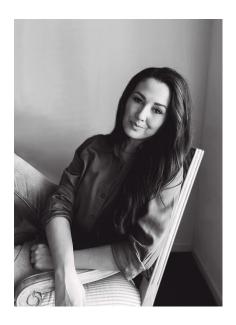
2024 EDITION

THE PLAYBOOK

An end-of-the-year assessment and goal planner for the modern entrepreneur



A WHOLE NEW YEAR IS RIGHT AROUND THE CORNER



And my question to you is this: will it finally be the year that you stop holding yourself back from all that you are wanting and dreaming of for your life?

No matter what transpired in 2023, there are three things I want you to know: Life is fleeting, adversity is inevitable, and the pursuit of freedom and the life you know you deserve has never been more vital.

We are never promised tomorrow. Fearing something today when tomorrow is uncertain is no way to live. Maybe 2023 was a tough year. So what are you going to do about it?

You buckle down. You evaluate what went right in 2023 and what went wrong. No more blaming external circumstances – it's time to take charge of what you can control and change. Excuses have no place, and 'tomorrow' is no longer in your vocabulary.

Because you are meant to stand in your purpose. You are meant to build the life you envision for yourself. You are meant to do big things.

Will it be tough? *Undoubtedly*. Building dreams is no easy feat. There will be days when quitting seems tempting. It will be the hardest work you ever do - as should anything that comes with such great reward. If it were easy, everyone would be doing it. But honey, you aren't everyone. And something tells me that you already know that. Because you are here right now.

There is no room for self-doubt in 2024. And there is no holding back anymore. You in? *Good!* Now let's get to work.



"We must all suffer from one of two pains:

The pain of DISCIPLINE or the pain of REGRET.

The difference is discipline weighs ounces while regret weighs TONS."

IIM ROHN

ASSESSMENT / STEP 01

BUILDING on the POSITIVES

The power of positivity can be an incredible asset. Begin by evaluating the past year and the things that DID work in your business.

1. What were my top accomplishments this year?
2. What projects or types of projects excited me most and left me feeling fulfilled?
3. What were my 'ah-ha' moments?
4. What goals came to fruition this past year?

5. What things did I say yes to that I want to see more of in the new year?
6. What things did I say no to that ended up being the best decision?
7. What are my overall feelings when reflecting on my business this past year?

"The only real mistake is the one from which we *learn nothing.*"

HENRY FORD

ASSESSMENT / STEP 02

${\tt LEARNING} \textit{ from the } {\tt NEGATIVES}$

Remember this: success is built on a pile of failures. You only fail forward. Reflecting on the things that didn't go well, things you missed the mark on, or things you need to say no to are only going to help build a stronger foundation and help to cultivate growth and success.

