

A Successful Year Ahead

Today is your day.

When you buy a new planner or notebook, you aren't just buying a product — you are investing in yourself and moving one step closer to your goals, dreams, and success.

Ink+Volt is a company that started out with a purpose. We wanted to share the things we loved and the tools that we found useful. Over the last few years, the most rewarding part of the journey has been hearing the success stories from people like you. There is nothing that motivates us more than the emails and notes sharing what you accomplished, conquered, and achieved using our products.

We know that things don't always go according to plan — but we believe that with a roadmap to guide your year, you will never lose sight of where you are going.

We believe in you, and we want to see you reach your full potential.

That's why we created this planning series to help you prepare for upcoming year. This guide has 4 parts:

- 1. Looking back and reflecting on the past year*
- 2. Identifying important people and relationships*
- 3. Setting a yearly theme*
- 4. Planning your goals for the year*

You can go through the guide all in one sitting, or you can do each part over the course of a few weeks (just make sure you reserve time on your calendar so you actually do it!).

We hope you find the content useful and it helps you make your upcoming year positive, productive, and successful! Your future is bright, and you were made to shine.

Enjoy the guide, and happy planning!

— **Kate & the Ink+Volt Team**

P.S. If you ever need anything you can always reach us at help@inkandvolt.com.

Looking Back at 2020

To set yourself up for success in the year ahead, it helps to take inventory of the past year. By reflecting upon what went well, and what didn't, you can gain valuable insights to help you with what's to come.

What was the best thing that happened this year?

What goals did you achieve this year?

What accomplishment are you most proud of?

Were there things you wanted to do but didn't?

When did you have the most fun?

Looking Back at 2020

What are the things that went well?

Think about what is working. The days that you savored and went to bed at night satisfied and happy. Focus on and celebrate what went well. Being positive and thankful can change your mindset and creates a great platform for reaching your dreams.

01	04
02	05
03	06

What are the things that could be improved?

What has not been working? It's true that the past is the past. But reflecting on your life and work can help you understand what needs to change in your future. Don't focus too much on these – just write them down and then move on.

01	04
02	05
03	06

What are your biggest lessons from last year?

Take all of the things you learned from what worked and what didn't, and think about how you can incorporate that into your goals and plans for next year.

01	04
02	05
03	06

My Relationships

Think of someone in your life to “award” with the following. Then reflect on this person and how they impact your story.

Closest Friend

Most Fun to Be With

Most Improved Relationship

My Rock & Confidant

Most Successful

The Comedian

Most Inspirational

The Zen Master

Dearly Missed

Needed Me Most

Most Wise + Experienced

Biggest Health Nut

Most Organized

What can you do immediately and in the year ahead to improve your relationships?

Identify any changes, improvements, or adjustments you can do to grow or strengthen relationships.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Building My Yearly Theme

Thinking about your future is the best way to self-tune and head in the right direction. A yearly theme is a great way to bring into focus all the great things you want in the year ahead. This week, you will draw from your past, see the present, focus on where you want to be, and create your yearly theme.

What do you need to focus on this coming year? Use each of the areas below to identify things you want to improve, make progress on, stop, start, or put your energy toward.

FOCUS AREAS

PERSONAL

Health

Gratitude

Mindfulness

PROFESSIONAL

Success

Productivity

Innovation

SOCIAL

Family

Friends

Community

Building My Yearly Theme

When you wake up every morning, what is your mantra? What adjectives describe your attitude? Turn to this theme throughout the year to help you prioritize and achieve your goals.

VISUALIZE

Fill this space with anything – words or pictures – that inspires you and represents the year ahead.

GET SPECIFIC

Looking back over your responses on the last two pages, what are you most excited or feel strongest about? When you visualize happiness, what do you see?

Use these ideas to craft statements about how you envision the year ahead.

DECLARE

Take the statements from above and say them out loud to yourself. Then combine them into something that feels right – something that will motivate you and empower you in the coming year – and write it down as your yearly theme.

2021 Goals

Now that you have created your theme for this year, it's time to start thinking about what you want to achieve. What will have the biggest impact on your life and career?

Mapping out the bigger picture and working backwards toward the present often makes it easier to see what needs to happen in the short-term.

FIVE-YEAR VISION

What does your life look like in five years? Where will you be professionally, personally, and socially?

.....

MAJOR MILESTONES + KEY ACTIONS

Break your five-year vision down into the main things that need to happen.

A. D.
B. E.
C. F.

EVENTS + IMPORTANT DATES

Write down any important dates or events that might impact your progress (e.g. holidays, events, or professional obligations).

A. C.
B. D.

MY 2021 GOALS

What needs to happen first for those milestones to be met? Try to break the goals down small enough so that they can be achieved in a reasonable amount of steps and time this coming year. Shoot for goals that can be attained in a month.

01
02
03
04
05
06
07
08
09
10

2021 Goals

Use this worksheet for each goal.

What do I want to achieve?

.....

.....

.....

.....

.....

.....

What are the benefits of achieving this goal?

.....

.....

.....

.....

.....

.....

PLAN OF ACTION

What are small, specific, realistic steps and actions I will take toward this goal?

TASKS	RESOURCES	NOTES TO SELF/ENCOURAGING WORDS
01		
02		
03		
04		
05		
06		
07		
08		
09		