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**Part 1: Pre-session Workbook**

**1: Identifying My Values, Passions and Vision**

* **Values:** What characteristics, qualities, and beliefs are at the core of who I am and how I live?
* **Passions:** What are my professional and personal passions? What cause motivates me to act? When am I compelled or convicted to take a stand? When am I enthusiastic about a project?
* **Professional Vision:** What vision can I imagine for my professional career in the future? What do I want to accomplish? Who do I aspire to be? What do I envision my legacy to be?
* **Personal Vision:** What vision can I imagine for my personal life in the future? What do I want to accomplish? Who do I aspire to be? What do I envision my legacy to be?

**2: Acknowledging My Strengths and Addressing My Challenges**

**Strengths**

* What qualities and attributes do I believe are my strengths?
* What do others appreciate about me?
* When am I in my element and achieving my goals?
* What are my gifts and talents?

**Challenges**

* What areas of my life do I find particularly challenging?
* What character qualities in myself would I like to improve?
* What do others think I need to work on?
* When do I feel frustrated?

**3: Examining My Time Management Skills**

Did I demonstrate good time management skills in the past year? Am I satisfied with how I allocated my time in terms of my professional life, personal life, and work-life integration? What went well? What suffered?

**4: Evaluating My Prior Successes, Disappointments, and Revelations**

* Which of the previous year’s professional and personal goals did I meet? What did I learn?
* What factors, resources, and individuals helped me reach those goals? (Consider paying this forward and sharing your experiences to help others. Thank those who assisted you.)
* What reasons can I identify for not reaching any of these goals? (e.g. need for further development, too many goals, revised my goals, time management, lack of resources, special circumstances or life factors, etc.)

**Part 2** of this workbook will be provided in our “Design your Plan for 2016” workshop, in which you will:

* Learn to write “SMART” goals
* Determine what to “stop” and what to “start” in 2016
* Choose some time management strategies to optimize time in 2016