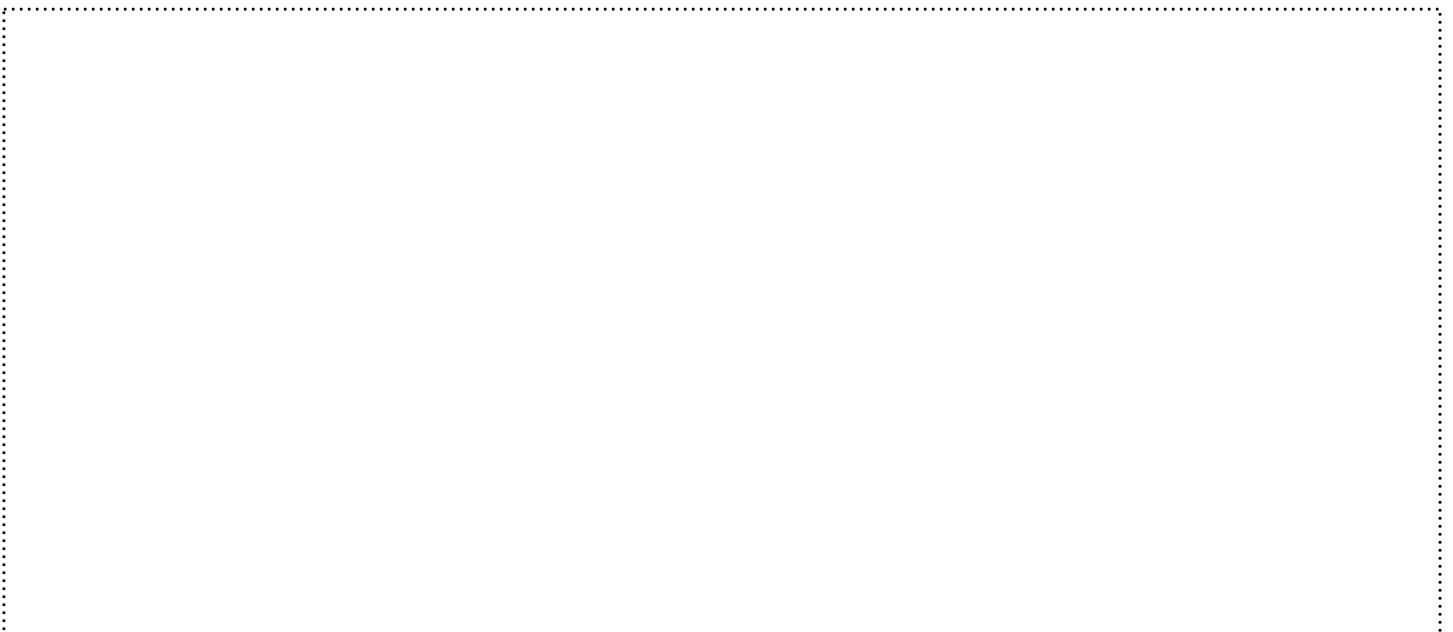
The area of my life I gave the **highest score** to was: _____.

Why do I think that is?



The area of my life I gave the **lowest score** to was: _____.

Why do I think that is?



SECTION 4: Business Assessment

10 MINUTES

This section is for you if you own or operate your own business or work in a leadership role within an organization.

1: Business Clarity

Your job as the boss is to identify what matters for your organization. This is comprised of your vision, values, core focus, and desired outcomes. A lack of clarity creates a breeding ground for busywork and distraction.

2: Business Strategy

This is your flywheel for growth. It is your plan of action for how you will accomplish your goals. This includes your business model, marketing story, marketing channels, critical actions, and key projects.

3: Productivity and Systems of Execution

How do you (and your team) actually get the work done? This is comprised of the systems, tactics, communication standards, and management tools you use to deliver your product and run your organization.

4: Team Culture

Culture is the semi-visible people dynamics within our organization. Culture has the power to make everything else better or worse (such as creativity, productivity, innovation, motivation, job satisfaction, etc.).

5: Business Margin

Margin serves as the foundational component to provide the capacity, breathing room, and strength required for a calm and sustainable business. Margin is the space between your load and your limit and includes business areas such as finances, workload, and creative capacity.

