



*"Re-invent yourself in Germany"
- New Year Special*

Look Back and Look Forward

TOOLS AND RESOURCES



Red Koi Coaching

small world . big stage

Qiao Zhang

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Look Back

- **One question**: What makes you proud of yourself in 2020?
- **One tool**: The wheel of Life / Work / 2020 (See later)

Look Forward

- **One question**: What is the ONE THING you would like to re-invent yourself in 2021?
- **One tool**: Visualization & meditation, a book recommendation: ***Into the magic shop*** by Dr James Doty



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Look Back

- **One question**: What is your biggest learning from 2020?
- **One tool**: Reflection through Positive / Negative / Unexpected-surprising List

Look Forward

- **One question**: What would you want to achieve in 2021 if you didn't think of the obstacles for a moment?
 - **One tool**: ***The Happiness Project*** method (book by Gretchen Rubin), dedicate a mindful focus theme for every month and break it down into concrete actions
- * Bonus tool: The Four Horsemen of Communication (emotional intelligence) - See later



Gabriela Nicolae
Founder of EPIFOR
www.nicolae.info



Look Back

- **One question and one tool:** “The onion”

(Please see separate attachment from EPIFOR)

Look Forward

- **One question:** What do you want 2021 to be about (the theme)? What is the word that you choose for 2021 to be about?

- **One tool:** Thematic goal setting

(Please see separate attachment from EPIFOR)



Diana Toscano

*From Portugal, Living in Stuttgart,
Founder of Diana Toscano Coaching
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Look Back

- **One question:** How do you evaluate whether the year has been a success to you or not?
- **One tool:** Self-reflection via journaling

Look Forward

- **One question:** What is your plan for next year? Do you feel inspired by it, passionate about it?
- **One tool:** BSQ Method goal setting – Think Big, Act Small, Move Quick (See later)

List of Questions to Reflect back

- ✓ How do you evaluate whether the year has been a success for you or not?
- ✓ What are you most proud of this year?
- ✓ What is your biggest learning this year?
- ✓ What have you achieved that you did not expect?
- ✓ What were you happiest doing?
- ✓ What stressed you out the most?
- ✓ What brought you joy?
- ✓ What was unexpected?
- ✓ What word would best describe your year?

List of Questions to Set a Great Start of 2021

- ✓ What would you like to feel proud of when looking back on Dec.2021?
- ✓ What is the one thing you would like to re-invent about yourself?
- ✓ What would you like to keep in 2021?
- ✓ What do you want to let go of?
- ✓ What would you like to achieve if you did not think about the obstacles?
- ✓ What do you want to do more of? What do you want to do less of?
- ✓ What do you miss in your life that you'd like to (re)introduce?
- ✓ What is your plan for next year? Do you feel inspired by it, passionate about it?
- ✓ What word would best describe your next year?

Thematic Goal

Purpose: To get clarity and focus for the following year.

What is it: The **Thematic Goal** is a rallying cry – a single overriding theme that remains the top priority for a given period of time, such as three months, half a year, or next three quarters – something that is the single most important goal that you need to be achieved during that period to be successful.

