

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?





Change can either challenge or threaten us.
Your beliefs pave your way to success or block you.

Marsha Sinetar

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 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.”

Transformation is achievable when 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 better. Make the changes 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.





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 year?

2. What were your top learnings (highlights, challenges, opportunities identified)?

3. How did you transform personally and professionally (and adjust to your top learnings)?

4. Who did you rely on this year (mentors, coaches, colleagues, accountability partners)?

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

6. What were you most grateful for?

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



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 next year?

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

3. What do you want to...

experience:

learn:

give:

4. What do you need to do to set yourself up for success next year?

KEEP DOING

START DOING

STOP DOING

SHIFT OR DO DIFFERENTLY

5. What do you need the most help with?

6. What is the one thing you will do to practice self-care in the next year?





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 is your framework for accountability.

1. What are three things you need to do now to start your new path right?

2. How will you hold yourself accountable?

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

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

5. When will you conduct check-ins and who will do them with you?

Setting regular check-in's on your progress will help you 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 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



Discover Your 25 Reasons Why

This exercise helps you understand how your passions play into your work. Uncover the top reasons why you do what you do.

[WORKSHEET](#)



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](#)



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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



USE STORYTELLING TO INSPIRE ACTION

Don't let your efforts fall to the wayside. Planning is important, but you know what's even better? Making a plan and seeing it come together in real life!

Schedule Your Free 30-Minute Story Workshop

Stories are a powerful tool you can use to create meaningful change.

Unleash your storytelling abilities to feel more connected to your intentions – and invite others to join you on your journey.

Connect one-on-one with a SHIFT expert to discuss your strategic plan and how you can succeed in the year ahead.

- Understand how to put your plan into action
- Rally your team with your vision for growth
- Zero-in on opportunities to elevate individual and team performance

The screenshot displays the SHIFT scheduling interface. At the top, there is a logo for SHIFT and the text 'Schedule Your RESET One-on-One'. Below this is a calendar for the month of December, with days of the week (SUN, MON, TUE, WED, THU, FRI, SAT) and dates (29, 30, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 1, 2). To the right of the calendar, there is a 'Meeting Duration' section with a dropdown menu set to '1 hour'. Below that is a 'What time works best?' section with a dropdown menu set to 'UTC -05:00 Eastern Time'. A list of time slots is shown: 10:30 am, 1:30 pm, 1:45 pm, 2:00 pm, 2:15 pm, and 2:30 pm.

[SCHEDULE NOW](#)