.

On the following page, circle the score that you would self-assess for each area of your business.

- A score near 1: your business in a crisis in that area and things need to be addressed immediately.
- A score near 5: you're doing the best you can (all things considered) and you are currently thriving.
- Again, move through quickly and trust your gut reaction for each score . Don't overthink or over-analyze.

Note to Business Owners and Leaders:

If you are interested in working with me (Shawn) and my team to help you run your business more efficiently and profitably, we offer additional training and coaching in a few different formats (such as on-demand courses, a group coaching program, and one-on-one consulting).

Please email me directly and I'd be happy to connect: shawn@blancmedia.org

BUSINESS CLARITY

NOT GOOD...					AMAZING!
1	2	3	4	5	

Nothing is adding up. We are drowning in busywork and making no progress — it feels like we're just spinning our wheels. I have no idea what the "one, most-important goal" is right now — we have a LOT of goals and they're all important! No strong or clear vision.

I have a strong Business Mission Map that serves as the decision-making framework for my whole team. We do not have competing priorities. We have laser clarity on exactly what to do next.

BUSINESS STRATEGY

NOT GOOD...					AMAZING!
1	2	3	4	5	

We are constantly reacting to urgent fires and dealing with annoying issues and distractions. We have no rhythm of planning our tasks and projects. And I feel lost and stuck ... with no idea what actions or projects will move the business forward.

We are focused, strategic, and taking action. We rarely deal with unanticipated urgent issues. We have a clear path to grow the business and we have prioritized it above everything else so that we stay proactive and strategic.

PRODUCTIVITY

NOT GOOD...					AMAZING!
1	2	3	4	5	

I struggle to delegate to my team. I'm the bottleneck in my organization. But even when I do hand things off, those tasks come back to me or get done poorly. Things take too long to get done and our most important projects are not moving forward consistently.

Calm and confident execution of the plan I built months ago. I consistently delegate to my team, so I can work ON the business. During my day I focus only on the critical actions that have the highest leverage opportunity to grow my business.

TEAM CULTURE

NOT GOOD...					AMAZING!
1	2	3	4	5	

In general, things feel overwhelming and on the verge of burnout. We're not on the same page. We don't have a structure of review or celebration. Life in the office feels frustrating and we lack a sense of motivation and excitement.

We do what we say we're going to do, and we celebrate our wins as a team. My team knows where they stand and feedback goes both ways. I love my work. I am calmly building the business (and life) of my dreams.

