

The page features a vibrant, multi-colored border with various geometric shapes and patterns. The colors include teal, yellow, pink, and light blue. The patterns consist of diagonal stripes, solid colors, and overlapping circles. The central text is set against a plain white background.

# **PERSONAL QUARTERLY REVIEW & GOAL SETTING GUIDE**

## INTRODUCTION - PAGE 1

### **Introduction:**

*Taking a moment to review or reflect is vital to living a life on purpose. In order to make magic in your life, you need to be aware of where you are, and your progress. The purpose of pausing at the quarter's end for an intentional review is not to grade ourselves, but to learn.*

*This will allow you to do all of the following:*

- Recognize your accomplishments and celebrate your wins.*
- Reflect on lessons you've learned.*
- Realize the knowledge and skills you've acquired.*
- Identify and learn from your mistakes.*
- Figure out your passions.*
- Set goals and crush them.*

*This guide will walk you through the process of reviewing your previous quarter and setting goals for the upcoming quarter. Take a moment to take stock of the last 90 days. Sit in quiet a place and reflect honestly. Use words and pictures to express yourself.*

**Let's get started!**

## REFLECTION - PAGE 2

**Self Reflection Questions:** Reflect on the previous quarter. Answer the following questions:



What was my favorite memory?

What was the most important goal I achieved?

What was a down moment that changed into an opportunity or win?

What was my most common mental state? What was my most common emotional state?

A big mistake that I made in the previous quarter — and the lesson that I learned as a result — was:

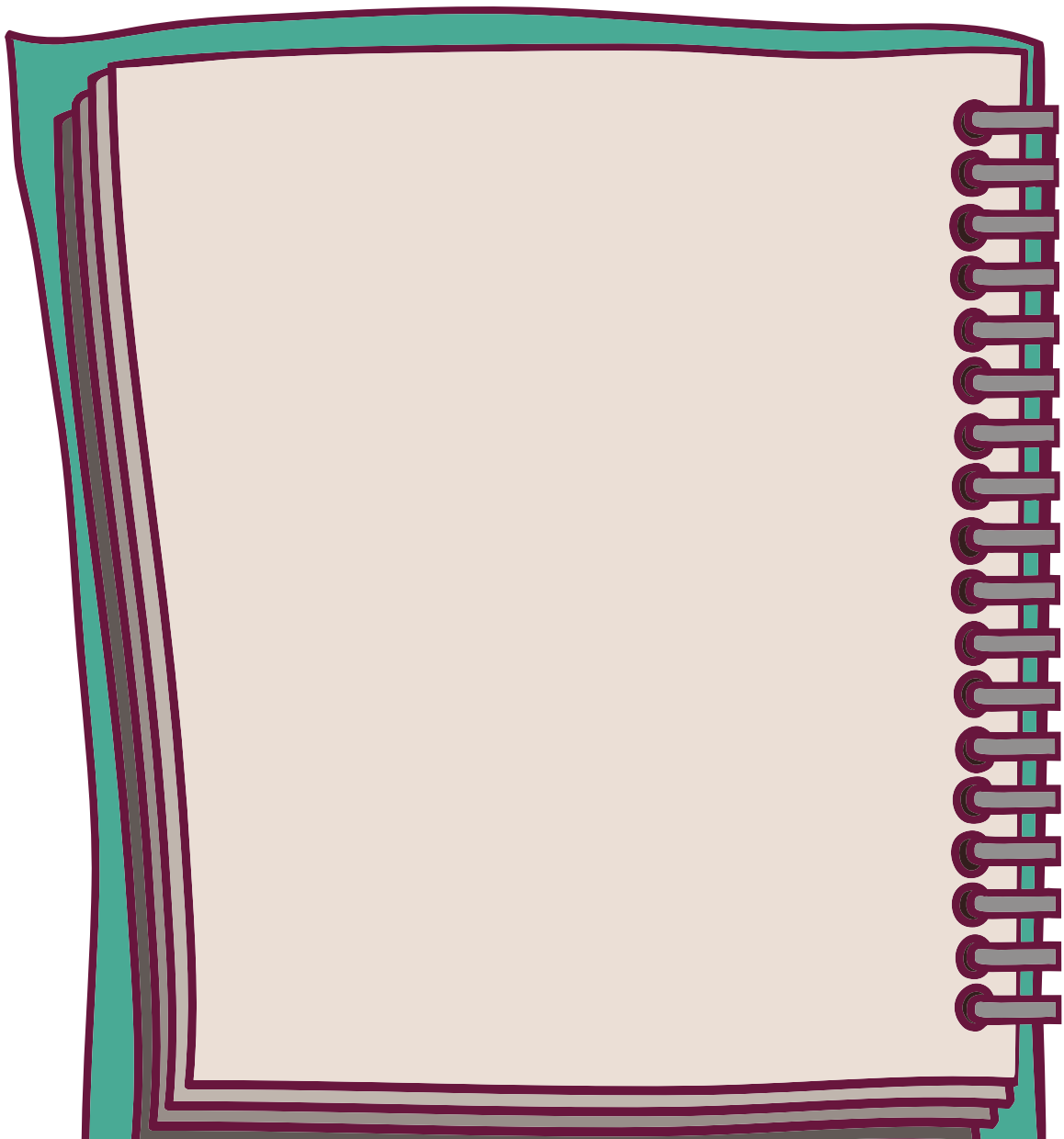
What was my biggest time waster?

