

BLUEPRINT MASTERY

Finish Strong 2024!

15-Day Challenge to Craft Your Precision Success Plan

WEEK 3

2024
goals

ABOUT THE CHALLENGE

HERE'S WHAT TO EXPECT OVER THE NEXT 15 DAYS

Welcome to the "**Blueprint Mastery**" Challenge, a transformative **15-day** journey designed to help you overcome obstacles, build a robust support system, and develop empowering habits to propel you toward your 2024 success. This challenge is tailored to meet the needs of leaders and professionals from healthcare, and service industries.



INTRO

ABOUT THE CHALLENGE

Welcome to the **"Blueprint Mastery"** challenge, a transformative 15-day journey designed to help you overcome obstacles, build a robust support system, and develop empowering habits to propel you toward your 2024 success. This challenge is tailored to meet the needs of leaders and professionals from healthcare, and service industries.

Prerequisite: Ensure you've completed the assignments from Week 1 to make the most out of this step. *(See previous week on the last pages of this document).*

Key Focus Areas:

1. Mid-Year Current State Assessment:

- Where do you currently stand with your 2024 goals?
- Are there areas of frustration, stagnation, or uncertainty that are holding you back from achieving your full potential?

2. Identifying Obstacles:

- What roadblocks and challenges have been impeding your progress?
- How can you uncover the fears, doubts, and limiting beliefs that may be sabotaging your success?

3. Crafting Your Personal Support System:

- Do you have a strong support network, or is the lack of one hindering your growth?
- How can you cultivate a circle of influence that uplifts, motivates, and champions your journey toward success?

4. Habit Building and Accountability:

- Are you struggling with consistency and self-discipline?
- How can you establish empowering routines and systems of support to stay on track and make meaningful progress?

Tailored exercises, reflections, and actionable steps in this challenge will guide you in creating a personalized blueprint that not only aligns with your goals but also addresses your specific challenges head-on.

Empower yourself to navigate obstacles and achieve breakthrough results in 2024.

Pre-Reqrite from Week 2 Assignments

WEEK 2

Summarize Preview & Preparation - July to December of 2024 01

Write below what you'd like to learn and achieve by the end of 2024 both personally and in your main role or occupation (whether it's your business, career, parenting or volunteering).

<p>What Top 5 Things Do I Want to Achieve by the end of 2024? <i>Big or small, what would make YOU proud?</i></p> <ol style="list-style-type: none">1. _____2. _____3. _____4. _____5. _____	<p>Name 5 Challenges You Anticipate in the Year Ahead <i>What do you expect to be hard/difficult?</i></p> <ol style="list-style-type: none">1. _____2. _____3. _____4. _____5. _____	<p>What Do I NEED to Learn in the Year Ahead? <i>What do you NEED to grow this year?</i></p> <ol style="list-style-type: none">1. _____2. _____3. _____4. _____5. _____
<p>What Do I WANT to Grow or Learn about Myself this Year? <i>Where will you stretch and grow yourself?</i></p> <ol style="list-style-type: none">1. _____2. _____3. _____4. _____5. _____	<p>July to December 2024</p>	<p>What Relationships Would I Like to Grow and Develop. <i>Who inspires, supports & encourages you?</i></p> <ol style="list-style-type: none">1. _____2. _____3. _____4. _____5. _____
<p>What Would I Like to Create or Bring into the World by the end of 2024? <i>This could be anything at all (big or small!)</i></p> <ol style="list-style-type: none">1. _____2. _____3. _____4. _____5. _____	<p>How Specifically Will I Make a Difference in the World by the end of 2024? <i>Big or small, how will you help others/the world?</i></p> <ol style="list-style-type: none">1. _____2. _____3. _____4. _____5. _____	<p>Where Will I Enjoy Myself & Have Fun in my Life by the end of 2024? <i>How will you play at work/home/in life?</i></p> <ol style="list-style-type: none">1. _____2. _____3. _____4. _____5. _____

This Week's Focus

- 🏃 **Taking Action:** Transform goals into actionable steps and start implementing immediately.
- 📊 **Accountability:** Stay committed and track your progress with ongoing support.
- 🔄 **Habits:** Build and sustain habits that lead to long-term success.
- 🌱 **Personal Growth:** Foster ongoing development to reach your fullest potential.

