

**HOW TO WRITE A NEW YEAR'S RESOLUTION LETTER FOR BETTER RESULTS**

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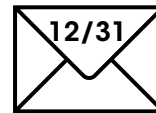
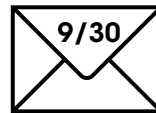
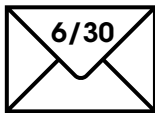
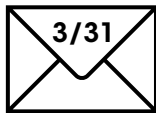
For your letter, start with three headers:

- For my organization/team
- For me at work
- For me personally outside of work

Write the letter with the end of year in mind. What do you wish/hope for yourself, in each of those areas? Get as specific as possible. Here are some questions to consider:

- What did you do or accomplish in these areas? (This doesn't necessarily mean you must have the item completed by year's end.)
- How do you feel—Emotionally, Physically, Mentally?
- Did you learn something new? Visit a new place?
- How did you "show up" during the year at work? At home?
- For these three areas, how are you and what is different at the end of the year compared to the beginning?

Once you have written the letter, print four copies and place each in a separate envelope. Seal the envelopes and label as shown in the example below, with the dates: 3/31, 6/30, 9/30, 12/31



On each of these dates, open the corresponding envelope and assess your progress. Reflect on how you did each quarter towards your letter. Resolve what you need to keep doing, adding, or changing. What were your obstacles? What happened that you didn't expect? And how did you respond?

Use your letters as your "blazes"—markers on the trail that ensure you are on the right path. Then your destination will be realized!