BUSINESS MARGIN

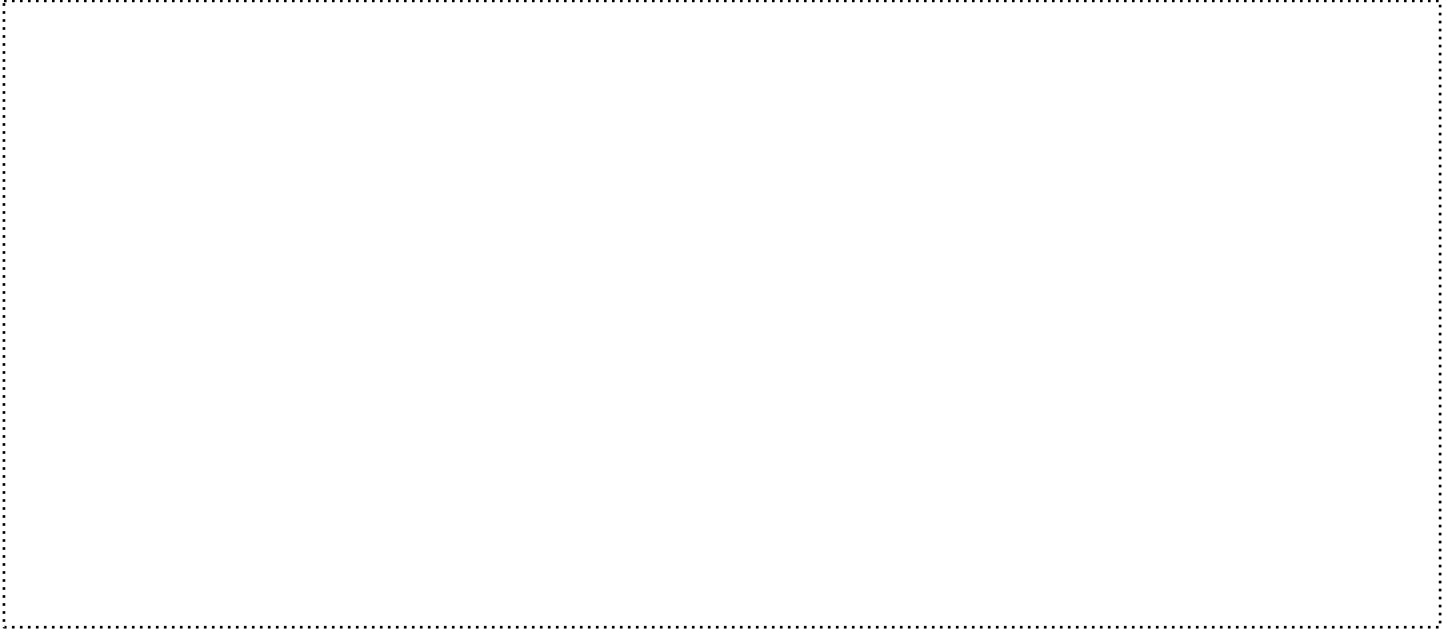
NOT GOOD...					AMAZING!
1	2	3	4	5	

There is very little breathing room in our company finances and schedule. It feels like we're hanging on just one day at a time. I'm afraid if just one thing goes wrong then it could all fall apart at any moment.

We have plenty of breathing room. If we have a bad month of sales, it's going to be okay. We don't reward work well done with "more work". Instead we prioritize calm, health, and strength. We are building with the future in mind.

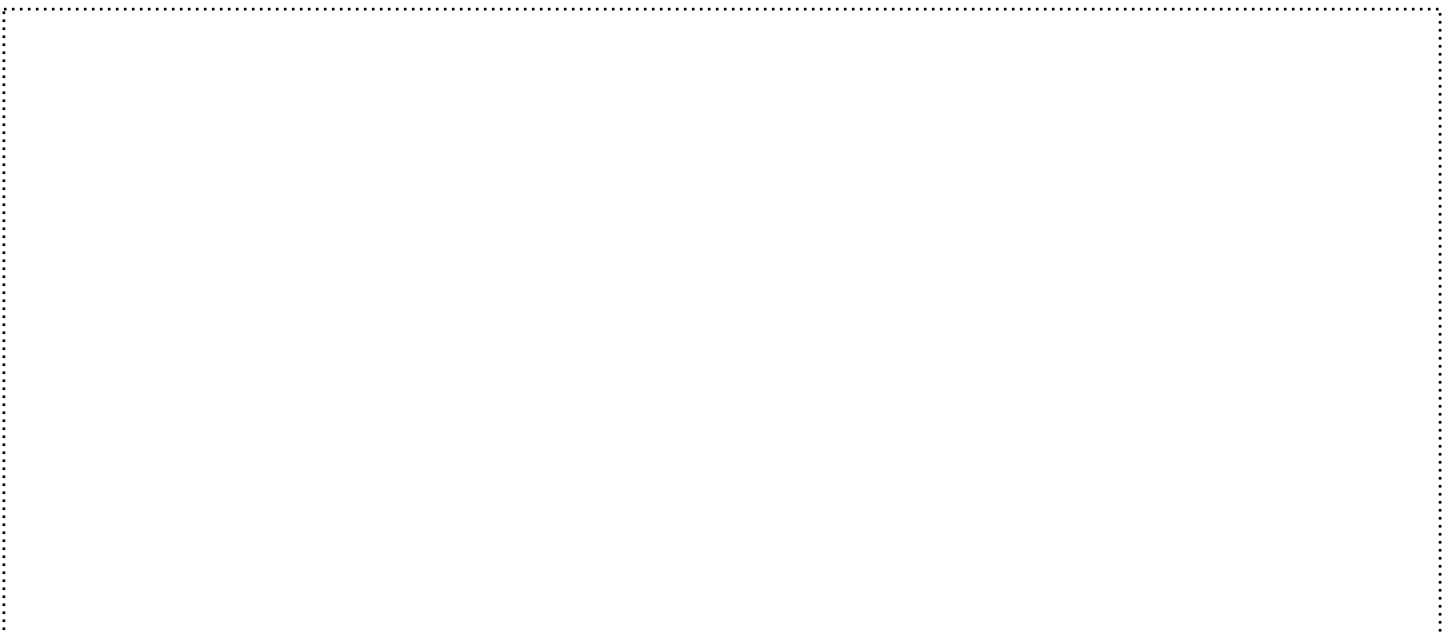
The area of my business I gave the **highest score** to was: _____.