Daily Tasks		M	T	W	T	F
Week 3	Defined targets for QTR 3 and 4	✓				
	Defined actions for each target		✓			
	Identified your accountability partner(s) to work with for the next 6 months			✓		
	Defined Personal Growth Plan				✓	
	Activate, send us a message on LinkedIn, Facebook or Instagram					✓

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"Your success will be in direct proportion to your commitment to excellence." – Tony Robbins

Building Your 90 Day Plan

Checklist:

Define your 90-day targets (goals)

Rate on a scale of 1 to 10 how important that goal is to you:

1 2 3 4 5 6 7 8 9 10

To boost your chances of success for each goal ask these questions:

WHY:

a) Why do you want this goal?

b) What are the benefits to you of completing this goal?

OBSTACLES:

a) What obstacles do you face?

b) Where will you get in your own way?

Identify Actions:

a) Identify up to 3 actions for each goal

b) Not sure where to start?

Your first action is "Make a plan & figure out my first action step"

Building Your 90 Day Plan

Example Focus Area - Finance:

Target: Save \$1000 per month for the next six months.

Importance

1 2 3 4 5 6 7 8 9 10

WHY:

Build an emergency fund, reduce financial stress, have funds for future investments, and achieve financial stability.

OBSTACLES:

Impulse spending, lack of budgeting, and unexpected expenses.

ACTIONS:

Create a monthly budget and track expenses to identify areas for saving.

Automate savings by setting up a direct deposit into a separate savings account.

Reduce discretionary spending by implementing a "wait 24 hours" rule before making non-essential purchases.





Weekly Review

"Without reflection, we go blindly on our way, creating more unintended consequences, and failing to achieve anything useful."
– Margaret J. Wheatley

Page 1: Your Week Ahead

My THEME for this week beginning Add date here is: _____

My Top 3 Priorities this week

If I did *nothing* else this week, I would be happy just doing these:

1. _____
2. _____
3. _____

My Annual/Quarterly Goals

I will take these actions towards my bigger goals:

1. _____
2. _____
3. _____

Smash those Obstacles What's getting in the way? Pick one task/situation/decision you've been avoiding and write one action you'll take to resolve it:

Clearing the Decks!
What will you FINISH this week?

What I MUST remember this week: List birthdays, anniversaries, events, appointments etc.

Distractions or Interruptions to watch out for this week:

Look after You! What action will you take this week *just* for you?

Long-term Goal or Intention. Write one action you'll take this week towards a long-term goal, intention or vision:

Productivity Accelerators. What action will you take to boost your productivity? Eg. delegate something, say "no", have a super-focused day, turn off all notifications on all devices, go to bed early, try something new etc.

I have reviewed and balanced out my calendar for the week.

I have reviewed my calendar. I know what I need to say "yes" and "no" to. I have time-boxed important tasks and allowed plenty of time around meetings and appointments—including travel time. I have at least one action/time just for me. I have time for people important to me. My admin/other tasks are covered off and I feel in control.

Consistent Daily Actions

Daily Success Habits Tool

1) My **Top 3 PRIORITIES** in life right now are

1. _____ 2. _____ 3. _____

2) My **Top 3 STRESSORS** in life right now are

1. _____ 2. _____ 3. _____

3) What supportive daily habits **SPECIFIC DAILY ACTIONS** — could you introduce?

Write up to 5 actions that best support you. Include your home, personal, and work-life. These must be *specific* and *measurable* actions so you know exactly what to do, and can easily show you've completed it.

You know yourself best: Where do you sabotage yourself regularly? What ideas do you already have? What ideas have you had but are pretending not to know?

EXAMPLES:

- Have 15 minutes of silence or alone time each day
- Drink 6 glasses of water a day
- Be at my desk by 8.00am / leave by 6.00pm every day
- Eat a healthy breakfast every morning
- Be in bed by 10.30pm
- Do at least 30 mins exercise/activity every day
- Set a timer: spend 15 mins max. on social media daily

- Make all my calls in the first hour of the day
- Write my top 3 priorities for the day out every morning *before* starting work
- Eat lunch away from my desk
- Connect daily with partner/spouse (5 mins listening)
- Write all appointments down - in one place
- Meditate for 30 minutes each morning before breakfast

Habit

Benefit to me

4) Which 3 habits will you **COMMIT** to?

