

THE SET FORWARD ACTION GUIDE



12 MONTHS
OF PURPOSE,
FOCUSED ACTION,
FOR HIGH-PERFORMANCE.

Inspired by Rugby.
Designed for life.

THE SET FORWARD ACTION GUIDE

Created in Pretoria, South Africa

***“Growth doesn’t happen
in the game; it happens
in the moments you
pause, reset, and set
forward.”***

Ayanda Zaca

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From the Author

Thank you for choosing The SET FORWARD Action Guide.

I created this for the person who senses a deeper reservoir of potential within- someone who knows that a life of greater impact isn't found by accident, but by design.

In the high-stakes arena of leadership and elite performance, we are often taught to fear the "setback." But through years on the rugby pitch in the professional ranks, I learned a different truth: **To Set Forward** is the **active, disciplined** opposite of a setback.

A setback is a moment that keeps you imprisoned in the past; a **Set Forward** is the **courageous** decision to use your fumbles and missed trials as the very stepping stones you need to climb higher.

The rhythm you hold in your hands isn't just inspired by the grit of a rugby season; it is grounded in the **Sports Science principles** I have studied and practiced. True high performance isn't about a single "stroke of brilliance". It is a **relentless commitment** to the athlete's discipline: regular practice, continuous assessment, skills development, and the agility to make adjustments when the game changes.

Think of this guide as your "**coach in your pocket**". In professional sports, **no one wins in isolation**. Every high-performer requires a "closed-loop" of honest reflection to ensure their effort translates into progress.

Within these pages, you will move through your own season- setting clear goals, planning your matches, monitoring your energy, refining your tactics, adjusting your winning strategy.

I invite you to be "**ambidextrous**"- as skilled at pursuing your wins as you are at being gracious with yourself when you fall short.

Do not allow a missed goal to define you- but do pursue each hard!

Use every season to mature and become the best version of yourself.

So take a breath.
Step onto the field.
No excuses.

It's time to Set Forward.

AYANDA ZACA

INTRODUCTION TO THE ACTION GUIDE

By stepping into this guide, you've joined a movement-a community of people who are choosing to live with greater purpose, resilience, and focussed action.

Here, you are not alone:

- We share a rhythm, 12 months of growth, one reflection at a time.
- We build a culture of showing up, cheering one another on through tough times, staying accountable, and celebrating wins.
- We move as one, each of us setting forward in our own lives, but part of a wider team.

In rugby and in life, the most important shifts don't happen out on the field. They happen in the moments when you pause, take stock, and make decisions about how you will play the next half. To maximise your potential:

- You need a coach to challenge and guide you.
- You need teammates to learn with and encourage you.
- You need a purpose-ready kit and a mindset for what's next.

This guide is your coach- your playbook. Each month you'll:

- Take a quick energy check-in (so you know where you're strong and where you need to recover).
- Reflect with prompts that help you align with your purpose, values, and goals.
- Set SMART goals that are practical and achievable.
- Track your progress visually, so you can see momentum building.

PRE-SEASON 00

STARTING WITH **THE END** IN MIND

"If you want to go fast,
go alone; if you want to
go far, go together."

AFRICAN PROVERB

HOW TO USE THIS GUIDE

Throughout this guide, you will be prompted on a monthly basis to reflect on key areas and dimensions of your life, set actionable goals, and evaluate your progress.

Each month, you'll engage with the PHILA Framework, focusing on those key dimensions: pausing for reflection, healing and building habits, setting clear intentions, learning from experience, and aligning your actions.

The guide will include:

REFLECTION PROMPTS

Designed to help you reflect on your current situation and be very mindful about your progress.

ACTIONABLE STEPS

Practical suggestions to implement each month, allowing you to easily build valuable and lasting habits.

SMART GOALS

Set specific, measurable, achievable, relevant, and time-bound goals to drive results.

ENERGY AND FATIGUE ASSESSMENTS

Tools to track and manage your physical, mental, emotional, spiritual and financial energy. Without energy, there can be no effective action.

AFFIRMATIONS FOR THE JOURNEY AHEAD

Each month has an affirmation like the one following. You are encouraged to repeat it out loud to yourself. This will help to rewire your neural pathways so that you can address negative habits, nurturing and enforcing positive thinking. You need to hear yourself cheer yourself on and silence the negative inner voices.

The P.H.I.L.A Framework.

In IsiZulu, the word “**Phila**”
(*pronounced P-IHLAH*)
translates to "live" or "to thrive."