Who am I most grateful for? How have I acknowledged them?

How have I grown in the last 90 days?

## REFLECTION - PAGE 3

**Self Reflection:** Write down your aha moments from the self reflection questions. Take 2-3 minutes to journal about the previous quarter. Another creative alternative is to write a letter to the quarter. Start the entry, "Dear Quarter..."



## GLOWS & GROWS - PAGE 4

**Glow & Grow:** Think about areas you did really well in, and list them in the glows. Think about areas you would like to improve and write about them in the grows.

**Areas:** Spiritual, family, relationships & friendships, marriage, social, career, health and fitness, dating, business, education, creativity, self care, money & finance, character, leisure, travel, hobbies, etc.

Glow



Grow

# GOAL SETTING FOR NEXT QUARTER - PAGE 5

## **Quarterly Goal Setting Step One:**

Focus on 1-2 major goals for next quarter. The goal should be so big that it takes the entire 3 months to accomplish.

Now I know what you are thinking, this makes no sense: isn't doing more, faster the ultimate path to making my dreams become a reality? Focusing on several things, and doing more does fill your schedule. But studies show that while multitasking can be stimulating, it makes us less productive.

In the box below, write 1-2 main goals for the upcoming quarter.

**By the last day in  
(circle one) March, June, September or  
December,  
I will...**



## GOAL SETTING - PAGE 6

### **Step Two: Create monthly sub-goals.**

Once you've created your major goal, write monthly sub-goals. The idea is that your monthly sub-goals would lead to you accomplishing your major goal.

*Month One*

*Month Two*

*Month Three*

## GOAL SETTING - PAGE 7

**Step Three:** Create a scoreboard. People play differently when they are taking score. Without a scoreboard, it's like you are practicing, but not in a real game. On game day, you know there's more at stake. When you look at the scoreboard and notice you are down one, you attack the game with more aggression. That's the power of the scoreboard.

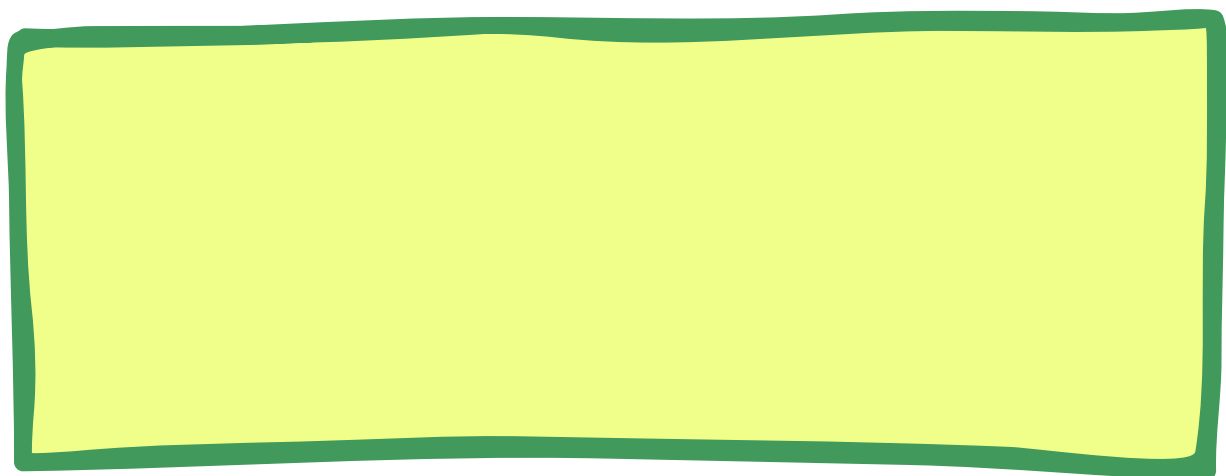
Now think about how you will track the progress toward your goal. Your scoreboard should be simple, visible, and immediately show if you are winning or losing.

*(For more information on scoreboards, read [Four Disciplines of Execution](#) by Franklin Covey.)*

### Here are some examples -

- For weight loss, weigh in and take a picture once a week. Post the pictures and the weight on a poster or digital collage.
- For a social goal, place an X on the calendar every time you go out and meet a new person.
- For finishing a special project, place a glass pebble in a jar every time you work on it for more than 1 hour.
- For a spiritual or emotional goal, try video journaling at the end of each week to discuss your progress, growth and challenges.