I will start _____ tomorrow

I will start _____ next week or _____

I will start _____ next month or _____

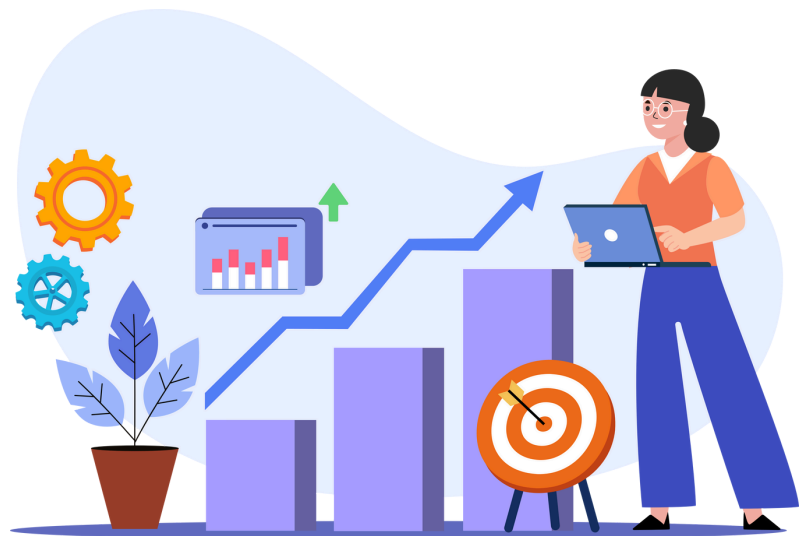
5) Who do I need to **BE** to implement these habits? I will be someone who is

1. _____ 2. _____ 3. _____

REMEMBER: It takes time and practice to implement new habits. They start as simple actions and gradually, as you do them regularly, become habits. It can take anything from 21-30 days to implement a new habit, and a few months to *cement* a habit. So be kind to yourself on the days you don't remember—and just start again the next day!

Habits to Improve Productivity

- Goal Clarity
- Time Blocking (calendar Segmentation)
- Eisenhower Matrix
- 80/20 Rule
- Habit Stacking
- Eat the Frog
- Appropriate Delegation
- Avoiding Multi-tasking
- Taking Frequent Breaks
- Using Productivity Apps



“

Habit tracking is one of the best ways to build the consistency necessary to make a new behavior stick.

James Clear

Personal Micro-Habits

Source: Robin Sharma

I've followed Robin Sharma since I was gifted a copy of his book, **The Monk Who Sold His Ferrari: A Fable About Fulfilling Your Dreams & Reaching Your Destiny,** almost two decades ago.

Here are some micro habits that he recently shared, that I've begun to explore.

Join me in discovering the impact that they can have.

- Reading for 15 minutes each evening.**
- Meditating for 15 minutes each evening**
- Start the day with physical movement, it will elevate the tone of your entire day.**
- Checking your work before you send it. Typos show carelessness and the way you do one thing sets up the way you do everything!**
- Bringing a gift to someone that you're meeting for the first time (a book is always great).**
- Using people's names when in conversations with them. Not so common yet important.**
- Going a week without sugar (and a month without complaining).**
- Walking 10,000 steps a day.**
- Take a hot bath most evenings (while a wise audiobook plays). Add a bag of Epsom salt if you really want to get into top health**
- Tell your loved ones you love them every time you leave them. Who knows what tomorrow brings.**

WEEK 3 NOTES

WRITE YOUR JOURNAL PROMPT HERE

- 1
- 2
- 3
- 4
- 5



#BlueprintMasteryChallenge

SELF-REFLECTION

- 1
- 2
- 3
- 4
- 5

BLUEPRINT MASTERY

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WEEK 2

2024
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Part A: Confirming your key focus areas

3 Elements You Need For Real Success.
And If You Ever Tried Something And Failed in the Past,
Chances Are You Were Missing 1 Or More Of These

The 3-Step Formula:

- 1. The Right Map:** This is your GPS, your masterplan with defined targets and actions.
- 2. The Right Guide:** This is your development plan, your support sytem. We recommend a "Personal Board of Directors".
- 3. The Right Tools:** Best practices are embedded in tools shared by our coaches and mentors. Using these tools help us to reduce the success cycle time.