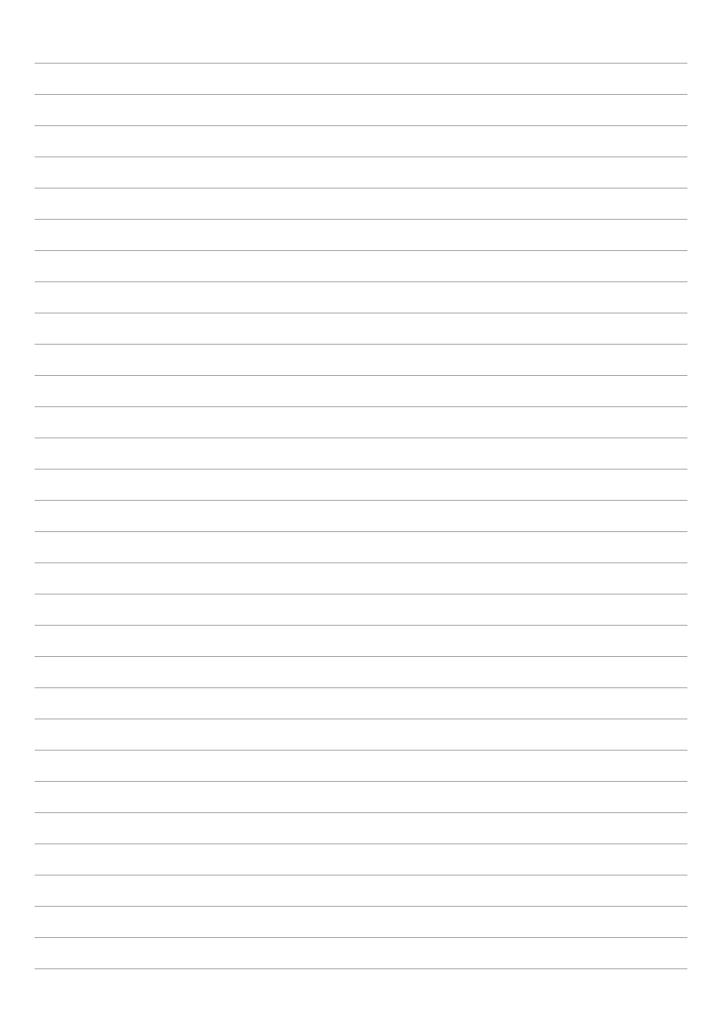
1. What were the things I failed at over the past year?
2. What caused the most stress?
3. What clarity can I draw from the struggles I experienced this past year?
4. What goals did I not accomplish, but still want to?

What things do I know I need to cut out or say no to in the new year?					

LETTING IT Go.

On the following pages, you are going to write down all of the negatives you felt and dealt with this past year. Pour out all of the self-defeating thoughts, the failures, the times you gave up, the times you gave in, the self-doubt, the stresses, and the opportunities missed. Write down all of the negative things you are holding on to and all of the hard that you faced this past year in life and business.

07 / THE 2024 PLAYBOOK KARALAYNE.COM



Now, rip these two pages from your playbook, crumple them up and burn them. You are leaving it all behind and stepping into this new year with renewed strength, energy, and a clear mind. Let it all go.

"You'll never change your life until you change SOMETHING you do daily. The secret to your success is found in your daily routine."

JOHN C. MAXWELL

IMPROVING the OUTPUT

Review your daily routine and habits. Assess what is working as well as what isn't. Think about what you want this part of your life to look like. Cultivating a solid daily routine will be a huge step in achieving the goals you have and the things you want to achieve.

. When you wake up every day, how do you feel about your work? Are you excited? Are you stressed?				
Contrary to what you or society has been conditioned to think, you deserve to wake up excited and happy.				
2. If you don't currently feel that way, what do you need to adjust? What are the things you know you need to say no to or the things you need to take off of your plate to get to a better place?				
Entrepreneurs are known to work themselves to the point of burnout. And while you cannot expect balance in a season of sacrifice, you do need to make sure you have a healthy approach going after all that you want to accomplish				
3. Evaluate the amount of hours and time you spending working. Do you need to create and maintain a better schedule? Are there clear boundaries you need to set with yourself, with your family, with your clients and customers?				

11 / THE 2024 PLAYBOOK

everything you need to. Envision the routine that would leave you feeling fulfilled and not depleted. 4. What does your ideal daily schedule look like?				

Envision your ideal day - from the time you wake up to the time you go to bed. Envision the routine that would equip you in handling personal and professional responsibilities and that would allow you to accomplish

12 / THE 2024 PLAYBOOK KARALAYNE.COM

that you are going after. You are only human and we all have tendencies to waste time. However, let's address them now so you can improve your daily performance.
5. What are the biggest distractions in your day? Where and on what do you see your time being wasted the most?
6. What boundaries do you need to put in place to minimize these distractions?
We are so excited sometimes to get to the work that we neglect creating workflows or organized systems in place that will help us work as efficiently as possible. It's why it is so important to find the "leaks" in your business. These are the weak points that keep you from performing at optimum level. The points in your workflow that cause fall-of that result in unhappy clients or customers, a drop in engagement or traffic, as well as losing out on potential sales.
7. What are those leaks? How can you best address them? Can they be outsourced? Or can they be eliminated completely?

