

A YEAR OF FULL(ER) LIVING

2022

VISION &
PLANNING
JOURNAL

ALWAYS WE BEGIN AGAIN



MONK MANUAL

HERE ARE A FEW
POINTERS TO
MAKE SURE YOU
GET THE MOST
OUT OF THIS
PROCESS.

BEFORE YOU BEGIN...

- 1. Give yourself permission to invest in yourself.** The perceived cost of time is the thing most likely to get in the way of you completing this process. But this is your life, and the time you spend here can have a massive positive impact on you and everyone around you.
- 2. Find yourself a quiet place with limited distractions.** Consider turning off your phone and other notifications while working in your year-planning journal. If you are working on a computer, close out all other tabs.
- 3. You can use either pen or pencil, but we recommend that if this is your first time to use a pencil with an eraser.** This is an alignment tool and you will likely find yourself going back and forth through the pages and making edits. Give yourself permission to get messy and get into it.
- 4. Pour yourself a nice cup of coffee or tea.** Make this an enjoyable experience.
- 5. Notice how you feel.** Giving ourselves permission to admit what it is we really feel and what we really want can be difficult. Allow yourself as much freedom as you would give the person you love most in life.

At the end of our lives we will not
look back on our efficiency, but rather
the fullness we were able to realize
on a daily basis.

@MONK MANUAL

YOU ARE ON YOUR
DEATHBED LOOKING
BACK ON YOUR LIFE.

WHAT IS IT YOU HOPE YOU
HAD ACCOMPLISHED?

STEP 1: BRAINSTORM LIFE GOALS

On the following page list out what you hope to accomplish in this one life that is yours. On the left hand side you will list your Doing Goals, and on the right hand side you will list your Being Goals. There is space to brainstorm fifteen goals in each column, but you can add more on a separate piece of paper.

Try not to overthink this, just write down what comes to you, focusing on the things you want out of your life. Remember, these are your goals—not someone else's! Write these out and then return to this page for Step 2.

STEP 2: SELECT YOUR MOST IMPORTANT LIFE GOALS

Put a star next to the five goals that mean the most to you in each column. These are the five things that, if accomplished, would fill you with a sense of contentment and fulfillment at the end of your life.

DOING LIFE GOALS

Doing Goals are concrete achievements, projects, or experiences.

Ex. Write a book, get out of debt and experience financial stability, get promoted to manager, earn an mba, volunteer in third world country for two months, climb mount fuji

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BEING LIFE GOALS

Being Goals are character attributes, relational goals, and quality of life experiences.

Ex. Be a loving wife, be present throughout my kids childhood, be a supportive leader in business, be a humble and forgiving friend.

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MY VISION FOR MY FUTURE SELF

Looking back on your life as a whole, who do you hope to become?

TRAITS/QUALITIES I EXHIBIT:

AREAS I HAVE MASTERED IN MY LIFE:

WAYS I HAVE A POSITIVE IMPACT ON OTHERS:

THE THREE WORDS PEOPLE USE TO DESCRIBE ME:

1

2

3

WRITING YOUR LIFE'S END GOAL

Do you notice any trends in your Doing and Being Goals? Do any resonate with you as being the most important?

Now, we are going to write out an overarching goal for your life. Take the insights gathered from the questions above and (on the next page) craft a 1–2 sentence description of your life's ultimate end goal. This will be the goal that when you look back on your life and you've achieved it, you will be able to say, with honesty, that you've lived a full life.

TIPS FOR WRITING YOUR LIFE GOAL

1. MAKE IT ASPIRATIONAL.

Your life's end goal will serve as an anchor and source of continual motivation when times get tough.

2. KEEP IT REALISTIC.

What's realistic? It's realistic for an oak seed to say it wants to become a great oak tree, it's not realistic for it to say it wants to become a mountain.

3. BASE IT ON YOUR CURRENT STATE IN LIFE.

Sometimes we don't know what it is that we really want. If you get stuck here, consider shortening the window of time and set a life goal only considering your life over the next 3 years.

4. LET IT EVOLVE OVER THE YEARS.

Don't put too much pressure on yourself to get it EXACTLY right. Your life's end goal can change and refine through the years as you grow in personal awareness.

MY LIFE'S END GOAL IS:

MY TOP LIFE DOING GOALS THAT WILL SERVE MY LIFE'S
END GOAL:

MY TOP LIFE BEING GOALS THAT WILL SERVE MY LIFE'S
END GOAL:

Congratulations! You just completed one of the hardest parts of this process. You're off to a great start on your journey to a full(er) life!

LOOKING BACK ON THE LAST 12 MONTHS

HOW HAVE I CHANGED OVER THIS PAST YEAR?

WHAT ARE THE AREAS OF MY LIFE WHERE I FEEL THE MOST UNREST AND WANT TO IMPROVE?

Ex. my job, my health, my spiritual life, my marriage, my finances

WHAT'S MORE IMPORTANT TO ME NOW THAN IT WAS A YEAR AGO?

IN WHICH AREA OF MY LIFE AM I STRUGGLING THE MOST?

WHAT'S WORKING REALLY WELL IN MY LIFE RIGHT NOW?