In the box below, sketch what your scoreboard will look like.





## GOAL SETTING - PAGE 8

**Step Four:** Schedule weekly check ins with an accountability partner. This is probably the most important step, but so many people abandon it. You are way more likely to achieve your goals by having an accountability partner than you are without having one. Can't find one? Join <https://www.facebook.com/groups/projectglowup>. Post #NeedABPartner



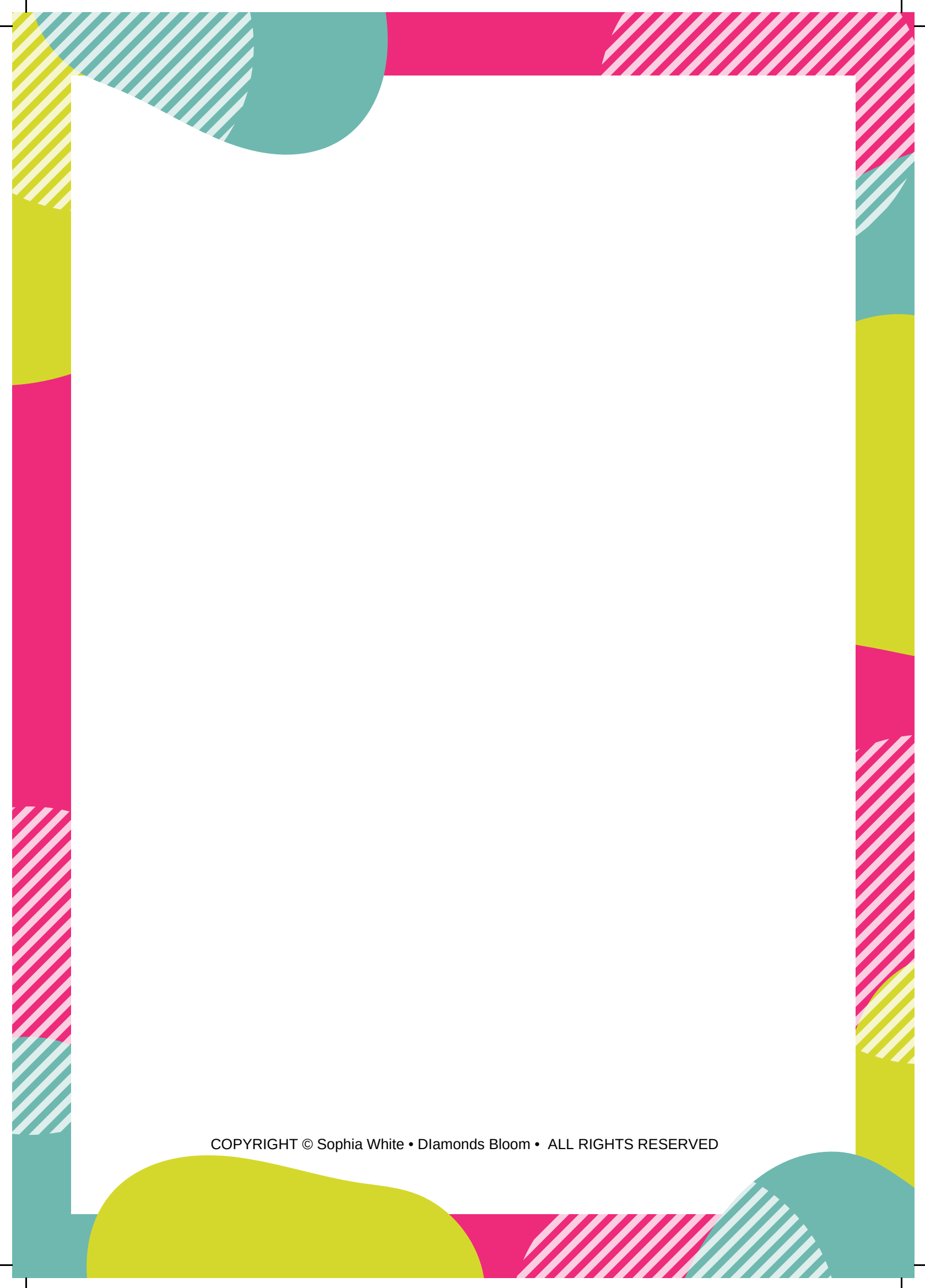
IN THE BOX BELOW, WRITE YOUR PLAN FOR MEETING WITH AN  
ACCOUNTABILITY PARTNER WEEKLY.

A large, empty rectangular box with a light gray border and rounded corners, intended for writing a plan for meeting with an accountability partner weekly.

## FINAL REFLECTION - PAGE 9

**Journal:** Use the space below to journal. What are you most excited about? What's the next step? What will you have to give up in order to make room for your goals? How will you celebrate the end of the quarter?





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