Sometimes you need to come face-to-face with the smallest of things that hold you back from accomplishing all

13 / THE 2024 PLAYBOOK KARALAYNE.COM

"People do not buy goods and services.

They buy relations, stories and magic."

SETH GODIN

ASSESSMENT / STEP 04

LEVEL-UP Your REVENUE

It's easy to ignore the numbers. Whether it be a lack of confidence surrounding how much you are making in your business or perhaps because you aren't sure how to even review and address things. Let's gather a few pieces of information for a simple bird's eye view.

GROSS REVENUE	TOTAL BUSINESS EXF	PENSES	TOTAL PROFIT FOR THE YEAR
ou also want to make sure you kn his will help you get a better asse:		ual offerings	contributed to your overall revenue.
		rd the total ar	mount of revenue for each in the last yea
OFFERING			TOTAL REVENUE
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lo with you. It might have been tha	at it wasn't the right fit for you eeping them or letting them g	ur current aud	hoped. And sometimes it has nothing dience. As a business owner, you will r, take emotion out of it and simply loo
	on-performing services or prod	ducts?Do you	need to work through better marketin

15 / THE 2024 PLAYBOOK KARALAYNE.COM

4. What were your top revenue drivers? Is there a way to enhance these offerings for the upcoming year? Or is there a way to build off of them?
5. Are there new offerings you want to develop and introduce this next year? Are there things your audience has been asking for that would be a good fit and worth developing?
It would also be a great time to list out and review your business expenses. Trim the fat where you can and perhaps see what areas of your work you can outsource so you can focus on your most important work.
Now decide what you want to work towards this upcoming year. When it comes to setting a revenue goal, my suggestion is to think really big. After all, if your dreams don't scare you they aren't big enough.
What is your revenue goal for 2024?

Visualization and speaking life into the things we want in our lives needs to be a regular practice. If you are only ever speaking to the negative, that is what your mind is focused on and therefore that is what you experience. Have you ever noticed that when you are thinking about buying a new car or have bought a new car that you suddenly see it everywhere? That is the law of attraction at work.

Write that number above on a sticky note and post it on your bathroom mirror. Write it in your planner. Heck, have a custom piece of jewelry made engraved with that number and wear it daily. Anywhere that you will see it again and again throughout the next 12 months as you work hard to make it a reality.

"You never get a a second chance to make a first impression."

WILL ROGERS

ASSESSMENT / STEP 05

AUDIT Your PRESENCE

Knowing your audience, understanding the best way to communicate your brand message, pinpointing areas of your online presence that need refining - these are all things you should regularly assess as a business owner. 1. Do you feel confident in your brand messaging? Have you reviewed your why and is it being properly conveyed? 2. Is your online presence visually strong? Is it curated and cohesive? Do you have a solid brand identity and website? If not, what are the steps or investment you need to make in order to gain more confidence in this area? 3. What are you doing to surprise and delight your audience? Are you giving them free resources? Are you surprising them with random acts of kindness? In what ways can you truly cultivate a place of community? 4. Are you showing up consistently? Does your audience know when they can expect new content from you? How can you strengthen your consistency in the new year?

nt strategy for your social media marketing to ensure your commun ent with your brand message? If not, what adjustments can you ma ess?	0 0

Whew! You have reviewed, assessed, and reflected on so much within your business over the past year. This is a fantastic first step to take in order to set yourself up for success in the new year. Now, get ready to create your concrete goals based off of the work you just did.

19 / THE 2024 PLAYBOOK KARALAYNE.COM

MY VISION for the NEW YEAR

As you look ahead to the next twelve months, what do you see for yourself? What are your BHAG's (big, hair, audacious goals)? What do you want to accomplish? Don't worry about specific details just yet. Simply write below all that is taking up space in your heart and mind.

