





YOU ARE HERE

A YEAR OF BEING AND BECOMING

COULD YOU READ THAT?

If you couldn't, that means you're probably a human and not a robot. But sometimes in our daily lives, we can confuse the two—approaching life as a human doing rather than a human being.

For a long time, I found myself treating productivity and personal growth like I was a machine, rather than a living, breathing, human being. The result? A near total loss of peace and fullness in my life. I know I'm not alone in this experience.

Today, it's far too easy for our lives to be guided by the tyranny of success. Goals, habits, and accomplishment are all good—but only when they are aligned with serving our deepest desires—only when they actually serve who we truly are. When this alignment occurs, our action no longer stands in the way of our being, rather it becomes the very means through which we find ourselves being and becoming.

Let's face it: many of our surface level desires and goals aren't even ours. Somewhere along the line, we've been convinced that we need to prove ourselves worthy of our place on Earth. But it is not until we can truly liberate ourselves from servitude to the approval and validation of others, that our real work can begin.

It's time to return back home to ourselves and do our most important work.

Throughout the process, you are going to slow down to allow your deepest desires to come to the surface. Then, through this exercise of discovery, your newfound sense of clarity will help you charter your course for the next 12 months of your life.

It's time to move into a new model for success, one marked by peace, purpose, and meaning.

LIFE IS TOO SHORT TO BE A HUMAN DOING RATHER THAN A HUMAN BEING.

All the best,



Alex ha

WHAT IS YOU ARE HERE?

You Are Here is a yearly vision setting tool that filters action through your life's broadest context (wisdom) to reach new levels of alignment and clarity.

"Goals serve the purpose of life-but they are not our purpose in life."

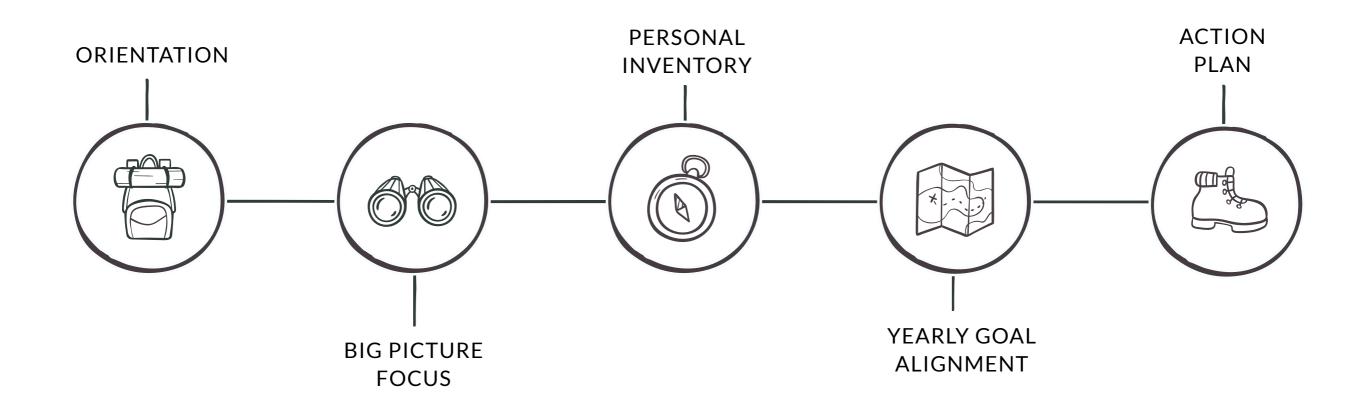
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THE GOAL OF THIS PROCESS IS SIMPLE...

To create a full(er) life and then share the gift of your life with others.

Will it help you set goals? yes
Will it help you build great habits? yes
Will you become more productive? yes

But all of these ends will be will be filtered through the lens of serving your deeper purpose. Productivity doesn't have to come at the cost of your life. Through alignment and intentionality, you can accomplish a remarkable amount, while still retaining your sense of peace.



