

ANNUAL
RESET
PLAYBOOK



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WHAT IT MEANS TO

RESET

RESET is the willingness to lay it all on the line and pursue the great unknown with enthusiasm—not fear.

You vow to not be dragged down by a past that no longer serves you. Instead, you declare a new set of standards for the path forward, standards that connect directly to your beliefs.

Recognize

Acknowledge that there is a need for change and commit to doing everything in your power to achieve more than the year before.

Expose

Uncover the core issues, obstacles, and limiting beliefs impeding your progress and success.

Surrender

Give into vulnerability and take full responsibility for every moment. This is the hardest step, requiring heightened awareness, but it places you in greater control of your journey.

Empathize

Ensure the people who have helped you get to where you are and will be instrumental in your journey forward feel validated and valued.

Terms and Timing

Establish a new order and the timeline for achieving it. It could be as simple as making the same commitments, but with greater intent.

The next chapter starts here.



WATCH THE RESET

WEBINAR



How to Reflect and RESET For Your Best Year Yet

Join Joe Mechlinski, CEO of SHIFT, as he walks you through an annual RESET and shares key insights into why resolutions work... and what causes people to get off track.

This strategic planning ritual has developed a cult-like following for its revolutionary approach to reflection, setting intentions, and taking aim. Ready to RESET?





THE DIFFICULTY WITH **CHANGE**

Change is hard—for organizations, for humans, even for the natural world. We are inherently tied to the familiar, naturally resisting change. Even when our intellect tells us that our future could be brighter, we find comfort in the now.

In *A Sense of Urgency*, John Kotter writes that 70 percent of organizational change initiatives fail. The failure rate is so high because too many of us are unwilling to relinquish the need to be right, including honoring past commitments that were once thought of as “musts.”

But transformation is achievable if you start with the right questions, mindset, and energy to propel you in a better direction. It’s why the SHIFT’s Annual RESET exists.

Make this year count for more. Make the resolutions, the changes, the commitments that determine the next chapter of *your* story.

The Annual RESET will serve as your compass when you set and prioritize intentions, and plan and commit to taking actions that advance your evolution.



Change can either challenge
or threaten us.

Your beliefs pave your way
to success or block you.

Marsha Sinetar

*When people are truly invested in change, the
likelihood of success drastically increases.*





THE YEAR PAST

REFLECT

Think back on the last 12 months. Answer these questions with total honesty and without judgement. Don't hold back.

1. What was your biggest fear coming into the new year?

2. What were your top three highlights?

3. What were your top three challenges?

4. Who helped you overcome these challenges?

5. Select three words you would use to describe the past year:

6. What didn't happen this year that you wish had?

7. What surprised you about this past year?

8. What were the three smartest moves you made?

9. What were the three biggest lessons you learned?

10. What routines did you implement that you're most proud of?

MORNING

EVENING

11. What were you most grateful for?



THE YEAR AHEAD

DESIGN

Look ahead to the next 12 months. Identify what you really want to accomplish and analyze your objectives at each level to begin chartering your course.

1. How do you want to feel at the end of this new year?

2. What are the top three things you want to accomplish in the new year?

3. What do you want to achieve for your:

a. Physical health?

b. Relationships and connections?

c. Emotional health and/or spirituality?

d. Career path or business?



We have neurological evidence that the human body contains complex, functional, and adaptive neural networks—or “brains”—in the head (priorities– analytical/cognitive), heart (passion– emotional/affective), and gut (purpose– intuition/connection).

Our awareness of these head, heart, and gut aspects of decision making puts us in better position to pursue and achieve fulfillment in our lives. Applying the understanding of our three brains as leaders enables us to facilitate the engagement of others. We know that more engaged people drive higher performance and greater impact.

4. In pursuit of being the better you, who then is able to contribute to the creation of a better us and a better all, reflect on and identify those things that drive you in each area:

a. Head – What are your abiding priorities?

b. Heart – What moves you/gets you excited?

c. Gut – What gives you the sense that you are involved in something bigger than yourself?