Ex. my job, my health, my spiritual life, my marriage, my finances etc.

OVER THE NEXT 12 MONTHS, WHAT NEW OPPORTUNITIES AND POSSIBILITIES AM I EXCITED ABOUT?

GETTING HONEST

WHAT ARE THE TOP DISTRACTIONS IN MY LIFE?

IN WHAT AREAS OF MY LIFE DO I FEEL INSECURE?

WHAT ARE THE BAD HABITS I'D LIKE TO ELIMINATE?

HOW MUCH PEACE AM I EXPERIENCING IN MY LIFE
RIGHT NOW? 1-10

WHAT ARE THE BIGGEST EMOTIONAL/ENERGY DRAINS IN
MY LIFE?

WHAT AM I AFRAID OF?

WHAT ARE THE THINGS THAT ARE MOST
LIFE-GIVING FOR ME RIGHT NOW?

LOOKING BACK ON YOUR LIFE, CAN YOU THINK OF A TIME WHEN YOU FELT THE GREATEST SENSE OF PURPOSE AND PEACE?

What was working really well at that time? What marked that experience? Write down an aspect of that time in your life that you would like to recapture and cultivate over the coming 12 months.

THIS COMING YEAR, I'D LIKE TO RECAPTURE A
SENSE OF:

Your word for the year should be a word or phrase that can serve as a filter and guide for your action over the course of the next 12 months. What is a word, idea, or theme you would like to realize in your life over the next year?

MY WORD FOR FOR THIS COMING YEAR:

Life isn't about getting to
the end faster, it's about
being here the whole time.

@MONK MANUAL

YEARLY GOALS
BRAINSTORM

DOING
20 goals

BEING
20 goals

List out your top Doing Goals and top Being Goals for the coming year. If you run out of room, feel free to use a separate piece of paper. Remember, your Doing Goals don't have to stand in the way of your Being Goals. In fact, your Doing Goals, when approached intentionally, will be the means through which you achieve your Being Goals.

Try to keep a balance between the core aspects of your life: relationships, physical, spiritual, work/vocation, personal growth, and play. You will be at your best when you are able to provide adequate space and attention to all of these areas.

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MY TOP GOALS FOR THE COMING YEAR

Now, we are going to select the top four goals from both of our lists.

You may find that you can write one goal that includes a number of the goals you listed out on the previous page. What's important is that these goals are both realistic and motivating.

MY YEARLY DOING GOALS

1

2

3

4

MY YEARLY BEING GOALS

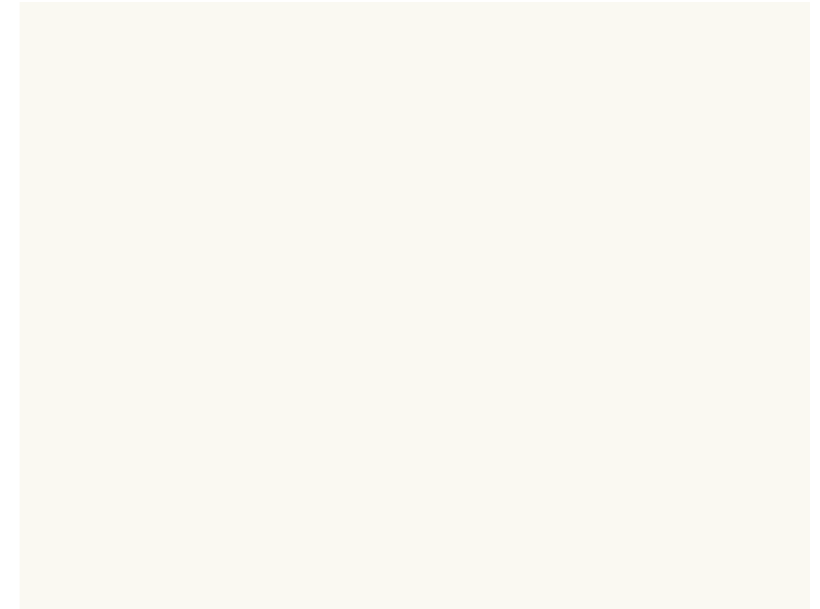
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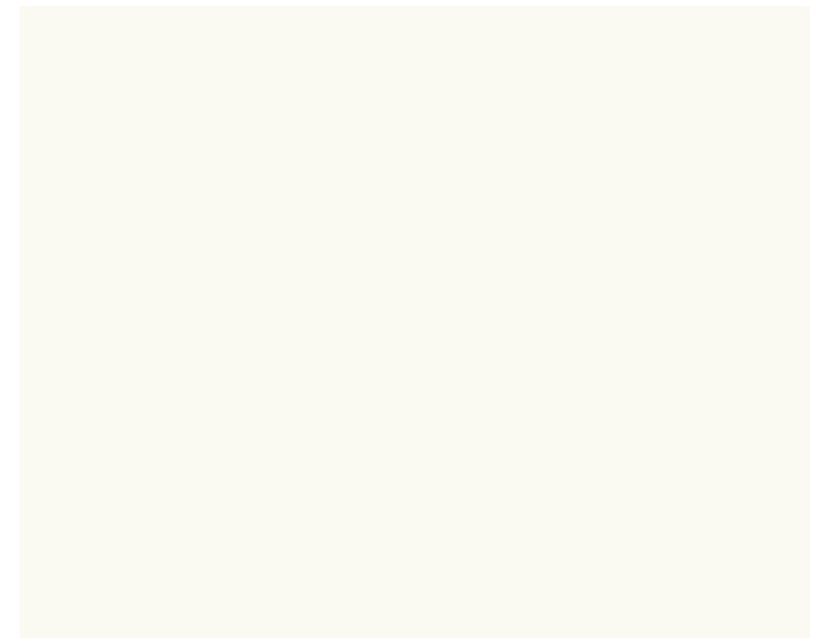
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HOW WILL ACHIEVING THESE GOALS POSITIVELY IMPACT YOU?