It reflects a mindset of intentional living, where every action is purposeful, and every challenge is an opportunity for growth.

To “phila” is not just to survive but to actively embrace life with optimism, energy, resilience, and focus. To THRIVE!

For the purposes of this guide, PHILA will be an acronym for our Framework, that stands for:

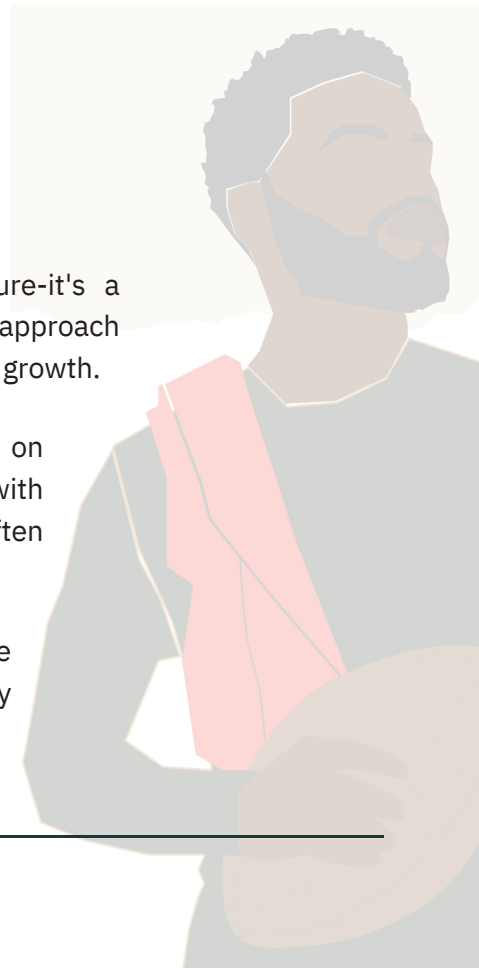
- **P** - Pause and Purpose
- **H** - Heal and Habit
- **I** - Intend and Impact
- **L** - Learn and Leverage
- **A** - Act and Align

WHY PHILA IS RELEVANT

The PHILA Framework is more than just a structure-it's a philosophy that aligns with how successful athletes approach their game or season and how leaders build sustainable growth.

In rugby, players need to periodically pause, reflect on their strategy, adjust their approach, and act with precision. In arenas of high performance there is often little room for hesitation and confusion.

The PHILA Framework will help you to plan and execute with precision and accuracy, awhile sustaining energy for consistent performance.



Similarly to rugby, these principles apply to personal and professional growth:

P- PAUSE AND PURPOSE

Just like a rugby team takes moments to reassess and adjust their strategy, you need to pause regularly to evaluate the alignment between your values, goals, habits and intentions. It all starts with having a clear and well thought out purpose.

H- HEAL AND HABIT

Rugby players need rest and recovery (to heal and to maintain peak performance. Similarly, it's essential to know, understand, nurture and build habits that restore and sustain your energy.

I- INTEND AND IMPACT

Each move in rugby is made with intention. Set pieces are meticulously planned and practiced. Your actions need to be aligned with your core values and long-term vision to create meaningful impact.

L- LEARN AND LEVERAGE

Rugby teams learn from every match, analysing successes and failures to build forwards- sharpening their offense and strengthening defence . You, too, must learn from your experiences and leverage those lessons for growth. If you cannot learn and leverage, you will remain stuck, or suffer delays in your progress.

A- Act and Align

Success in rugby depends on consistent, focused action- not on action alone. Similarly, achieving your goals requires consistent effort, alignment, and taking action that reflects your values and purpose.

This guide, rooted in the PHILA Framework, is designed to help you *phila*-to **live, lead, and thrive** with purpose- thereby performing at your best. It offers a structure that blends reflection, strategic planning, and actionable steps, all while encouraging self-awareness, self-care, and continual growth.

"I am on a journey to phila-
living with purpose,
healing and growing,
setting intentional goals,
learning from every experience,
and taking action
that aligns with
my highest vision."

This framework encourages a holistic approach, ensuring that you don't just focus on one dimension of growth but nurture several aspects of your life. This is so you can thrive-just like a well-rounded, strategic rugby player who is able to sustain their fitness, prevent serious injury and consistently deliver effective results.

With the PHILA Framework as your coach and guide, you will develop the clarity and resilience needed to effectively lead yourself, build inner security so that you can achieve lasting success.

