

Start 2021 with intention and purpose.

A 3- step guide to set
yourself and your team
up for success.

WELCOME

We know plans change or, as we experienced last year, they can get thrown out the window altogether. But intention and purpose are great guidance to staying true to ourselves and be better colleagues, partners, parents, friends, etc.

Want to start your 2021 with intention and purpose?

Block one hour on your diary and begin here.

INSTRUCTIONS



What is this?

A guide to help you, and your team to spend more time in the zone in 2021.



How to use it?

Print it out or use the digital version (don't forget to save it), take one hour uninterrupted time and follow the steps on the next pages.



Get ready

Turn off your notifications, put your phone away, make yourself a tea, claim and enjoy this time.



Set a timer

60 minutes and go.



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STEP 1 Answer the following 9 questions, be honest with yourself.

REFLECTING ON 2020...

What did I miss the most?

1

What did I appreciate the most?

2

What did I learn about myself?

3

What did I learn about my team?

4

To complete 2020 what do I need to let go of / forgive?

5

PUT YOUR ATTENTION ON 2021...

What do I hope for?

6

What excites me about this year?

7

To fully embrace 2021 I am ready to...

8

My next step is... (what actions will move you forward?)

9



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STEP 2 Reflect on your answers. What did you notice? What patterns are emerging? What kind of values came up for you?

STEP 3 Write down what you want to stand for, and where you want to go in 2021. Write 3 actions that will get you there.

Notes:



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TEAM VERSION

Schedule 1 hour with your team. Ask everyone to complete their solo reflection - Steps 1, 2, 3 - and bring it to your team session.



Allow 5-10 minutes for a [check-in](#): a feeling and a thought from each participant.



Ask people what they would like to share about their solo reflection uninterrupted for 2-3 mins each.



Based on what you all heard, answer these questions:

What do we stand for as a team and where do we want to go together?

What are 2-3 behaviours that will help us get there (our culture)?



Check-out and celebrate



We'd love to hear how it went! Tag us on [LinkedIn](#) or [Instagram](#), and reach out at hello@thezone.co if you have any questions or would like any support.

Have a great year in the zone,
[Marianne](#), [Corina](#) and The Zone team

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