Why do I think that is?



The area of my business I gave the **lowest score** to was: _____.

Why do I think that is?



The background features a white circle on a white background. A red shape is on the left side, and a blue vertical line is on the right side. The text 'IDENTIFY' is centered in the white circle.

IDENTIFY

2025

SECTION 5: Known Events and Milestones Happening in 2025

30 MINUTES

In the spaces below, list out anything significant that you know is going to happen and when. We start with this because it's easiest to begin with what we already know. (Note that on page 22 there is a spot for you to list *known events* that still have *unknown dates*.)

EXAMPLES		
Birthdays	Holidays	School Breaks
Graduations	Business Trips	Special Occasions
Anniversaries	Family Trips / Vacations	Weddings

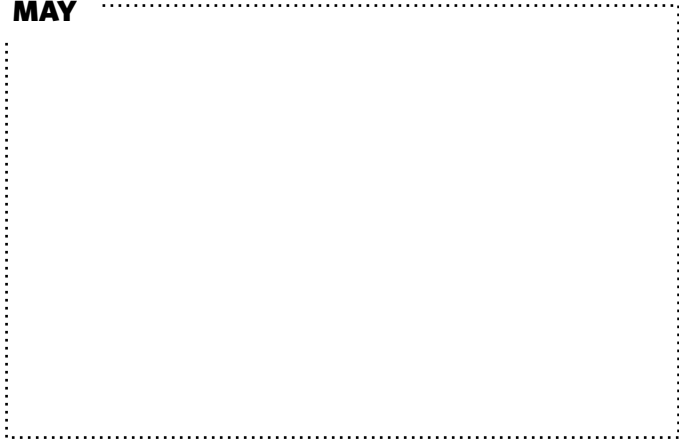
JANUARY 2025

FEBRUARY

MARCH

APRIL

MAY



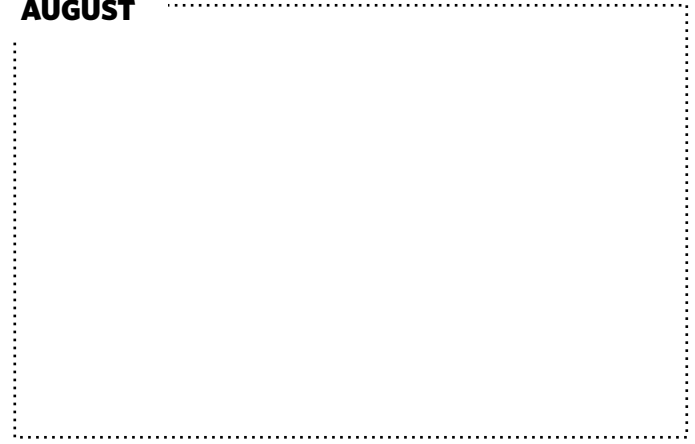
JUNE



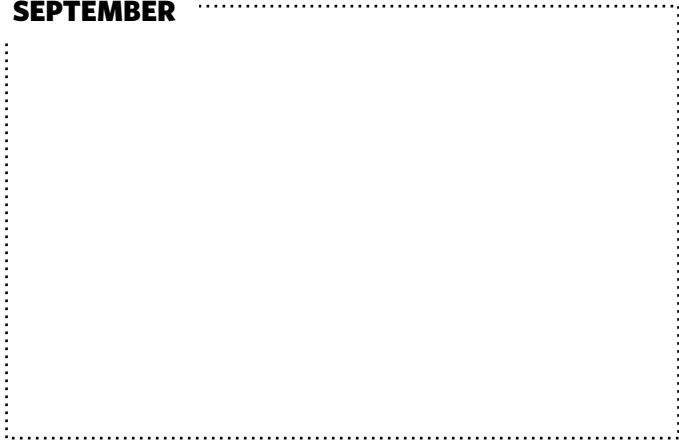
JULY



AUGUST



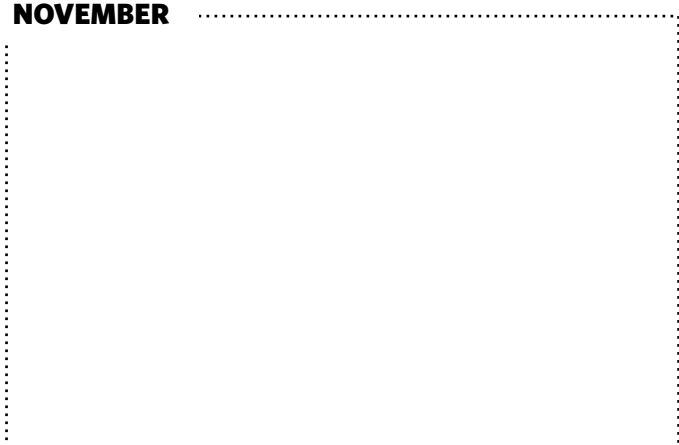
SEPTEMBER



OCTOBER



NOVEMBER



DECEMBER



KNOWN EVENTS, BUT WITH UNKNOWN DATES

A large rectangular area enclosed by a dotted line, intended for listing events with unknown dates.

EXAMPLES

Visiting family in Colorado sometime in the summer.
Landscaping the backyard before it gets too hot.

Family camping trip in the spring or fall.
Garage sale.

SECTION 6: Dream Big! Events and projects you may want to do in 2025.

15 MINUTES

Let's dream! Imagine. Do some blue sky thinking. What vacations, trips, home projects, work projects, classes, and/or family events do you may want to do in the upcoming year?

Focus only on *events* and *projects* — things with a start/stop date and a budget. You will get to goals in the next section.

