



The Gratitude Checklist

Congratulations! You've done amazing things this year – personal and professional, even though you may not realise just how much you have achieved. Look back over the last 12 months – you'll be very surprised to learn that even little things can have big impact.

...here's a little memory jog to review what you achieved. If I've missed anything, just fill in the blanks.

In the last 12 months I grew...

- My personal income
- my business income and profit
- my team
- my premises / workspace
- my database / my network
- my business relationships...
- my family
- my friendships
- _____
- _____
- _____
- _____
- _____
- _____

In the last 12 months I unlocked or locked-in ...

- the secret to my success
- great marketing that works
- new awesome customers
- new contracts
- new opportunities
- new joint venture relationships
- new products or services
- new business partnerships
- _____
- _____
- _____
- _____
- _____
- _____

In the last 12 months I got to grips with and learnt more about...

- what makes ME happy!
- what makes my customers, team, colleagues happy...
- attracting the right people into my life
- how to deal with challenges
- how to think differently to get different results
- avoiding procrastination and just getting on with it
- negotiating for win/win
- running a business
- financial management, money and numbers
- marketing – what works, what doesn't
- _____
- _____
- _____

In the last 12 months I cut, pruned or trimmed....

- costs / expenses
- customers who don't appreciate me,
- unsuitable employees
- time spent on unimportant work
- time spent with people who sap my energy
- time spent travelling for work
- dead-weight "assets" that were not making money
- my weight
- Some old outdated habits
- _____
- _____
- _____
- _____
- _____
- _____

In the last 12 months I got better at...

- my role
- leadership
- dealing with overwhelm
- making money
- understanding and beginning to fulfil my potential
- clearing my emails
- delegating jobs I no longer have to or want to do...
- negotiation and conflict resolution
- protecting my time
- protecting my assets
- Saying no
- Saying yes
- Asking for help
- Taking time off
- Planning my future
- _____
- _____
- _____
- _____

In the last 12 months I finished, refined or smoothed...

- some systems for smoother running
- debt collection
- work in progress
- teamwork
- policies and procedures
- customer service
- my working / living environment
- my book
- my bucket list
- my succession /retirement plan
- my personal budget
- my business budget
- my marketing strategies
- my holiday plans
- _____
- _____
- _____
- _____
- _____

In the last 12 months I cleaned out...

- some old junk I didn't need - including stock, customers and plant & equipment
- some roadblocks or beliefs that were holding me back
- the bottlenecks in our delivery process
- the blockage in our Cashflow...
- some outmoded systems
- my underwear / socks drawer
- my closet
- my shed
- all the paperwork I no longer need
- my inbox and old subscriptions
- _____
- _____
- _____

In the last 12 months I...

- changed my address
- changed my outlook
- fell down
- got up
- went sideways
- learnt a lot more about business and myself
- got some help and advice
- studied to get better at who I am and what I do
- _____
- _____

In the last 12 months I created...

- _____
- _____
- _____
- _____

Take a big pat on the back and be grateful for all you've achieved. Well done! Now go kick some Seriously Fun business butt in the next 12 months