CREATING A Breakthrough Year 2017 Edition

ONETEAM LEADERSHIP
WELCOME to a time of year when you can slow down, look back, and develop your plan for an amazing year.

Creating a Breakthrough Year involves pressing pause, closing the past, and mapping the year ahead. The process is designed to help you clarify your vision and focus on the steps that will bring it to life.

Congratulations on making this leadership investment in yourself.

SLOWING DOWN and being present is the starting point for creating breakthroughs in your life and leadership.

As you embark on your Breakthrough Year journey, start by making the time and space to breathe out, be fully present, and reflect on the questions posed here. The insights you experience along the way are where the real breakthroughs live.
ENERGY is your most precious resource for creating breakthroughs. Busyness, open commitments, and other distractions drain energy and keep you from being fully present and focused in the moment.

Clearing open loops frees your energy by emptying your mind and giving you back what these things have been taking.

**Clear Your Mind & Boost Your Energy:**

- **Agreements:** Are there goals or promises you have not kept to yourself or others – anything having to do with commitments you have made?

- **Relationships:** Is there appreciation, acknowledgment, an apology, or forgiveness to offer – an issue, a grievance or dispute to address – anything having to do with the people in your life?

- **Environment:** Do you have any space, clutter or accumulated “stuff” that needs your attention (office, home, car, clothes, technology, etc.) – anything relating to your real and digital places?

- **Well-Being:** Do you need to take care of your self - exercise, nutrition, sleep, aches and pains, mental, physical, or spiritual health – anything having to do with your mind, body, and spirit?

- **Financial:** Do you need to act on budgets, bills, taxes, debts, record keeping, financial plans, or giving back – anything having to do with money?

**Recharging Step-by-Step:**
1. Reflect on each question and make a list of what comes up for you.
2. Review and rate the list based on the level of distraction (1 high, 2 medium, 3 low).
3. Act on quick wins (high distraction + low effort) for an immediate boost.
4. Build a system and commit to due dates for ones you cannot complete right away.
5. Create a someday/maybe never list for the ones you are not yet fully committed to.
Complete Your 2016

Completing 2016 clears the path for the year ahead. Acknowledging, accounting for and appreciating the year you have had leads to learning, growth, and freedom. This step helps you fully process through the past year including what has worked, what has not, what you did and what you learned.

10 Questions for Completing 2016:

1. What were some of your biggest triumphs this year?
2. What were the smartest decisions you made?
3. What were the most important projects you completed?
4. What are you happiest about completing?
5. What was the greatest lesson you learned?
6. What are your top pieces of unfinished business?
7. Who had the greatest impact on your life this year? Choose up to 3 of these and write them a letter of appreciation.
8. What important relationship improved the most?
9. What were the big risks you took?
10. What else do you need to do or say to consider your year complete?

Completing Your Year Step-by-Step:
1. Reflect on each question and write down your thoughts. If you have a Breakthrough Year Roadmap from last year, this is the perfect time to review and reflect on your plan from last year.
2. Capture any action items.
3. Notice how you feel and what you learned this year.
4. Plan to celebrate both your successes and setbacks (we often learn more from the latter).
CREATING a Breakthrough Year starts with a vision of what you really want and what it will take to get it.

This step helps you to define a North Star for the year ahead.

10 Questions for a Creating a Breakthrough Year:

1. What do you most want from 2017 and what are the top few priority areas of focus that support it?
2. What would you like your biggest triumph to be?
3. What would you be happiest about completing?
4. What are you committed to changing and improving in your work and personal life?
5. Where will you invest in improving your overall well-being?
6. What do you think your biggest risk will be this year?
7. How are you committed to contributing and serving others this year?
8. How are the home and work teams in your life performing and what actions will you take to lead them more effectively?
9. What key relationships and partnerships are you committed to building?
10. What brings you great joy and how are you going to have more of it in the year ahead?

Bonus: What one-word theme describes your Breakthrough Year?

Creating Your Vision Step-by-Step:
1. Reflect on each question and write down your thoughts.
2. Draft a single bold vision statement for your year ahead.
3. Notice and write down how you feel about your vision for next year.
4. The next step will support putting your vision into action.
MOVING from insight-to-action is what transforms your vision into your Breakthrough Year. These steps help you build a roadmap for the year.

1. Write Down Your Goals
   **WHAT** specific goals do you have for each part of your vision?

2. Define and Commit to Specific Actions
   **HOW** will you accomplish your goals? What actions will you take and by when will you take them?

3. Tap Into Your Motivations
   **WHY** do you want this? What is at stake if you do or don’t succeed?

4. Enroll Your Support Team
   **WHO** will support you and help you hold yourself accountable?

5. Maintain Your Focus
   **WHEN** and how often will you review your roadmap?

**Developing Your Roadmap Step-by-Step:**
1. Complete each step 1-5; be specific and make it actionable.
2. Identify any of your habits and patterns that could get in the way of your goals.
3. Identify any new habits and patterns you will need to be successful.
4. Clarify the key actions you must take early in the year to launch your Breakthrough Year.
5. Add your roadmap review checkpoints to your calendar.
Dear Friends,

Congratulations on charting your course to a Breakthrough Year in 2017. The vision you developed is your North Star for the New Year and the roadmap is your guide. Feel free to share *Creating A Breakthrough Year* with family, friends and colleagues and let us know how we can help you make 2017 your best year ever.

Jon, Tom, Nicholas and the Team at OneTeam

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**About OneTeam Leadership**

OneTeam Leadership is a team of strategic consultants who work with forward-thinking leaders to drive transformational change, build highly engaged organizations, and deliver extraordinary performance.

We help clients harness the three forces of the OneTeam Performance Pyramid™ - leadership, teamwork, and culture - to deliver significant, sustainable results.