GOAL PLANNING / STEP 01

YOUR Top TEN

From all of the things that you just wrote down on the last page, be intentional in selecting and ranking your top ten goals by importance. These are those things that, when you accomplish them it would go down as your best year yet. You might have more, but let's focus on your top ten.

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"A dream written down with a date becomes a goal. A goal broken down into steps becomes a plan. A plan backed by action makes your dreams come true."

GREG REID

GOAL PLANNING / STEP 02

DEFINING Your GOALS

Why does specificity matter when it comes to setting goals?

So often we are quick to jot down a list of resolutions and call them goals. However, setting intentional goals requires a bit more legwork. When a goal is measurable you are then able to remove any guesswork and confusion.

You have a clear vision for where you are headed, your why is at the forefront of your mind, and you know the exact steps you need to take to get to the end result. This is such important work for you to do as business owner. True growth requires intention.

So what does a clearly defined goal look like?

EXAMPLE:

I will add 1,000 subscribers to my email list by March 1st, 2024

I am going to achieve this by creating a free opt in resource, building out my welcome funnel, and utilizing a weekly email to connect and build trust.

Using the following pages and breaking down your goals is going to leave you with the exact blueprint to execute your action steps and achieve your objectives.

23 / THE 2024 PLAYBOOK

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My Action Steps:		
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Potential hurdles or fears in working towards this goal:

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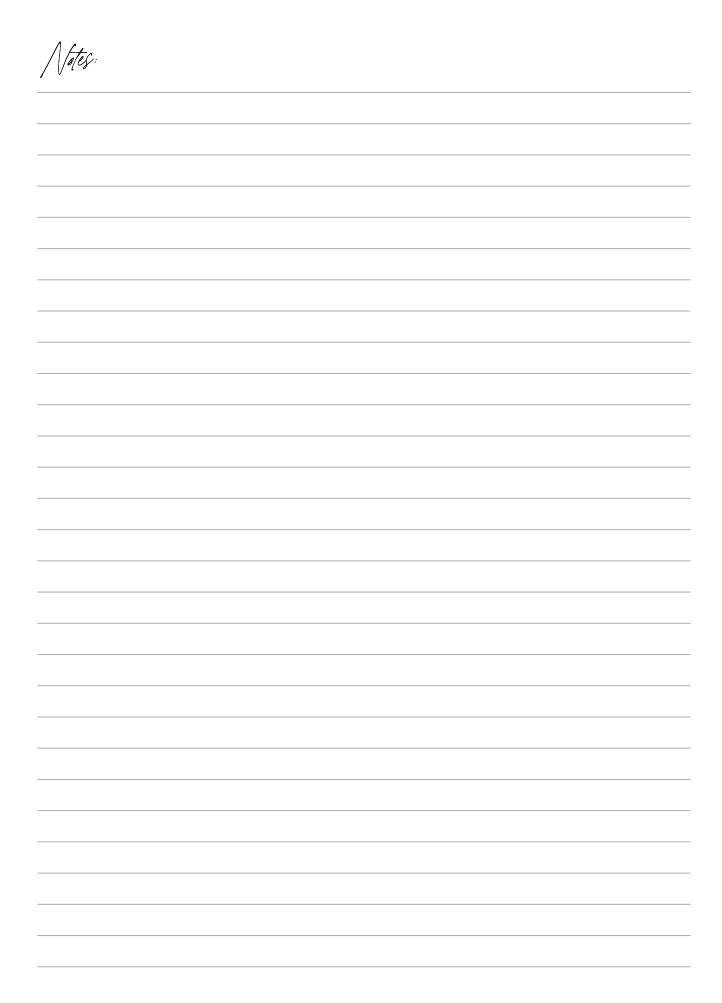
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"There is no passion to be found in playing small - in settling for a life that is less than you are capable of living."

NELSON MANDELA