

# ***ONE DECISION AWAY***

## **YOUR 2024 PLANNING GUIDE**

Time to get ready for the New Year!





# *One Decision Away* Your 2024 Planning Guide

Take one step closer to achieving your personal and professional goals with the ***One Decision Away 2024 Planning Guide***.

This workbook is designed to help you press pause, reflect, and gain clarity about what will be required of you to create the outcomes you want for your life in 2024.

Above all, I want to provide you with a great resource that will challenge you to think about what really matters in your life.

Take this process seriously as with everything in life, you get out what you put in.

If you don't design your own life plan, chances are you'll fall into someone else's plan. And guess what they have planned for you? Not much.

— Jim Rohn

Achieving your goals requires more than typing them out. Research shows that when writing down your goals by hand on paper, you set out to create over 10,000 neural pathways that boost your chances of success - 16 times greater than when typing those same words onto a computer screen.

You may be wondering...

*"Is that all?"*

*"Time, this guide, and writing it by hand are all I need to have a great 2024?"*

**Of course not!**

Envisioning what you want in 2024 takes courage and discipline, but if those two qualities are combined with intentional decision-making and consistent execution, your vision CAN become reality.

In my bestselling book, *One Decision Away: Key Principles to Create What You Want in Life and Work*, I provide readers with the tools and strategies to help them create what they want for their lives. In this 2024 Planning Guide, I have sprinkled some inspiration from my book. I hope you will love it as much as I do.

So why wait? The price of waiting can turn out to be a life of regret. You want more, you deserve more. You are **One Decision Away** to create what you want for yourself in 2024 and beyond.

Excited for what lies ahead for you!



# Getting Started

## What is this?

Your 2024 Planning Guide will help you assess the past year and plan the year ahead of you.

## Why is this good for me?

Planning your year is a good habit. It can help you become more aware of your successes and challenges and make you realize how much can happen just in a year. By learning from the past, you can plan your future in a way that you do not repeat the same patterns and feel more in control of your own life. It helps you live a more intentional life.

## What do I need?

- Plan a date with yourself for yourself
- Uninterrupted time to look back and reflect on 2023
- Commitment and focus to plan your 2024
- This workbook and a favorite pen
- No distractions (phone, people + social media)
- Honesty, boldness, and courage

## Get Ready!

Let go of all your expectations. Consider the possibilities.



2023

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# Time for Reflection

Reflective thinking turns experience into insight.

— John C. Maxwell

# "WIN LIST" for 2023

One of the techniques I have been sharing with my coaching clients is from Jack Canfield.

Create a "Win List" of what has taken place in your life this year.

Its purpose is to help you become aware of all your wins.

Start by listing all the goals you set and achieved this year.

Also, list any other wins you think of – both large and small.

Self-reflection is a humbling process. It's essential to find out why you think, say, and do certain things – then better yourself.

— Sonya Teclai

# Here are some questions to help identify your wins:

- What wins or progress did you achieve in business or your personal life?
- Did you delegate any tasks to become more productive? This could include adding new staff and/or assistants. Asking a family member or friend for help. It also might include putting new systems into place to improve your efficiency.
- Did you buy, use, or learn to use any new technology? Or have you set tech use boundaries so you can be more present?
- Did you set up and honor a budget to reduce debt and increase savings?
- Did you do an inventory of all of your memberships and subscriptions and cancel those not being used?
- Did you spend more time in nature?
- Did you develop new supportive habits (such as meditation, exercise, sleep, or gratitude)? Did you overcome non-supportive habits (for example, addiction to food, alcohol, caffeine, sugar, video games, gambling, or shopping)?
- How did you grow in leadership? Remember, you lead yourself every day.
- Did you deliver any presentations or speeches or develop new programs?
- Did you teach a loved one or a family member a new skill?
- Did you develop any new abilities, skills, or competencies?
- What success did you achieve in the areas of financial income, investments, or debt reduction?
- Did you create any new relationships or deepen existing relationships? Consider both business and personal relationships.
- Did you make any progress in self-development? Have you taken a class or course?
- Did you attend any life enhancing events (e.g., seminars, lectures, concerts even if virtually)?
- Did you experience any positive events with your family?
- Were there any positive events in relation to your house?
- Did you take any trips?
- Did you volunteer or contribute to your community?
- How about any positive events in your spiritual life (e.g., church services, meditation, retreats, rituals)?
- Did you experience any wins in regard to letting go (e.g., bad habits, negative people, or clutter)?
- Did you have any wins in health and fitness (e.g., weight, exercise, cholesterol, sports, or endurance)?