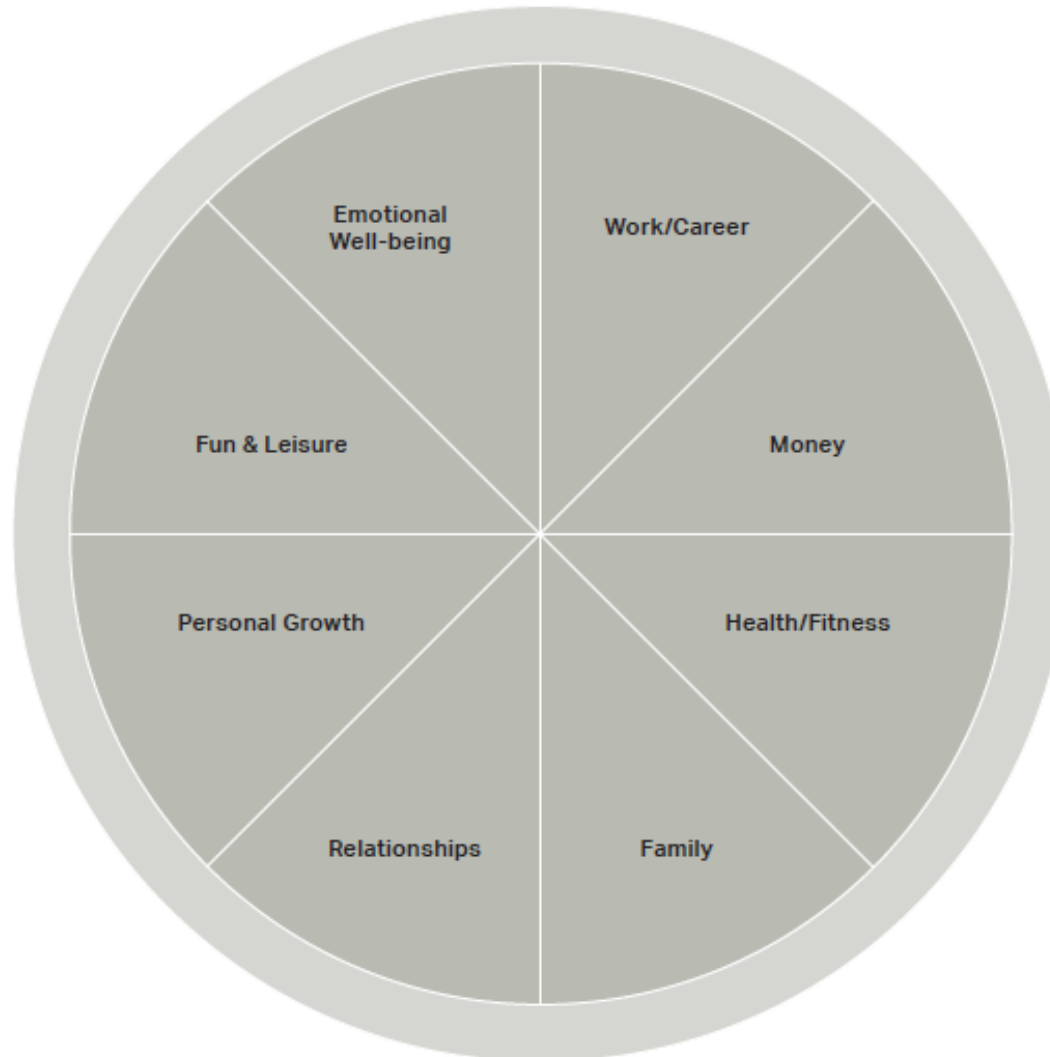
How to apply: To find the **Thematic Goal** answer the following questions:

- *“What is the single most important thing that you must achieve during this period of time if you are to consider yourself successful during that time?”*
- *“If you don’t accomplish, you would have failed.”*
- *“If you don’t, it will put what you do at significant risk.”*
- *“If every other area of your life remains at its current level, what in the one area where change would have the greatest impact?”*

After establishing the Thematic Goal:

- ✓ Define the **Defining Objectives** by answering the following question: “What has to happen to achieve the thematic goal?”. Find **4-5 measurable action steps**. Then turn them into projects that are achievable.
- ✓ Establish what are the Standard Operating Objectives: They are you every day-to-day work that doesn’t go away and takes 80% of your time. The other 20% of time should be invested in achieving the Thematic Goal.

The Wheel of 2020



How to apply:

- Set up: Put 8 or 4 important aspects of your life / work into the circle.
- Evaluate: How happy & satisfied are you with each of the aspect looking back at 2020? You can put a number from 1 to 10, or you can use a color pen to show the size of satisfaction, whatever works for you!
- Reflect: What made some aspects more satisfactory than the others? Which aspect would you like to be more mindful of next year?
- Hint: You can set up a new wheel for 2021 and write a goal for each of the aspect. If 8 aspects is too much, then reduces it to the number you want.

BSQ Method

Purpose: Setting concrete and achievable goals.

Principles:

1. *A goal is better than no goal*
2. *A specific goal is better than a broad goal*
3. *A hard and specific goal is better than an easy goal*

How to apply:



Think Big: You do not want to sell yourself short when it comes to your dreams! Start by defining an ultimate goal, something big and/or significant you want to accomplish next year(s).



Act Small: Break it into small steps. Define the actions which will allow you to reach your goals or dream. Be as more specific as you can for each action.



Move Quick: Now is when you establish deadlines. Take time to set a separate deadline for each action/ step. Stretch yourself!

Hint: This method is useful for both your personal and professional goals.