YOU ARE HERE **PROCESS OVERVIEW**



STEP 1: ORIENTATION

BEFORE WE BEGIN.

This process will take around 2-3 hours to complete. While it is helpful to understand that this is an investment in your future—you will spend time to ultimately save time—the effects of this process can be much more profound.

We often underestimate just how much of our life can be on autopilot. We can drift, —for years at times—in a direction that doesn't serve us or those we love. Getting abundantly clear about who we are and where we are going ensures that we don't spend years of our lives in "the drift."

REMEMBER, every minute of time you invest in clarifying your vision can be a potential massive savings of time and gateway to fullness later down the road.

A FEW POINTERS TO MAKE SURE YOU GET THE MOST OUT OF YOU ARE HERE...

THE PERCEIVED COST OF TIME IS THE THING MOST LIKELY TO GET IN THE WAY OF YOU COMPLETING THIS PROCESS.

Give yourself permission to invest in yourself. Block off an afternoon or a weekend to focus solely on working through *You Are Here*. This is your life after all and the time you spend here can have a massive positive impact on everyone around you.

Find yourself a quiet place with limited distractions. Consider turning off your phone and other notifications.

You can use either pen or pencil, but we recommend that if this is your first time to use a pencil with an eraser. This will be an alignment tool and you will likely find yourself going back and forth through the pages and making edits. Give yourself permission to get messy and get into it.

Pour yourself a nice cup of coffee or tea. Make this an enjoyable experience.

If you are working on a computer, close out all other tabs.

Notice how you feel. Giving ourselves permission to admit what it is we really feel and what we really want can be difficult. Allow yourself as much freedom as you would give the person you love most in life.

At the end of our lives we will not look back on our efficiency, but rather the fullness we were able to realize on a daily basis.

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THE FIVE REGRETS OF THE DYING:

I WISH...

...I'd had the courage to live a life true to myself, not the life others expected of me.

...I hadn't worked so much.

...I'd had the courage to express my feelings.

...I had stayed in touch with my friends.

...that I had let myself be happier.

Taken from "The Top Five Regrets of the Dying" by palliative care nurse, Bronnie Ware



STEP 2: BIG PICTURE FOCUS

WISDOM OCCURS WHEN WE ARE ABLE TO VIEW THINGS FROM THEIR BROADEST CONTEXT.

If you want to go somewhere, it's helpful to first understand where it is that you want to go. So we will start by looking back on your life as a whole.

YOU ARE ON YOUR DEATHBED LOOKING BACK ON YOUR LIFE.

WHAT IS IT YOU HOPE YOU HAD ACCOMPLISHED?

STEP 1: ON THE FOLLOWING PAGE LIST OUT WHAT YOU HOPE TO ACCOMPLISH IN THIS ONE LIFE THAT IS YOURS.

On the left hand side you will list your doing goals, and on the right hand side you will list your being and becoming goals. We have included space to jot down 15 goals in each column, but you can add more on a separate piece of paper.

Try not to overthink this, just write down what comes to you, focusing on the things you want out of your life. Remember, these are your goals—not someone else's! Write these out and then return to this page for step 2.

STEP 2: PUT A STAR NEXT TO THE FIVE THAT MEAN THE MOST TO YOU IN EACH COLUMN.

These are the five things that, if accomplished, would fill you with a sense of contentment and fulfillment at the end of your life.

DOING LIFE GOALS

Doing goals are concrete achievements, projects, or experiences Ex. Write a book, get out of debt and experience financial stability, get promoted to manager, earn an mba, volunteer abroad for 2 months, climb mount fuji

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BEING AND BECOMING LIFE GOALS

Being goals are character attributes, relational goals and qualities of life experience

Ex. Be a loving wife, be present throughout my kids childhood, be a supportive leader in business, be humble, forgive friend

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ENVISION CONCRETELY, WHO IT IS YOU WANT TO BECOME IN 5 YEARS TIME.