# Create Your "WIN LIST" for 2023

Acknowledge some of your key accomplishments, big and small. We too quickly move on to what we want to accomplish in the new year without even acknowledging all that we made happen in the current/previous year.

I was...

I did...

I learned...

I visited...

# 2023 Memories Monthly Review

Which moments stood out to you throughout 2023?

A great idea is to go through your photo library on your phone, month by month. Write down some of your most treasured memories below.

Have fun doing this. It is something you get to do, much different than you have to do. :)

January:
February:
March:
April:
May:
June:

# 2023 Memories Monthly Review

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July:
August:
September:
October:
November:
December:



# This is what your 2023 was all about

What aspects were the most important to you in the following areas in 2023? Which happenings or events were the most significant? Summarize briefly.

Friends & Family
Career/Studies/Business
Giving Back: Time and/or Resources
Finances (income, spending, savings, debt reduction)

# Continued - This is what your 2023 was all about

What aspects were the most important to you in the following areas in 2023?

Health & Fitness
Travel, Hobbies, & Adventure
Personal/Intellectual Growth
Mental & Spiritual Health
Dream List: Anything you achieved that you always wanted to achieve?

# Six statements about your past year

The wisest decision I made...

The biggest lesson I learned...

The biggest risk I took...

The biggest surprise of the year...

The most important thing I did for myself and/or for others...

The biggest thing I accomplished...



# Eight questions to answer about 2023

What are you most proud of?

Who invested (time or resources) in you the most this year and who influenced you the most?

Who did you invest your time and resources in this year? Why?

What were you not able to accomplish? Why?

What have you discovered about yourself?

What are you the most grateful for? Who needs to be acknowledged in your life?

What was your single biggest time waster this year?

Which habits served you well this year and which ones didn't?

## Letting go & Forgiveness

Is there anything you must let go of before you start 2024? Is there anyone who needs to be forgiven? If you are not ready to forgive yet, at least acknowledge here.

## The past year in three words

Choose three words that defined your 2023:

## Name the book of your past year

A book was made about your past year. Write down its title.

There is a powerful driving force  
inside every human being that,  
once unleashed, can make any  
vision, dream, or desire a reality.

— Tony Robbins



**YOU ARE DONE WITH THE PAST YEAR.**

**Great job!**

**Take a deep breath.**

**Take a break before moving into planning your 2024.**



2024

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# The Year Ahead

Failing to plan is planning to fail.

— Allen Lakein

**Dare to be bold:**

**What do you want for yourself in 2024?**

What does an extraordinary life look like for you? What do you need to have a shot to create what you want for yourself this year? Write, draw, and dare to envision what you really want for yourself.

“Failure is never a lack of resources, it’s a lack of hunger, planning, and execution”.

How hungry are you to experience these outcomes you want for your life?

— Paula Doroff

# This is what my 2024 will be about

Identify your goals in each of these areas of your life. At the end of 2024 what would make you so proud to have achieved in these areas?

Friends & Family
Career/Studies/Business
Giving Back: Time and/or Resources
Finances (income, spending, savings, debt reduction)

# Continued - This is what your 2024 will be about

Identify your goals in each of these areas of your life. At the end of 2024 what would make you so proud to have achieved in these areas?

Health & Fitness
Travel, Hobbies, & Adventure
Personal/Intellectual Growth
Mental & Spiritual Health
Dream List: Anything you want to cross off you list this year?

# Important decisions for the year ahead

These are the things I will appreciate/love about myself:

I am ready to let go of:

These are the things I want to achieve the most:

These individuals will be my support system / my board of directors

I will dare to discover:

I will have the courage to say no and yes to:



# Continued - Important decisions for the year ahead

I will make my surroundings comfortable in the following ways:

These are the things I plan to do every morning to create a morning routine so I can become a better version of myself (how you start your day impacts the quality of your entire day):

These are the habits I want to develop and/or strengthen:

These are the places I will visit:

These are the memories I want to experience with loved ones:

These are the ways I will reward myself as I successfully execute on my goals:

# Important questions for the year ahead

What do you want to replicate from 2023 in 2024? Why?

What are 1-3 decisions that will have the greatest positive impact in your life in 2024?

What do you want more of or less of in your life in 2024?

How will you invest in yourself in 2024 (time, energy, and money)?

## Continued - Important questions for the year ahead

What activities and obligations account for 80% of your stress? How can you better manage them to increase your joy, peace, productivity, and happiness in 2024?

Who and what really matters to you during this season of your life? Personally and professionally.

For 2024 to be a success, what needs to be your focus?

What are you most excited about? What are you afraid of?

Who, if you spent more time with in 2024, would your life be better as a result?