HOW WILL ACHIEVING THESE GOALS POSITIVELY IMPACT YOU?



It's not about proving
anything. It's about sharing
something.

—YOYO MA

PREPARE

90 DAYS START MONTH:

END MONTH:

FOCUS GROWTH AREA (CHOOSE ONE)

- RELATIONSHIPS
- SPIRITUAL
- PERSONAL GROWTH
- OTHER
- PHYSICAL
- WORK/VOCATION
- PLAY

WHY THIS GROWTH AREA?

PRIORITY GOALS

Remember to set realistic and specific goals that focus on the truly most important things. Say yes to less and remember to leave margin.

1																
	WHEN?															
	WEEKS	1	2	3	4	5	6	7	8	9	10	11	12	13		
2																
	WHEN?															
	WEEKS	1	2	3	4	5	6	7	8	9	10	11	12	13		
3																
	WHEN?															
	WEEKS	1	2	3	4	5	6	7	8	9	10	11	12	13		
4																
	WHEN?															
	WEEKS	1	2	3	4	5	6	7	8	9	10	11	12	13		
5																
	WHEN?															
	WEEKS	1	2	3	4	5	6	7	8	9	10	11	12	13		

WHAT DISTRACTIONS ARE MOST LIKELY TO GET IN THE WAY OF THESE GOALS?

IN WHAT WAYS MIGHT I SIMPLIFY MY LIFE IN THE NEXT 90 DAYS?

WHAT ACTIVITIES CAN FUEL MY ENERGY, INSPIRATION, AND SENSE OF PEACE?

REFLECT

WHAT CAN I CELEBRATE ABOUT THE LAST 90 DAYS?

WHOSE LIVES DID I POSITIVELY IMPACT OVER THESE PAST 90 DAYS?

WHAT HABITS, EXPERIENCES, AND RELATIONSHIPS GAVE ME LIFE?

WHAT HABITS, EXPERIENCES, AND RELATIONSHIPS DRAINED ME?

GOAL PROGRESS INSIGHTS:

HOW ALIGNED WAS I WITH MY LIFE'S "END GOAL"?

1 _____ 10

WHAT DO I REALLY WANT IN MY LIFE RIGHT NOW?

WHAT DO I WANT TO LET GO OF AS I MOVE INTO THESE NEXT 90 DAYS?

DATE _____ HABIT _____

THEME _____

PREPARE — PRIORITY

SCHEDULE

WAYS I CAN GIVE

1 _____

06 _____

2 _____

07 _____
08 _____

3 _____

09 _____
10 _____

TO-DO

11 _____
12 _____
01 _____
02 _____
03 _____
04 _____
05 _____

I AM GRATEFUL FOR
1 _____
2 _____
3 _____

06 _____
07 _____
08 _____

I'M LOOKING FORWARD TO

09 _____
10 _____

REFLECT

HIGHLIGHTS

1 _____
2 _____
3 _____

I WAS AT MY BEST WHEN

1 _____
2 _____
3 _____

I FELT UNREST WHEN

ONE WAY I CAN IMPROVE TOMORROW

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WHERE TO FROM HERE?

You did it! You Just completed Monk Manual's *2022 Vision & Planning* process.

You are not alone. You are walking with thousands of other men and women just like yourself who have decided to step out towards fuller living.

If you want to learn more about our ten principles [click here](#).

Do you know someone else who would benefit?

Feel free to share this resource with them.

A NEW (OLD) VISION FOR PRODUCTIVITY

Monks are the most productive people in the world. They know that productivity isn't about doing more things, it's about doing the most important things well.

Monks live by a system that enables clarity of action, as well as habits necessary to support full living. Habits including gratitude, awareness, intentional action, presence, personal growth, giving, listening and loving.

We are on an ambitious mission to help busy people utilize timeless monastic principles so that they can experience greater peace and purpose in their everyday lives.

Learn more online at monkmanual.com

MODERN PRODUCTIVITY THINKING: "More is More"

APPROACH

Shallow

Wide

Complex



RESULT

Anxiety

Lack of fulfillment

Isolation

WISDOM PRODUCTIVITY THINKING "Less is More"

APPROACH

Deep

Narrow

Simple



RESULT

Peace

Fulfillment

Connection