Throughout your life, you have probably built an image of your ideal self. This image is a mixed bag of your personal vision and values, mixed in with the vision and values others have for you. We take cues from our boss, advertising, social media, even our parents—around who it is that we should become.

As you write out the image of your ideal future self (your becoming self), make sure to focus on who you want to become rather than whose approval you want to seek.

Your journey to being and becoming won't be marked by turning into someone else, but rather growing more fully into who you actually are.

MY VISION FOR MY FUTURE SELF...

TRAITS/QUALITIES I EXHIBIT:	WAYS I HAVE A POSITIVE IMPACT ON OTHERS:
AREAS I HAVE MASTERED IN MY LIFE:	THE THREE WORDS PEOPLE USE TO DESCRIBE ME:
AREAS I HAVE MASTERED IN MY LIFE:	THE THREE WORDS PEOPLE USE TO DESCRIBE ME:
AREAS I HAVE MASTERED IN MY LIFE:	
AREAS I HAVE MASTERED IN MY LIFE:	
AREAS I HAVE MASTERED IN MY LIFE:	
AREAS I HAVE MASTERED IN MY LIFE:	1
AREAS I HAVE MASTERED IN MY LIFE:	2
AREAS I HAVE MASTERED IN MY LIFE:	1
AREAS I HAVE MASTERED IN MY LIFE:	2

LIFE IS A DYNAMIC PROCESS.

THIS MEANS WE ARE ALL WORKS IN PRODUCTION.

There is a process to life that consistently forms and refines us. 10 years ago I barely knew what I wanted, and 10 years from now I will have much more clarity in life than I do now. Your life goals will change over time. Through repeating these exercises yearly, you will gradually increase alignment with your deeper purpose.

So relax. This shouldn't feel like a life sentence, it should feel like a new beginning.

Always we begin again.

- BENEDICT OF NURSIA

TRENDS & TIPS

Do you notice any trends in your doing and being goals listed on page 11? Do any resonate with you as being the most important? How would you rank these goals against each other?

Now, we are going to write out an overarching goal for your life. Take the insights gathered from the questions above and craft a 1—2 sentence description of your life's ultimate end goal. This will be the goal that when you look back on your life and you've achieved it, you will be able to say, with honesty, that you've lived a full life.

1. YOUR LIFE GOAL SHOULD BE ASPIRATIONAL.

Your life's end goal will serve as an anchor and source of continual motivation when times get tough.

2. YOUR LIFE GOAL SHOULD BE REALISTIC.

What's realistic? It's realistic for an oak seed to say it wants to become a great oak tree, it's not realistic for it to say it wants to become a mountain.

3. YOUR LIFE GOAL IS ALWAYS BASED ON YOUR CURRENT STATE IN LIFE.

Sometimes we don't know what it is that we really want. If you get stuck here, consider shortening the window of time and set a life goal only considering your life over the next 3 years.

4. YOUR LIFE GOAL CAN EVOLVE OVER THE YEARS.

Don't put too much pressure on yourself to get it EXACTLY right. Your life's end goal can change and refine through the years as you grow in personal awareness.

MY LIFE'S END GOAL IS:	MY TOP LIFE DOING GOALS THAT WILL SERVE MY LIFE'S END GOAL:
	MY TOP LIFE BEING AND BECOMING GOALS THAT WILL SERVE MY LIFE'S END GOAL:
	Congratulations! You just completed one of the hardest parts of this process. You're off to a great start on your journey to a full(er) life!



STEP 3: PERSONAL INVENTORY



YOU ARE HERE. BUT WHERE IS HERE?

With our end in mind, we can set a course to achieving it. But before we move forward, we want to first look back and assess our current state with full honesty.

Reality has a funny way of being, well—real, regardless of whether we acknowledge it or not. Your path to growth begins with engaging the reality of your current state.

LOOKING BACK ON THE LAST 12 MONTHS

HOW HAVE I CHANGED OVER THIS PAST YEAR?