- Prioritize to get to your top 3 priroitize, the key things you would like to accomplish.**

Part B: Confirming your Top 3 priorities

- What obstacles do you face?**

- What will/could get in your way?**

Lack of time , Lack of knowledge, Fear of Failure, Feelings of Being Not enough

- Who do I need to become to achieve my goals?**



"Your success will be in direct proportion to your commitment to excellence." – Tony Robbins

Part C: Putting it all together and developing your action items

What is the target/goal?

For example: Health Example: Reduce my weight by 10lbs (from 180lbs to 170lbs) by April 5th 2024

What is the why?

For example: Improve overall health, boost self-confidence, increase energy levels, and enhance physical fitness.

What are the possible obstacles?

For example: Lack of time for exercise, emotional eating habits, and limited knowledge of healthy meal planning

What are the actions that must take?

For example:

- 1. Schedule regular exercise 3 times a week for 30 minutes.*
- 2. Seek guidance from a nutritionist to create a balanced meal plan*
- 3. Practice mindful eating and track food intake using a food diary app.*

Part D: Personal Board of Directors: Composition

Personal Board of Directors



Mentor

Empty box for listing a Mentor.



Cheerleader

Empty box for listing a Cheerleader.



Coach

Empty box for listing a Coach.



Friend/Peer

Empty box for listing a Friend/Peer.



Wise Woman

Empty box for listing a Wise Woman.



Sponsor

Empty box for listing a Sponsor.



Role-Model

Empty box for listing a Role-Model.

Other

Empty box for listing an Other role.

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WEEK 1

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Part A: Complete Steps 1 to 4

- 1. Create a dedicated time to reflect
- 2. Establish a systematic approach to organize and optimize your review process.
- 3. Identify and map out your key priorities
- 4. Reflect on your findings and capture practical lessons learned.
- Output: Summarize the Review and Highlights of the first 5 months of 2024!** *[See page #2]*
- Post Session Assignment:** If you were to write a Newspaper Headline that summarized the first 5 months of 2024, what would it say?

Part B: Complete Steps 5 to 7

- 5. Get clarity on your crucial actionable insights to enhance your future journey.
- 6. Develop your strategic GPS and a concrete action plan to steer your future focus.
- 7. Master the art of scheduling, aligning your activities with your vision, and converting plans to actions
- Output: Summarize 2024 Preview and Preparation!** *[See page #3]*
- Visioning Assignment:** If you were to write a Newspaper Headline that summarized the rest of your 2024, what would it say?

Write below your achievements and learnings so far in 2024 both personally and in your main role or occupation (whether it's your business, career, parenting or volunteering).

<p>Name Your Top 5 Achievements in 2024 <i>Big, small, what are you MOST proud of?</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>	<p>Name 5 Challenges You Overcame in 2024 <i>What was hard? What did you overcome?</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>	<p>What Did I Learn from my Career / Main Role in Life? <i>Eg. a skill, aha moment, lesson learned, etc.</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>
<p>What Did I Learn about Myself? <i>For example strengths, weaknesses, talents, beliefs, values, hopes, fears, etc.</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>	<h1>2024 Mid-Year Review</h1>	<p>What New or Existing Relationships Did I Develop? <i>Who did you grow your relationship with?</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>
<p>What Did I Create or Bring into the World so far in 2024? <i>This could be anything at all (big or small!)</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>	<p>How Did I Make a Difference in the World so far in 2024? <i>Big or small, how did you help others/the world?</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>	<p>Where Did I Have the Most Fun? <i>What did you enjoy most so far in 2024? This could be anything - at work, at home, in life!</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>

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<p>What Do I WANT to Grow or Learn about Myself this Year? <i>Where will you stretch and grow yourself?</i></p> <ol style="list-style-type: none"> _____ _____ _____ _____ _____ 	<p style="text-align: center;">July to December 2024</p>	<p>What Relationships Would I Like to Grow and Develop. <i>Who inspires, supports & encourages you?</i></p> <ol style="list-style-type: none"> _____ _____ _____ _____ _____ 	
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- 2
- 3
- 4
- 5



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SELF-REFLECTION

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- 2
- 3
- 4
- 5



Diamond Cut
Leadership Network
BUILDING BETTER LEADERS TO GET BETTER RESULTS

We are here to support you!

Contact information:



Debbie S. Barnard



diamondcutleadershipnetwork.com



Instagram [@diamondcutleadership](https://www.instagram.com/diamondcutleadership)

For more tips, join us in our free Facebook group, [Mastering 21st Century Leadership Skills!](#)

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