Don't worry about keeping this list "reasonable". Just list out every event and project that comes to mind. Dream big!

EXAMPLES

- Ski trip to the mountains
- Anniversary weekend getaway
- Paint the basement
- Clean and organize the garage
- Road trip to the beach
- Volunteer for a day at a non-profit
- Attend work conference in Austin
- Host a neighborhood cookout
- Visit friends in Atlanta
- Moving to new city / house

Use the prompts below to help you think about any events or projects you may want to do this year.

Something fun that I'd like to do in 2025...

.....

Something I really enjoyed last year, that I would like to do again...

.....

For my home, something that's important to me is....

.....

All the people I would love to go visit / get together with...

.....

What are some special milestones this year? How will I celebrate?

.....

In 2025, a place I would love to visit is...

.....

An upcoming life transition happening in 2025?

.....

In order to make space for important projects, here are a few things I will NOT do in 2025...

[Large empty dotted box for listing things not to do in 2025]

Do you have any overarching themes, critical projects, or other single, most-important areas of responsibility that emerge during different seasons? For our family, the themes in Spring and Fall are usually “Soccer”. The theme of Summer is usually “Travel,” and the theme of winter is usually “Rest.”

SPRING THEME

[Empty dotted box for Spring theme]

SUMMER THEME

[Empty dotted box for Summer theme]

FALL THEME

[Empty dotted box for Fall theme]

WINTER THEME

[Empty dotted box for Winter theme]

For any additional goals and projects, fill out the sections below to help you get clear on the project scope.

