



2020

Annual Planning Guide

Published by:

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Use this guidebook to help you plan 2020 to meet you with more abundance and give you the ability to be a maker and taker of opportunities that are available to you each day. Everything comes down to the level of focus and awareness that you give to each situation you face. Your level of greatness in 2020 depends on three success factors:

1. Quality & Speed of your decisions
2. Disciplines that you attach yourself to
3. People you influence and are influenced by

The balance of this guide will help you answer the questions that we covered together.

Workshop Part 1:

3 Reasons You Fail

Month by Month - Capture Your Year

Create your 12-month written or photo captures success collage.

Highlights	Regrets	Insights



JAN	FEB	MAR	APR	MAY	JUN
H:	H:	H:	H:	H:	H:
R:	R:	R:	R:	R:	R:
IN:	IN:	IN:	IN:	IN:	IN:
JUL	AUG	SEP	OCT	NOV	DEC
H:	H:	H:	H:	H:	H:
R:	R:	R:	R:	R:	R:
IN:	IN:	IN:	IN:	IN:	IN:

Your BIG 3 CAPS

CELEBRATE	• ----- • ----- • -----
APPRECIATE	• ----- • ----- • -----
ACKNOWLEDGE	• ----- • ----- • -----
PICTURESQUE MOMENTS	• ----- • ----- • -----



What are 3-5 themes that you will carry forward from 2019 into 2020?



What are you pursuing as you head into 2020?

3 Decisions to Change Your Game

1. Explicit Decisions
2. Implicit Decisions
3. Speed of Making Explicit Decisions and reducing acceptance of Implicit Decisions

What explicit decisions will you make a greater effort to make in 2020?

What percentage of events will you make happen in 2020?

(remember Shane's 80% to 20% ratio example)



3 Reasons You Will Stay the Same

1. Ignore Trends
2. Hesitate on Opportunities or Decisions
3. Not Trying new approaches

Circle the one above that you feel you need to capitalize on or change the most. What is your game plan to implement this approach into your world?

How will this year be different over the past?

Crafting Your Directional Statement for 2020

Here is the formula we covered with the two examples:



Directional Statement

This year, I want to A (___ B ___).

Accomplishing A will help me (___ C ___).

In order to do this (A+B), I will need to become someone who (___ D ___) to (___ E ___).

A = do, get, gain, increase, attract, lose, solve
B = what you want to accomplish
C = feel, do, be, realize
D = focus, grow, decide, shift, mature, develop, convert, increase, decrease, manage, contain
E = clear single action step



Implementors
Focus > Lead > Finish

Example 1

This year, I want to grow my business revenue by 30%. Accomplishing 30% business growth will help me hire a CEO. In order to do this, I will need to become someone who is focused on making 5 new sales contacts each week.

Example 2

This year, I want to strengthen my relationship with my sister Judy. Accomplishing a stronger relationship with Judy will help me be loved and supported at a deeper level. In order to do this, I will need to become someone who is committed to phoning and texting Judy 3 times per week.



What is your Business Directional Statement going to be?

What is your Personal Life Directional Statement going to be?

IMPACT

How will you improve your impact in each area?

Leadership / Culture:



Manage Expectations

Single Commitment

UNDER Promise/Commit while OVER Deliver

GROWTH

M	Mindset	Premade, intentional decisions
B	Belief-set	Potential that is waiting to be made possible.
A	Action-set	• Current but Consistent • Abandoned yet Reliable • New Performance



Which of the following growth killers do you need to be most mindful of next year?

- Stagnant ideas
- Fall behind competition
- No drive to accomplish goals
- Fear of failure
- Low engagement in life
- Limits your growth
- Low innovation output

What is your plan to implement to counter these harmful effects over you or your leadership in 2020?

What growth mindset will you adopt from the training?

(feel free to create your own below)

SKILLS

	Mind		Emotional
	Body		Relational
	Spiritual		Wealth

Which skill area or skills do you need to improve?

- Leading
- Creative
- Problem Solving
- Communication
- Collaboration
- Adapting
- Managing / Stewarding

Pick your top 3:

Who has the skills you need?

Where or when will you start to acquire the skills?



RESOURCES

What 3 resources do you need?

Who has the resources you need?

Where or when will you start to acquire the resources?

Structure = Freedom

Create the space to make it happen and that happens starting at the calendar and time level. Label your days by category, emphasis or focus. Try it out now:

SUN	MON	TUE	WED	THU	FRI	SAT

2020 FOUNDATIONAL SKILLS & DISCIPLINES

Skills & disciplines are your pathway to getting what you want out of life. Developing a new skill or discipline is the quickest way to enrich your life and make you more valuable in the marketplace and the real world.

Focus	Skill Discipline Goal	Device (Book, Course, Coaching, Internship, Training, Boot Camp, Plan, Checklist)	Time Agenda	Quantity	Unit
Mind 			__ Daily __ Weekly __ Monthly		__ Mins __ Times __ Sessions __ Classes _____
Body 			__ Daily __ Weekly __ Monthly		__ Mins __ Times __ Sessions __ Classes _____
Spiritual 			__ Daily __ Weekly __ Monthly		__ Mins __ Times __ Sessions __ Classes _____
Emotional 			__ Daily __ Weekly __ Monthly		__ Mins __ Times __ Sessions __ Classes _____
Relational 			__ Daily __ Weekly __ Monthly		__ Mins __ Times __ Sessions __ Classes _____
Wealth 			__ Daily __ Weekly __ Monthly		__ Mins __ Times __ Sessions __ Classes _____



Pick your next month by month theme:

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEPT

OCT

NOV

DEC



Bonus Year End Review Questions

BE HONEST (about 2019)

What hurt you the most?

Where did you fall short of doing your best?

What did you start but not finish?

What did you give 100% to last year?

What did you try your hardest to succeed at to only be met with "failure"?

Who disappointed you the most?

- At work?
- At home?
- Somewhere else?



What's your biggest regret?

What event or situation humbled you the most?

How much of your 2019 pain do you want to carry forward into 2020?

How much of this is directly attributed to your action or lack of progress?

Celebration to Insight

What was your top 3 accomplishments from last year that you are most proud of?

What was your best memory of last year? Why?



What event positively surprised you the most?

Who really came through for you? Why?

What did you learn about yourself that you're most grateful for?

What skills did you learn or enhance?

What was the payoff to developing these skills?

What is most meaningful and beautiful in your life?

What inspired you most last year? (song, movie, book, poem, sermon, friend, recent event...)



Questions or Feedback?

Please send me your questions to shane@samuraiinnovation.com

I will respond within 24 hours to your email.

*Domo Arigato,
Shane*