WHAT ARE THE AREAS OF MY LIFE WHERE I FEEL THE MOST UNREST AND WANT TO IMPROVE?

Ex. my job, my health, my spiritual life, my marriage, my finances

WHAT'S MORE IMPORTANT TO ME NOW THAN IT WAS A YEAR AGO?

IN WHICH AREA OF MY LIFE AM I STRUGGLING THE MOST?

WHAT'S WORKING REALLY WELL IN MY LIFE RIGHT NOW?

Ex. my job, my health, my spiritual life, my marriage, my finances etc.

OVER THE NEXT 12 MONTHS, WHAT NEW OPPORTUNITIES AND POSSIBILITIES AM I EXCITED ABOUT?

WHAT ARE THE TOP DISTRACTIONS IN MY LIFE?

IN WHAT AREAS OF MY LIFE DO I FEEL INSECURE?

WHAT ARE THE BAD HABITS I'D LIKE TO ELIMINATE?

HOW MUCH PEACE AM I EXPERIENCING IN MY LIFE RIGHT NOW? 1-10

WHAT ARE THE BIGGEST EMOTIONAL/ENERGY DRAINS IN MY LIFE?

WHAT AM I AFRAID OF?

WHAT ARE THE THINGS THAT ARE MOST LIFE-GIVING FOR ME IN LIFE RIGHT NOW? LOOKING BACK ON YOUR LIFE, CAN YOU THINK OF A TIME WHEN YOU FELT THE GREATEST SENSE OF PURPOSE AND PEACE? What was working really well at that time? What marked that experience? Write down an aspect of that time in your life that you would like to recapture and cultivate over the coming 12 months.

THIS COMING YEAR, I'D LIKE TO RECAPTURE A SENSE OF:

Your word for the year should be a word or phrase that can serve as a filter and guide for your action over the course of the next 12 months. What is a word, idea, or theme you would like to realize in your life over the next year?

MY WORD FOR FOR THIS COMING YEAR:

POSSIBLE ROLE MODELS

The people we surround ourselves with can have a massive impact on who we ultimately become. This year as you seek to grow, select a role model (living or dead) that you can look to for guidance and motivation.

Now, think of four people who either exhibit the traits you want to foster, have walked a path similar to the one you are on, or have achieved what you want to achieve over the coming year.

This is not about becoming someone else. It's not about wishing you had the life of someone else. This exercise is about learning through the example of those who have already walked the path we are setting out on, as well as anchoring ourselves in the reality that something greater is possible for us in the future.

By three methods we may learn wisdom: First, by reflection, which is noblest; Second, by imitation, which is easiest; and third by experience, which is the bitterest.

-CONFUCIOUS

STEP 1:

ROLE MODEL'S NAME	TRAIT(S) YOU ADMIRE IN THEM
1	1
2	2
3	3
4	4
STEP 2:	
SELECT YOUR ROLE MODEL TO CARRY WITH YOU THROUGHOUT THE YEAR.	
You Are Here Tip Keep a picture of this person in an important place (like the back of your Monk Manual).	



STEP 4: YEARLY GOAL ALIGNMENT

ALIGNING YOUR YEAR WITH YOUR PRIORITIES

Deepening our understanding of our big picture vision and desires provides us with a certain level of clarity and inspiration. It enables us to once again reimagine what is possible for our lives, and renew our commitment to the process of life that is always aiding us on our path of growth.

The way to achieve our highest level goals and ideals is not by running away from our daily life and obligations, but rather by fully engaging them. Work, parenting, school assignment, car payments... nothing has to stand in the way of being and becoming when we learn to approach these things as opportunities rather than obstacles.

In this next section we will lay out specific goals for the coming year. These will be the concrete steps we would like to take in the coming year to progress towards our higher level life goals.

MY GOALS FOR THE COMING YEAR

List out your top doing goals and top being and becoming goals for the coming year. If you run out of room feel free to use a separate piece of paper. Remember, your doing goals don't have to stand in the way of your being and becoming goals. In fact, your doing goals, when approached intentionally, will be the means through which you achieve your being and becoming goals.