Project / Event:							
Budget		Timeframe			Length		
\$	\$\$	\$\$\$	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	one day one week one month

Project / Event:							
Budget		Timeframe			Length		
\$	\$\$	\$\$\$	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	one day one week one month

Project / Event:							
Budget		Timeframe			Length		
\$	\$\$	\$\$\$	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	one day one week one month

Project / Event:							
Budget		Timeframe			Length		
\$	\$\$	\$\$\$	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	one day one week one month

Project / Event:							
Budget		Timeframe			Length		
\$	\$\$	\$\$\$	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	one day one week one month

Project / Event:							
Budget		Timeframe			Length		
\$	\$\$	\$\$\$	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	one day one week one month

Project / Event:							
Budget		Timeframe			Length		
\$	\$\$	\$\$\$	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	one day one week one month

Project / Event:							
Budget		Timeframe			Length		
\$	\$\$	\$\$\$	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	one day one week one month

Project / Event:							
Budget		Timeframe			Length		
\$	\$\$	\$\$\$	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	one day one week one month

Project / Event:							
Budget		Timeframe			Length		
\$	\$\$	\$\$\$	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	one day one week one month

SECTION 7: Dream Big! Goals and Desired Outcomes for Next Year.

25 MINUTES

On the following pages, list out all the goals, hopes, and desired outcomes you have for 2025.

- Do you want to increase your financial investing?
- Do you want to build a new habit?
- Do you want to learn a new skill?
- Etc...

Basically: **What change do you want to see in your life in 2025**

The aim of this section is to get everything on the table. Later in the workbook you will cut down your list of goals to something more manageable and decide which ones you will actually do. For now, start by listing out where you'd like to see progress or change.

Note: You may end up wanting to list some items from the previous list of events and project on here — and vice versa. That's fine. These worksheets are meant to help you get everything down on paper. Overlap is okay. Just list it however it makes sense for you.

Use any of the following questions to help you identify goals and desired outcomes you have for the upcoming year. If any question is irrelevant or you don't have an answer, just skip it!

For my small business I want to do more things that scale and less day-to-day tasks.

For my _____ I want to do more _____ and less _____.

(examples: For my marriage, mornings, free time, eating, church, workouts, spending, saving, job, hobby, etc....)

For my _____ I want to do more _____ and less _____.

Something I feel anxious about for next year is _____.

I want to _____.

In 2025, _____ is very important to me. So I am going to _____.

When I feel stressed, instead of _____, I am going to _____.

Something that is important to my spouse / significant other is _____.

Something that is important to my kid(s) is _____.

At the end of 2025, I will consider it a win for my _____
(area of life)

if I have _____.

At the end of 2025, I will consider it a win for my _____
(area of life)

if I have _____.

At the end of 2025, I will consider it a win for my _____
(area of life)

if I have _____.

Any additional hopes, dreams, goals, or desired outcomes?

.....

The background features a white circle on a white background. A red shape is on the left side, and a blue vertical line is on the right side. The text 'PLAN' is centered in the upper half of the circle.

PLAN

2025

SECTION 8: Main Themes for Next Year

10 MINUTES

Looking back on sections 6 and 7, do you notice any themes or areas of your life that you seem to have lots of goals in?

What theme(s) do you notice from your list of events, projects, and goals for 2025?

1

2

3

Next, of the areas of life, **circle one or two** that are standing out to you right now.

JOB / CAREER

EMOTIONAL STATE

**HOBBIES AND
SIDE INTERESTS**

**RELATIONSHIP WITH MY
SPOUSE / SIGNIFICANT OTHER**

**INNER PERSONAL /
SPIRITUAL LIFE**

**REST TIME, DOWN TIME,
AND "PLAY" TIME**

RELATIONSHIP WITH MY KIDS

FINANCES

MENTAL STATE

**RELATIONSHIPS WITH
FRIENDS AND FAMILY**

PHYSICAL HEALTH

SIDE HUSTLE

When you think of focusing on one or two of the above areas of life, which one feels the most exciting?
Which do you have the most energy toward? Which do you have ideas about?

Using the areas of your life that you just circled, and with the context of any recurring themes you are noticing: **pick two areas of your life that you most want to focus on in 2025.**

It will not be easy, but otherwise you are diluting your energy. If you try to do everything, you will do nothing; too many areas of focus will not allow you the time or energy to make meaningful progress.

As much as you may want to, you cannot focus on *every* area of your life at the same time.

