



To Be, Do
and Have ...

HOW TO SERIES



THE 'BE, DO AND HAVE'
EXERCISE

KICKSTART YOUR YEAR IN
15 MINUTES!!

Kick-start 2016

What do you want to BE, DO and HAVE in 2016? Are you wanting just to amble through the year and see what comes, or are you ready to seize new opportunities in 2016 and move forward with your life plans?

Firstly you need to get clear on what you might want, so think about your life as a whole in the following areas when completing the exercise:

- ✓ Career/Personal Development
- ✓ Financial Goals
- ✓ Family/Friends
- ✓ Health and Wellbeing
- ✓ Relationships
- ✓ Material Wants
- ✓ Leisure/Hobbies

'A goal without a plan, is just a wish'

To Be, Do and Have

Download the template on page 4 and start scribbling ...

The **'Be'** column is all about what you want to achieve in your life/career
i.e. a successful accountant, the best parent, a decent runner etc.

The **'Do'** column is for about experiences you want to have and what you'd like to achieve
i.e. travel to the Far East, learn to play an instrument, join a charity, read a book a month etc.

The **'Have'** column is about material and other things that would make life more enjoyable for you
i.e. a new laptop, a car, financial freedom, a new relationship etc.

Don't let your thoughts restrict you, just jot everything down as it comes into your subconscious mind. Make those lists long ... print off more pages if necessary 😊

What are you doing today that is taking you closer to your dream for tomorrow?

'FIRST CLASS' RESULTS

- using top tips from the pro's



To Be, Do and Have Exercise

To Be	To Do	To Have

Step 2:

Top Tip: Take as long as you need over this list.

It's important to get everything down. As things pop into your mind in the next week, add them to it.

Step 2: go through everything on your list and give it a score. 5 means high priority, 1 means low.

Work only on your items that scored 5 and think about how they would shape and improve your life during 2016. Why do you want them? Visualise them to ensure they really are a top scoring item – if not, cross them off!

These top scorers are your priorities to start working on **NOW**. How are you going to achieve them?

Begin with the end in mind and think backwards in logical steps. What needs to be done? Write the steps down and then formulate them into an action plan. **Then GET STARTED!**

The only thing stopping you from achieving what you want in 2016 is you ... Don't let it be a year of non-achievement – get out there and make it happen!

Top Tip

**'There's no one
GIANT STEP
that does it, it's
a lot of little
steps ...**

- Peter A. Cohen



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