



PAST ——— PRESENT ——— FUTURE



YOU ARE HERE

A YEAR OF BEING AND BECOMING

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

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 IN LIFE 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:

MY GOALS FOR THE COMING YEAR	DOING 20 goals	BEING AND BECOMING 20 goals
List out your top doing goals and top being and becoming 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 and becoming goals. In fact, your doing goals, when approached intentionally, will be the means through which you achieve your being and becoming goals.	•	•
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<i>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.</i>	•	•
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It's not about proving
anything. It's about sharing
something.

—YO-YO MA

TOP FOUR GOALS

MY YEARLY DOING GOALS

1

2

3

4

MY YEARLY BEING GOALS

1

2

3

4

HOW WILL ACHIEVING THESE GOALS POSITIVELY IMPACT YOU?

HOW WILL ACHIEVING THESE GOALS POSITIVELY IMPACT OTHERS?

SETTING YOUR YEARLY POCKET JOURNAL GOALS PAGE

WORD FOR THE YEAR

12 MONTH PREPARE

MY WORD FOR THE YEAR:

MY ROLE MODEL FOR THE YEAR:

ROLE MODELS

LIFE'S END GOAL

WHAT IS MY LIFE'S END GOAL?*

Throughout the rest of this small booklet you will be laying out a number of goals to pursue over the coming year. Keep coming back to this page. Allow this overarching goal to be a guide and anchor for all other commitments and goals.

RECAPTURE SENSE OF...

THIS YEAR I WOULD LIKE TO RECAPTURE A SENSE OF:

WHO ARE THREE PEOPLE WHO CAN HELP SUPPORT ME AS I WALK MY PATH THIS YEAR?

1

2

3

WHO DO I WANT TO BE A YEAR FROM NOW?

BEING AND BECOMING GOALS

GOAL 1

WHY THIS GOAL?

GOAL 2

WHY THIS GOAL?

GOAL 3

WHY THIS GOAL?

GOAL 4

WHY THIS GOAL?

BEING GOALS

DOING GOALS

GOAL 1

WHY THIS GOAL?

GOAL 2

WHY THIS GOAL?

GOAL 3

WHY THIS GOAL?

GOAL 4

WHY THIS GOAL?

BECOMING GOALS

*Need help filling out these pages? - visit monkmanual.com/year

MANY OF US APPROACH DOING GOALS LIKE WE DID IN HIGH SCHOOL.

Our final assignment is due in a month so we wait until the week beforehand and then realize we have a lot more on our plates than is feasible. Our odds of completing our goals is greatly increased by breaking down our goals into smaller goals, which can then be spread out with accountabilities over time.

Half the battle with goals is creating the adequate space and focus for them to occur. If we get things right here, we are much more likely to fulfill what we set out to do, and more importantly, we are much more likely to feel fulfilled by the work itself.

If, when going through this process, you realize a particular goal isn't realistic—that means it's time to celebrate. You just saved yourself a lot of headaches and avoided something that likely was going to steal your peace further down the line. Simply go back and cut/refine this goal or others until you've found an appropriate level of commitment for the next 12 months.

EXAMPLE:

NAME OF GOAL:

Write a book

STEPS:

- *Concept (1)*
- *Research (1)*
- *Write outline (2)*
- *First Pass (2)*
- *Second Pass (3)*
- *Editing (3)*
- *Final Pass (4)*

WHAT'S GOING TO BE THE HARD PART?:

Pushing through fear around writing this book

WHAT'S MOST LIKELY TO GET IN THE WAY?:

Not having time set aside, a carved out time to write. My other goals.

GOAL 1

STEPS TO GET THERE

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WHAT'S GOING TO BE THE HARD PART?

WHAT'S MOST LIKELY TO GET IN THE WAY?

WHY THIS GOAL?

GOAL 2

STEPS TO GET THERE

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WHAT'S GOING TO BE THE HARD PART?

WHAT'S MOST LIKELY TO GET IN THE WAY?

WHY THIS GOAL?