(Note: If you are completing this workbook with your spouse or partner, you will each have your own answers to this section. Dialog with one another about what you want your answers to be, so you can commit to them in unity and support one another.)

In 2025, I want to focus primarily on

_____ *and* _____

because _____.

SECTION 9: Next Year in One Sentence

10 MINUTES

Over the past several sections you have written down the highlights and challenges from the previous year. You've listed all the events, projects, and goals you have for your life. You've identified what main areas of your life you want to focus on. You've identified some common themes for the year ahead...

With all that information, simplify it down to one sentence (or one word if you like).

Why? Because the more clear you are, the more focused you can be with your time and energy.

If you want to have a few different sentences (perhaps one for yourself and another sentence for your family as a whole) that is fine.

(Note: As with Section 8, if you are doing this workbook with your spouse / partner, you will each have a different answer here. But dialog with one another about what you want your answers to be.)

Examples:

"This year I am focusing on growing my agency and consulting business."

"This year is all about simplifying my commitments and being more present."

"This year I want to continue building a healthy work life while making time to exercise regularly and building thriving relationships in both my personal life and my work life."

"My theme for 2025 is adventure!"

"For the upcoming year, I am committed to delegating more so I can maintain margin and breathing room in my life, so I can have more availability for areas of my business that need my full attention right now."

Write down your 2025 Focus Statement and One Sentence.
It was hard work to get to this point of clarity. Don't let that clarity drift out of sight and mind...
Cut these out and put them somewhere you will see them regularly.

In 2025, I want to focus primarily on

_____ *and* _____.

2025 in One Sentence

SECTION 10: What goals, events, and projects will you keep?

20 MINUTES

Alas, you can't do it all. You can do just about *anything* you want, but you cannot do *everything* you want.

1. **Review:** Look over your goals, projects, and desired-events from **Sections 6 and 7**.
2. **Remove:** What goals, projects, and events don't align with your main themes and areas of focus from **Sections 8 and 9**?
3. **Rewrite and Refine:** On the following page, write down the events, projects, and goals you plan to do in 2025. Also, note that you will now have to get a bit more specific with each one. Fill in as much information as you can.

Note: If you are doing this worksheet with your significant other, keep in mind that you will have some goals which are unique to one or the other of you, some goals that are shared, and some goals that are for your family as a whole.

Goal Setting Best Practices

Set goals that can be measured and have a defined timeline.

With clear and measurable goals, you will be able to actually know (and celebrate) when you've achieved them. It will also help you to know what actions to take in order to make real progress.

Examples of clear, measurable goals:

- *Grow monthly recurring revenue from \$10,000 to \$15,000 by July 31.*
- *Increase physical activity from 2 workouts per week to 4 workouts per week, by March 1st.*
- *Write one new post each month during 2025.*

Use Systems to Accomplish Your Goals

A system is simply the repeatable actions you can take which are predictive of achieving your goal; they are actions within your control.

If your goal is the direction you are going, your system consists of the actions that will get you there. These actions are comprised of your habits, routines, checklists, and focused activity that all add up to make consistent and measurable progress toward your goal.

Examples of systems (i.e. routines) that correspond with the goal examples above

- *Spend 1 hour each workday reaching out to new potential customers and conducting sales calls.*
- *Go for a 15 minute walk after dinner on the weekends.*
- *Write for 30 minutes without distraction every Monday, Wednesday, and Friday.*

1. Write down your focus area # 1 (from the two you listed on page 32):

2. Pick one goal (from sections 6 & 7) that aligns with the above focus area:

3. What is a single habit or system you can incorporate that will move you toward that goal?

Habit / Routine / System	Time Commitment	Frequency

4. This activity will move you toward your goal because _____

.....

1. Write down your focus area # 2 (from the two you listed on page 32):

2. Pick a goal (from sections 6 & 7) that aligns with the above focus area:

3. What is a single habit or system you can incorporate that will move you toward that goal?

Habit / Routine / System	Time Commitment	Frequency

4. This activity will move you toward your goal because _____

Okay! Here you go...

1. Get out your list of known events from **Section 5**.
2. Get out your edited list of planned events, projects, and goals from **Section 10**.
3. Plan out the current and/or the next month...
4. Use the template provided at the end of this workbook, the Clear Action Planner, or use a planner / notebook of your own.