# Six statements about your next year

In 2024, I will not procrastinate any more on...

In 2024, I will draw the most energy from...

In 2024, I will be the bravest when...

In 2024, I will say yes when...

In 2024, I advise myself to...

This year will be special for me because...

# Identify your 3 most important goals for 2024.

Review your work in the previous pages to gain clarity.

1.

2.

3.

## Your word for the year ahead

It always seems impossible until it's done. Nothing is impossible, the word itself says 'I'm possible!' Start by doing what's necessary; then do what's possible; and suddenly you are doing the impossible.

Pick a word to symbolize and set an intention for the year ahead. You can look at this word to remind yourself of your goals and intentions for the New Year. Check out <https://myintent.org> where you can order a bracelet with your word for the year to keep it front of mind for you.

My word for 2024 is:

## CONGRATULATIONS!

You not only learned from reflecting on the past twelve months, you also intentionally planned 2024. I am so proud of you!

Now it is time for you to make a commitment to yourself and take it very seriously because every time we break a promise, a commitment we made to ourselves we are training our brains that we can not be trusted and that is the death sentence to our deepest desires.



It always seems impossible until it's done.

— Nelson Mandela

Today make a commitment to yourself and your goals by repeating these affirmations out loud. Embody every word with passion.

**Today I make a commitment to move forward in my life.**

**Today I promise to do the best I can in everything I do.**

**Today I take control of my life.**

**I am true to my word. I trust myself.**

**I back all my commitments with purposeful action.**

**I commit myself 100% to improving my life.**

**I pledge to work towards my goals every day.**

**I have the courage to begin, and I have the courage to succeed.**

**I believe in myself.**

**I can and I will.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Hi, I'm Paula!

I am the author of the best-selling book, *One Decision Away – Key Principles To Create What You Want in Life and Work*, published by New Degree Press. As a Career & Life Design Strategist, I partner with driven leaders and professionals to help them design and execute a strategy so they can achieve their goals, own their truth and become a better version of themselves.

As a Keynote Speaker I share how I went from a life of poverty in Brazil to America and became a Wall Street executive for some of the largest financial companies in the world like Goldman Sachs and BlackRock. By sharing stories and examples from my own life, I seek to inspire and challenge others to achieve their potential

My speaking topics are focused on Personal Leadership, High Performance Habits, and Key Principles to Create What You Want in Life and Work. Straight talk, passion and humor are hallmarks of my unique ability to connect with an audience in an authentic and powerful way. I'm a natural storyteller who inspires action and offers audience members clear and specific tools to perform better at work and in life.

My coaching certifications include: Certified Professional Coach with coursework through the Institute of Professional Excellence in Coaching; Energy Leadership Index Master Practitioner; and Certified Positive Intelligence Coach trained by Dr. Shizard Chamine, lecturer at Stanford University.

I live in Minneapolis with my husband and our two sons. I very much enjoy reading, traveling, and giving back to those less fortunate. In 2019, I co-founded Together2Serve, an initiative focused on inspiring others to give back and make an impact on the world. You can learn more about my services at [pauladoroff.com](http://pauladoroff.com).

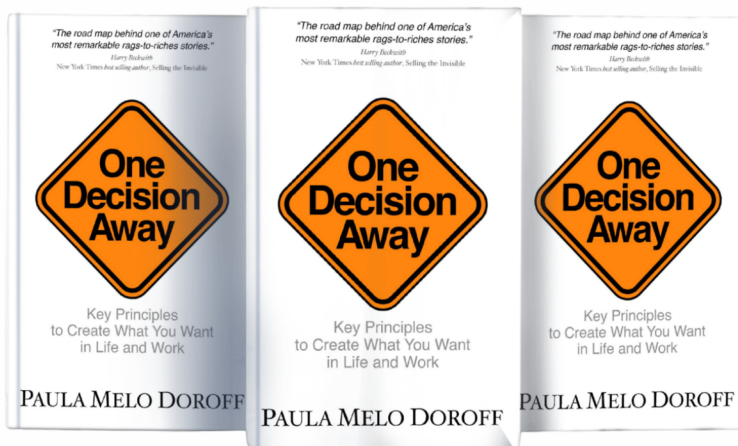


“Create a vision and never let the environment, other people’s beliefs, or the limits of what has been done in the past shape your decisions.

— Tony Robbins

# One Decision Away

#1 BEST SELLER on Amazon



Available at bookstores

**NATIONWIDE!**



**GET YOUR COPY NOW!**

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# PAULA MELO DOROFF

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BEST-SELLING AUTHOR  
CAREER & LIFE STRATEGIST  
KEYNOTE SPEAKER