Try to keep a balance between the core aspects of your life: relationships, physical, spiritual, work/vocation, personal growth, and play. You will be at your best when you are able to provide adequate space and attention to all of these areas.

DOING	BEING AND BECOMING
20 goals	20 goals
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NOW, WE ARE
GOING TO SELECT
THE TOP FOUR
GOALS FROM BOTH
OF OUR LISTS.

"It's not about proving anything. It's about sharing something."

-YO YO MA

You may find that you can write one goal that includes a number of the goals you listed out on the previous page.

What's important is that these goals are realistic and motivating. Most of us underestimate what it takes to complete something because we envision them within "ideal scenarios." But life has a way sneaking up on us and things usually take longer than we expect. Try to underestimate what you can accomplish by assuming what would be possible if you only had 75% of the time you envision for pursuing your goals over the next 12 months. The alternative is that you over budget and as a result are forced to suboptimize various areas of your life so that you can achieve these goals.

It's not about proving anything. It's about sharing something.

-YOYO MA

TOP FOUR GOALS

MY YEARLY DOING GOALS	HOW WILL ACHIEVING THESE GOALS POSITIVELY IMPACT
1	YOU?
1	_
2	
3	
4	-
MY YEARLY BEING GOALS	HOW WILL ACHIEVING THESE GOALS POSITIVELY IMPACT
1	OTHERS?
2	
3	
4	

SETTING YOUR YEARLY POCKET JOURNAL GOALS PAGE

		ROLE MODELS		
	12 MONTH PREPARE		BEING AND BECOMING GOALS	
WORD FOR			GOAL 1	
THE YEAR	MY WORD FOR THE YEAR:	MY ROLE MODEL FOR THE YEAR:	WHY THIS GOAL?	
	WHAT IS MY LIFE'S END GOAL?*		GOAL 2	
LIFE'S END GOAL			WHY THIS GOAL?	BEING GOALS
GOAL	_		GOAL 3	30/123
			WHY THIS GOAL?	
	Throughout the rest of this small booklet you will be laying out a number of goals to pursue over the coming year. Keep coming back to this page. Allow this overarching goal to be a		GOAL 4	
RECAPTURE	guide and anchor for all other commitments and g	goals.	WHY THIS GOAL?	
SENSE OF	THIS YEAR I WOULD LIKE TO RECAPTURE A	SENSE OF:		
	WHO ARE THREE PEOPLE WHO CAN HELP		DOING GOALS	
	SUPPORT ME AS I WALK MY PATH THIS YEAR?	We recommend sending your yearly	GOAL 1	
	2	goals to the three people named here and checking in with them at least once a quarter to track your purposeful progress.	WHY THIS GOAL?	
	3			
			GOAL 2	
	WHO DO I WANT TO BE A YEAR FROM NOW?		WHY THIS GOAL?	
				BECOMING GOALS
			GOAL 3	GUALS
			WHY THIS GOAL?	
			GOAL 4	
			WHY THIS GOAL?	
	*Need help filling out these pages? - visit monkman	nual.com/year		



STEP 5: ACTION PLAN

SMALL STEPS + BIG IMPACT

We become overwhelmed when we lose our sense of perspective.

Whenever we are faced with a challenge that seems insurmountable, we disengage, feel anxiety, or move into patterns of fight, flight and freeze. The solution is to always seek to maintain a proper perspective—to break down the large overwhelming things into smaller, more concrete, actionable items.

In this section we will break down each of your yearly goals into smaller bite size chunks. Doing so will help you to better grasp the steps necessary and to ensure that overwhelm (and it's cousins procrastination and fear) don't get the better of you in the coming year.

MANY OF US APPROACH GOALS LIKE WE DID IN HIGH SCHOOL.