A few things to keep in mind...

- Moving things from your list and putting it into a month will not be easy. That's okay. This is not your final draft. Just start putting things in place while trying to keep each month limited to just one major event.
- You are not creating a daily schedule for your entire month. Just the big picture for about what each month holds.
- Remember that your day-to-day lives will still be spent each day. Family life, work, school, and the like. So, as you plan out your month, the aim is to define success for each month and to give yourself a roadmap for the big things you want to do and what months you expect to do them.
- Don't overcommit your month. Give yourself margin and breathing room.
- You may not be ready to define your "life theme / focus" for every single month — especially the latter months of the year. And that is okay. That's why we are only beginning with one month at a time.
- Again, you may not be ready to define success for every single month. That's why we are starting with one month at a time. The further away you get into planning the future, the more hazy it becomes. That's why we're focusing on the granular right now.
- You will want to revisit these monthly overview worksheets every month throughout the year. Set a reminder on your calendar or your phone.

This month's main goal:	
A task or routine that will help me work toward the above goal:	
This month's most important event or project:	
Defining success for this month:	
One way I can maintain margin this month is by:	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Notes

This month's main goal:	
A task or routine that will help me work toward the above goal:	
This month's most important event or project:	
Defining success for this month:	
One way I can maintain margin this month is by:	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Notes

This month's main goal:	
A task or routine that will help me work toward the above goal:	
This month's most important event or project:	
Defining success for this month:	
One way I can maintain margin this month is by:	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Notes

Now What?

You just did a challenging thing, and you are awesome! You took the time to get clear and focused on what matters to you for 2025. You are now set up for success thanks to the clear picture of what your goals are for the year, what you want to focus on, and what matters most to you. Congratulations! I'm rooting for you!

Here is how to keep the momentum going for yourself:

- Print out your 2025 Focus Statement and put it somewhere you will see it every day.
- Use your monthly planning pages to help you stay focused and on track.
- Share your 2025 Focus Statements with friends, family members, and folks on the Internet.
- Schedule monthly and quarterly reviews to see if your goal systems are still on track.

If you're ready, I'd love to keep working with you more. Keep the momentum going with world-class accountability, hands-on coaching, and in-depth insights...

Stay Unstuck and Accountable to Your Goals

Join our thriving community of creative professionals and business leaders who are accomplishing work that matters while protecting free time to enjoy their personal life.

With your Focus Club membership, you get:

- **Ongoing accountability and traction** within the members-only Focus Community.
- **Unlimited access** to every on-demand course and tool in our library — including masterclasses on time management, focus, idea management, and more.
- **Coaching calls** and mini-workshops every month.

If you are a creative professional who wants to get (and stay) clear on what matters while finally have the breathing room to focus, then our membership community is perfect for you. You can join today at the link below. I look forward to seeing you inside.

thefocuscourse.com/club

Run your full-time business on a part-time schedule

Agency owners, consultants, and CEOs. Focus Like a Boss is my flagship coaching program to help you eliminate the confusion and busywork from your business so you can do the work that drives growth.

As part of this live-online cohort program, you will:

- ✓ **Build your Business Mission Map** and get clear on why you exist (Core Focus), where you're going (Goals), and what you are doing about it (Strategy).
- ✓ **Design your Million-Dollar Schedule** to unlock your time for the critical actions that will grow your business, while also protecting your time freedom design your business growth and also live your dream week.
- ✓ **Create a system** to run your business more profitably and strategically (with less urgency, less stress, fewer bottlenecks, and more focus).

focuslikeaboss.com



"I wish I'd done this 30 years ago. The way Shawn has put all the pieces together, and then guides you through... **it's a game changer."**

Jay Shutter

Founder & CEO, Illuminas (market research consultancy)



"After working with Shawn, I aligned my team and by the next quarter, we were on track to increase our annual revenue by 42%."

Julie Hoffmann

Founder & CEO, JH Philanthropy (consultancy and strategic planning)



"Shawn is an expert on productivity and creativity. I'd highly recommend his training."

Nathan Barry

Founder & CEO, Kit