5. What do you need to keep doing, start/stop doing, or do differently (shift) to ensure you're successful?

KEEP

START

STOP

SHIFT

6. What do you want to explore that supports:

a. Your well-being?

b. Your work?

c. The world?



7. What must you let go of to be successful?

8. Who are the top three people you want to meet?

9. What are the top three things you hope to see?

10. Where do you hope your experiences take you?

11. Who do you want to spend more time with and why?

12. What is the one thing you will do for yourself in the new year?

13. How will you seize the year in a meaningful and adventurous way?





THE YEAR IS HERE

IGNITE

Your bold dreams are attainable, you just have to be brave enough to go after them. Some ambitions require radical recalculations to achieve; others, only slight tweaks. This will be your framework for accountability.

1. What are (up to) five things you need to do now to start the year off right?

2. What needs to be explored and/or implemented to ensure you're successful?

3. How will you hold yourself accountable?

4. Who are the three people most equipped to help you execute your plan (and why)?



5. Who else needs to be excited about and invested in your plan for you to succeed?

6. Who is the person you entrust to hold you accountable for your commitments?

7. Set regular check-in's on your progress, so you can celebrate advancement and identify necessary adjustments. *(Revisiting and revising your plan should be an on-going practice throughout the year.)*

Free Writing Exercise

Free writing is a technique used to generate ideas and connect concepts. Set a timer for 5 to 10 minutes and write/type - without thinking, without judgement, and without making corrections - until the timer sounds. Once you're finished, review what you've written and circle the words or phrases that inspire you.

For this exercise, consider using this prompt: **The new year will...**



TOOLS TO HELP YOU COMMIT



Ultimate Intentions Activator

A weekly practice to help you focus on your top priorities, set clear intentions, and develop a plan to accelerate your professional and personal success.

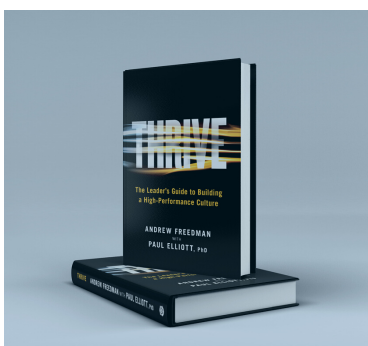
[DOWNLOAD](#)



Leading Through a Pandemic Collection

Resources, guides, and thought leadership to help you fearlessly navigate this pandemic now and into the future with your team, your clients, and across your organization.

[DOWNLOAD](#)



THRIVE: Coming January 2021

Create clarity and alignment around what high performance looks like and how to replicate it at scale. Download your free sample chapter!

[LEARN MORE](#)



I hope that in this year to come, you make mistakes.

Because if you are making mistakes, then you are making new things, trying new things, learning, living, pushing yourself, changing yourself, changing your world.

You're doing things you've never done before, and more importantly, you're doing something.

Neil Gaiman



BETTER ALIGNMENT, ACTUALIZED.

Planning is the fun part, but operationalizing that plan requires intentional action. Don't let your efforts fall to the wayside.

Schedule Your Free 60-Minute Consult

Connect one-on-one with a SHIFT expert to discuss your organizational goals, strategic plan, and how we might help you succeed in the year ahead.

- Understand how to put your plan into action
- Rally your team behind your growth vision for growth
- Zero-in on where your people and processes can be tighter

Take the next step towards achieving extraordinary business growth and elevating performance and engagement at the individual, team, and client levels.

The screenshot displays the SHIFT scheduling interface. On the left, there is a calendar for the month of December. The days are labeled from SUN to SAT. On the right, there is a form for scheduling a meeting. The form includes a 'Meeting Duration' dropdown set to '1 hour', a 'What time works best?' dropdown set to 'UTC -05:00 Eastern Time', and a list of available meeting times: 10:30 am, 1:30 pm, 1:45 pm, 2:00 pm, 2:15 pm, and 2:30 pm.

[SCHEDULE NOW](#)