Our final assignment is due in a month so we wait until the week beforehand and then realize we have a lot more on our plates than is feasible. Our odds of completing our goals is greatly increased by breaking down our goals into smaller goals, which can then be spread out with accountabilities over time.

Half the battle with goals is creating the adequate space and focus for them to occur. If we get things right here, we are much more likely to fulfill what we set out to do, and more importantly, we are much more likely to feel fulfilled by the work itself.

If, when going through this process, you realize a particular goal isn't realistic—that means it's time to celebrate. You just saved yourself a lot of headaches and avoided something that likely was going to steal your peace further down the line. Simply go back and cut/refine this goal or others until you've found an appropriate level of commitment for the next 12 months.

EXAMPLE:

NAME OF GOAL:

Write a book

STEPS:

- Concept (1)
- Research (1)
- Write outline (2)
- First Pass (2)
- Second Pass (3)
- Editing (3)
- Final Pass (4)

WHAT'S GOING TO BE THE HARD PART?:

Pushing through fear around writing this book

WHAT'S MOST LIKELY TO GET IN THE WAY?:

Not having time set aside, a carved out time to write. My other goals.

GOAL 1	GOAL 2
STEPS TO GET THERE	STEPS TO GET THERE
•	•
•	•
•	•
•	•
•	•
•	•
WHAT'S GOING TO BE THE HARD PART?	WHAT'S GOING TO BE THE HARD PART?
WHAT'S MOST LIKELY TO GET IN THE WAY?	WHAT'S MOST LIKELY TO GET IN THE WAY?
WHY THIS GOAL?	WHY THIS GOAL?

GOAL 3	GOAL 4
STEPS TO GET THERE	STEPS TO GET THERE
•	•
•	•
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•	•
•	•
•	•
WHAT'S GOING TO BE THE HARD PART?	WHAT'S GOING TO BE THE HARD PART?
WHAT'S MOST LIKELY TO GET IN THE WAY?	WHAT'S MOST LIKELY TO GET IN THE WAY?
WHY THIS GOAL?	WHY THIS GOAL?

THE PATH TO REALIZING OUR BEING AND BECOMING GOALS IS DIFFERENT FROM THAT OF OUR DOING GOALS.

Whereas doing goals are like carving out a sculpture (linear), being and becoming goals are much more like cultivating a garden (dynamic). Here the focus shifts from concrete checkpoints and deliverables, to behaviors and habits that can animate us and enable positive qualities to flourish.

Both inner and outer work are necessary as they depend on each other for full functioning. While it's often easier short term to measure and track our outer work, the real transformation often occurs through our inner work. Our actions and behaviors (exterior realities) flow out of our beliefs and feelings (inner realities). We use our exterior work as a means to access and track the interior work taking place deep inside of us.

The work involved in being and becoming falls into two distinct realms:

OUTER WORK AND INNER WORK

PUT INTO PRACTICE

OUTER WORK

- Developing a positive habit or behavior that directly contributes to our goal
- Developing a positive habit or behavior that creates the space or the motivation necessary for our goal
- Setting boundaries around a behavior that may be impeding our goal
- Educating ourselves on the goal, and studying the lives of those who have already achieved excellence in this area.

INNER WORK

- Working through the roots of a particular insecurity
- Reforming a misguided belief and aligning it with deeper truth
- Searching out the roots of a surface level desire for a deeper desire (often our bad habits are pointing us to a deeper need or desire which we may be unaware of)
- Healing a past wound, or forgiving a past offense
- Facing a truth or reality of our life we would rather not see

POSSIBLE OBSTACLES TO GROWTH:

Perfectionism, fear, past hurts, greed, ingratitude, pride, need for control, need for status, lack of trust, self doubt, false narratives/beliefs, desire for power, inferiority complexes, superiority complexes, and lack of honesty with self or others (just to name a few).