The Four Horsemen of Communication

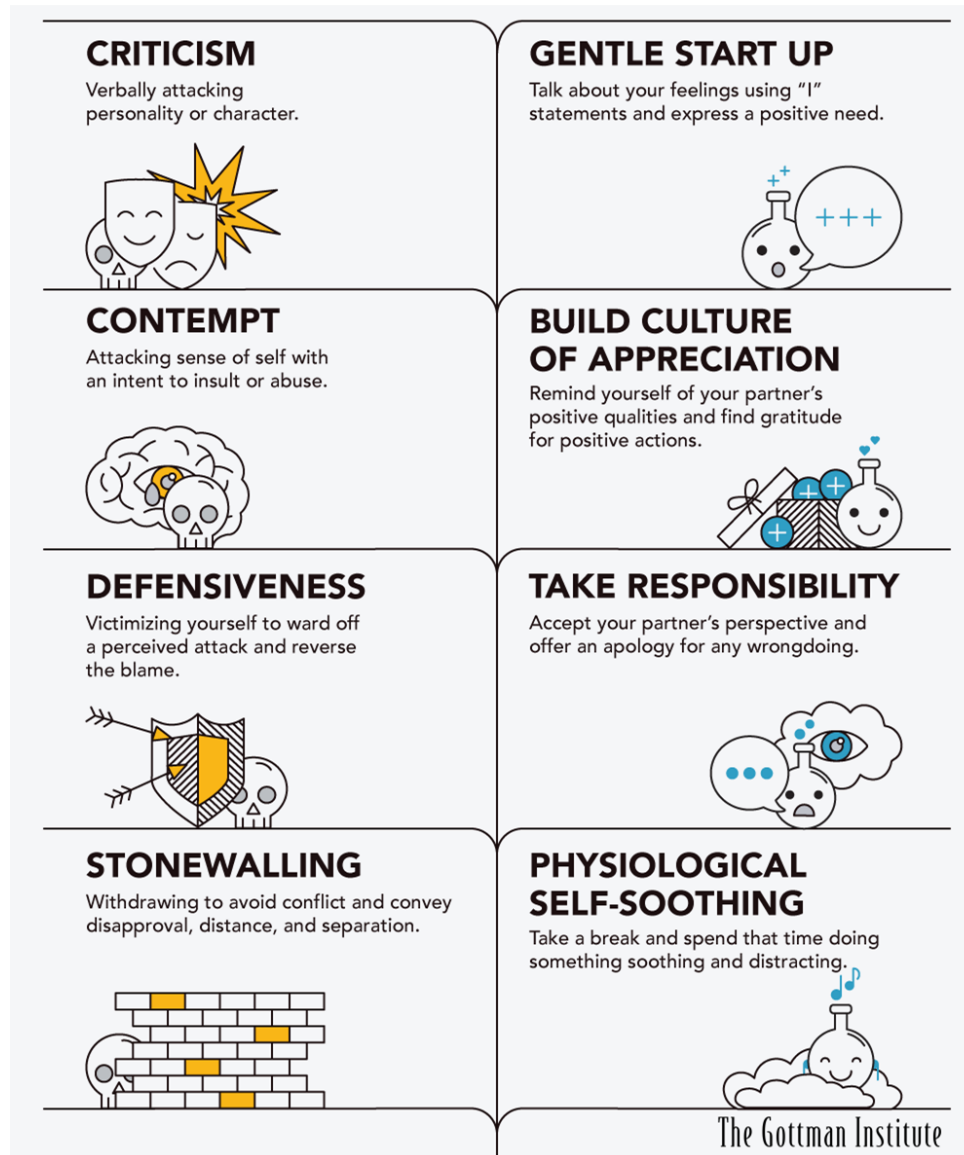
The Horsemen

Purpose:

Improve your emotional intelligence and address conflict more productively to build better interactions with your family and colleagues.

How to apply:

Become aware of your natural tendency and the tendencies of others in a conflict discussion. Apply the antidotes when you notice yourself or others slip into a particular horseman behavior.



Their Antidotes

OTHER TOOLS AND BOOKS

Other Tools to start your year positively:

- Self-reflection about strengths (high5 test, Gallup Strength Finder)
- Coaching: Personal Development, Career Development
- Draw your resource map / mind mapping
- Positive Affirmations: Set your mindset on a positive note first thing in the morning
- Calendar inspiration: Annual mood setting for the next year
- Vision Board

Books to start your year positively:

- Feel the fear and do it anyway (Susan Jeffers)
- The 7 habits of highly effective people (Stephen Covey)
- The Designing Your Life Workbook: A Framework for Building a Life You Can Thrive In (Dave Evans & Bill Burnett)
- The Happiness Project (Gretchen Rubin)
- Save your inner tortoise (Carol Courcy)
- Podcasts: The Brendon Show, Goal Digger



"Re-invent yourself in Germany"
- Dialogues among coaches

Future "Dialogues among coaches"

1. Welcome to the Uncertainty!
2. Finding Your Building Blocks – **Gabriela Nicolae**
3. New Year Special Edition – Look Back and Look Forward
4. Re-discovery: The Curvy Career Path – **Qiao Zhang**
5. Reaffirmation: Chief Mother Officer – **Diana Toscano**
6. Growth: Identity and Change – **Desislava Staykova-Learn**

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