GOAL 3

STEPS TO GET THERE

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WHAT'S GOING TO BE THE HARD PART?

WHAT'S MOST LIKELY TO GET IN THE WAY?

WHY THIS GOAL?

GOAL 4

STEPS TO GET THERE

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WHAT'S GOING TO BE THE HARD PART?

WHAT'S MOST LIKELY TO GET IN THE WAY?

WHY THIS GOAL?

GOAL 1

WHAT BEHAVIORS AND HABITS CAN HELP ME CULTIVATE THIS GOAL?

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WHAT INNER BARRIERS/NARRATIVES ARE LIKELY TO GET IN THE WAY?

WHAT EXTERNAL BEHAVIORS ARE MOST LIKELY TO GET IN THE WAY?

GOAL 2

WHAT BEHAVIORS AND HABITS CAN HELP ME CULTIVATE THIS GOAL?

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WHAT INNER BARRIERS/NARRATIVES ARE LIKELY TO GET IN THE WAY?

WHAT EXTERNAL BEHAVIORS ARE MOST LIKELY TO GET IN THE WAY?

GOAL 3

WHAT BEHAVIORS AND HABITS CAN HELP ME CULTIVATE THIS GOAL?

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WHAT INNER BARRIERS/NARRATIVES ARE LIKELY TO GET IN THE WAY?

WHAT EXTERNAL BEHAVIORS ARE MOST LIKELY TO GET IN THE WAY?

GOAL 4

WHAT BEHAVIORS AND HABITS CAN HELP ME CULTIVATE THIS GOAL?

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WHAT INNER BARRIERS/NARRATIVES ARE LIKELY TO GET IN THE WAY?

WHAT EXTERNAL BEHAVIORS ARE MOST LIKELY TO GET IN THE WAY?

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

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SETTING YOUR FIRST QUARTER

TOP 5 GOALS

DISTRACTIONS

PREPARE 90 DAYS START MONTH: END MONTH:

FOCUS GROWTH AREA (CHOOSE ONE) WHY THIS GROWTH AREA?

RELATIONSHIPS PHYSICAL
SPIRITUAL WORK/VOCATION
PERSONAL GROWTH PLAY
OTHER

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? CELEBRATIONS

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

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?

YOUR DAILY ROUTINE

Our lives are made up of an ongoing cyclical rhythm of days. How we begin and end our day can serve as bookends to help us ensure we are focusing on what matters, creating the optimal conditions for thriving throughout our waking hours. Take some time below, considering your doing and being goals, to lay out a morning and evening ritual for you to live into over the next year. Feel free to adjust this routine as you discover what is working well for you and what isn't over the course of the year.

CURRENT MORNING ROUTINE

DESCRIPTION	LENGTH

NEW MORNING ROUTINE

DESCRIPTION	LENGTH

CURRENT EVENING ROUTINE

DESCRIPTION	LENGTH

NEW EVENING ROUTINE

DESCRIPTION	LENGTH

WHAT ARE THREE NON NEGOTIABLE DAILY ACTIVITIES THAT WILL SUPPORT YOU ACHIEVING THESE THINGS?

1. _____
2. _____
3. _____

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](#)

MODERN PRODUCTIVITY THINKING: "More is More"

APPROACH		RESULT
Shallow	→	Anxiety
Wide		Lack of fulfillment
Complex		Isolation

WISDOM PRODUCTIVITY THINKING "Less is More"

APPROACH		RESULT
Deep	→	Peace
Narrow		Fulfillment
Simple		Connection

“ ”

I'VE ALWAYS SEEN
MYSELF AS HAPPY,
PRODUCTIVE, AND
SPIRITUAL, BUT THE
MONK MANUAL TOOK
IT TO ANOTHER LEVEL.

— KYLE K

The Monk Manual 90-Day Planner is a daily system that helps you focus on the most important things, so you can live each moment with greater purpose, productivity, and presence (we guarantee it). Inspired by Monks. Backed by Science. **Designed for you.**