GOAL 1	GOAL 2
WHAT BEHAVIORS AND HABITS CAN HELP ME CULTIVATE THIS GOAL?	WHAT BEHAVIORS AND HABITS CAN HELP ME CULTIVATE THIS GOAL?
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•	•
•	•
•	•
WHAT INNER BARRIERS/NARRATIVES ARE LIKELY TO GET IN THE WAY?	WHAT INNER BARRIERS/NARRATIVES ARE LIKELY TO GET IN THE WAY?
WHAT EXTERNAL BEHAVIORS ARE MOST LIKELY TO GET IN THE WAY?	WHAT EXTERNAL BEHAVIORS ARE MOST LIKELY TO GET IN THE WAY?

GOAL 3	GOAL 4
WHAT BEHAVIORS AND HABITS CAN HELP ME CULTIVATE THIS GOAL?	WHAT BEHAVIORS AND HABITS CAN HELP ME CULTIVATE THIS GOAL?
•	•
•	•
•	•
•	•
WHAT INNER BARRIERS/NARRATIVES ARE LIKELY TO GET IN THE WAY?	WHAT INNER BARRIERS/NARRATIVES ARE LIKELY TO GET IN THE WAY?
WHAT EXTERNAL BEHAVIORS ARE MOST LIKELY TO GET IN THE WAY?	WHAT EXTERNAL BEHAVIORS ARE MOST LIKELY TO GET IN THE WAY?

Life isn't about getting to the end faster, it's about being there the whole time.

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SETTING YOUR FIRST QUARTER



YOUR DAILY ROUTINE

Our lives are made up of an ongoing cyclical rhythm of days. How we begin and end our day can serve as bookends to help us ensure we are focusing on what matters, creating the optimal conditions for thriving throughout our waking hours. Take some time below, considering your doing and being goals, to lay out a morning and evening ritual for you to live into over the next year. Feel free to adjust this routine as you discover what is working well for you and what isn't over the course of the year.

CURRENT MORNING ROUTINE		CURRENT EVENING ROUTINE	
DESCRIPTION	LENGTH	DESCRIPTION	LENGTH
		_	
		_	
	·		
NEW MORNING ROUTINE		NEW EVENING ROUTINE	
DESCRIPTION	LENGTH	DESCRIPTION	LENGTH
		_	
		_	
		_	
WHAT ARE THREE NON NEGOTIABLE	DAILY ACTIVITIE	S THAT WILL SUPPORT YOU ACHIEVING	THESE THINGS?
1.	2.	3.	

WHERE TO FROM HERE?

You did it! You Just completed the Monk Manual's You Are Here being and becoming yearly process

You are not alone. You are walking with thousands of other men and women just like yourself who have decided to step out towards fuller living.

If you want to learn more about our ten principles <u>click here</u>

Do you know someone else who would benefit? Feel free to share this resource with them

A NEW (OLD) VISION FOR PRODUCTIVITY

Monks are the most productive people in the world. They know that productivity isn't about doing more things, it's about doing the most important things well.

Monks live by a system that enables clarity of action, as well as habits necessary to support full living. Habits including gratitude, awareness, intentional action, presence, personal growth, giving, listening and loving.

We are on an ambitious mission to help busy people utilize timeless monastic principles so that they can experience greater peace and purpose in their everyday lives.

Learn more

MODERN PRODUCTIVITY THINKING: "More is More"

APPROACH

Shallow

Wide

Anxiety

Lack of fulfillment

Complex

Isolation

WISDOM PRODUCTIVITY THINKING "Less is More"

APPROACH

Deep

Narrow

Simple

RESULT

Peace

Fulfillment

Connection



I'VE ALWAYS SEEN
MYSELF AS HAPPY,
PRODUCTIVE, AND
SPIRITUAL, BUT THE
MONK MANUAL TOOK
IT TO ANOTHER LEVEL.

- KYLE K

The Monk Manual 90-Day Planner is a daily system that helps you focus on the most important things, so you can live each moment with greater purpose, productivity, and presence (we guarantee it). Inspired by Monks. Backed by Science. **Designed for you.**