*This **SET FORWARD ACTION**
GUIDE is the *tool*.*

*The **SET FORWARD COMMUNITY**
is the *experience*.*

Every season- like every game and every half begins with a set piece. It lays the foundation for how the next phase of play will work out. In the same way, your growth depends on creating regular moments to step back, reflect, and prepare your next moves.

SET FORWARD is a growth community of like-minded people committed to focused action, leading themselves, and building resilience, and working through this guide together over the next 12 months.

SET FORWARD gives you the base-rhythm, helping you grow discipline:

- **Set** → build your foundations, reset your energy, sharpen your focus.
- **Forward** → take intentional action, make progress, and influence the world around you.

You're invited to make maximum use of the tool, and journey together in the community. Let's get started on this exciting journey!

Your Commitment

Like any good rugby season, the outcome depends on showing up, giving your best, and learning along the way. Some months will be easier than others-but the real advantage comes in consistency.

- **Your only requirement?**

- Commit to showing up each month.
- Set time aside in advance.
- Assess honestly.
- Reflect deeply.
- Act intentionally.



A Final Word

This is not just about self-improvement.

It's about building inner security, personal mastery, and influence- the kind of leadership that starts with yourself and flows into your family, your workplace, and your community.

SO-WELCOME TO THE **SET FORWARD COMMUNITY.**

Your jersey is ready.
Your team is waiting.
The whistle has blown.

It's game on!

The Player's Pledge



The Non-Negotiables

Do Hard Things

I recognize that growth lives at the edge of my comfort zone. I will not allow the "devil I know" to keep me from discovering what I am capable of becoming. I commit to the awkward and the difficult- knowing that practicing the hard things is the only way to improving skill and competence in life and leadership.

Show Up for Practice

I understand that progress is the result of a relentless commitment to the athlete's discipline. I commit to regular practice, continuous assessment, and the consistent steps that build momentum month after month. I will show up for the tests and the trials, using every "match" to measure the true stuff I am made of.

Gracious in Defeat

I accept that failure is a necessity for progress and victory. When I stumble or fumble, I will not be imprisoned by the memory of my failings or my broken promises. I will harvest the lesson, forgive myself quickly, and "Set Forward" with the compassion and humility that only the pitch can teach.

Grounded in Reality

I will see things as they are, not as I wish them to be. I recognize that an honest estimate of my potential is the only foundation for true maturity. By accepting the truth of the current scoreboard, I gain the clarity and agency needed to change the game in the next half. My success is in my hands- I take responsibility for it.

Name: _____

Sign: _____

Date: _____



MONTH 01

LAYING THE FOUNDATION FOR MASTERY

“Vision without action is
merely a dream. Action
without vision just passes
the time. Vision with action
can change the world.”

Joel A. Barker



This first month is about setting the tone for the year, much like the kick-off in a rugby match. By reflecting deeply on your vision, values, and energy, you will cultivate inner security and develop personal mastery across three key dimensions: personal life, family, and workplace. The focus for month one is on building a foundation for intentional living, aligning your actions with your core values, and preparing for meaningful growth.

CORE FOCUS: KICK-OFF

In rugby, the kick-off sets the tone for the entire match. It's not just about the first play—it's about establishing dominance, executing your strategy, aligning the team, and setting a foundation for success. Similarly, Month 1 is your kick-off, where you define your direction and build momentum for personal mastery.

Purpose is the foundation of every meaningful action. Without clarity of purpose, it's easy to lose focus and motivation. This month is about identifying your personal “why” and using it to guide your actions for the year ahead.

COACH'S TIP

When answering any question in the guide, resist the temptation to answer according to the negative or what you DO NOT want. For example, “I want to not feel tired” or “I do not want to fail.”

Rather answer according to what YOU DO want. Focus on what you do want- such as “I want to feel energised daily”, or “I want to feel accomplished.”

Scrum and Strategy Principles in Practice

“In both leadership and rugby, a clear purpose acts as a compass. Leaders with purpose make decisions with confidence, adapting to challenges while staying focused on their goals.”



KEY COMPONENTS FOR MONTH 1

1. Vision Statement and Values Audit

Craft Your Vision Statement

Your vision is the guiding star for your personal, family, and professional life. It defines what you want to achieve and who you want to become by year-end.

i. My vision for this year is to...



Example: "...become a more confident, grounded person who strengthens relationships with my family and builds meaningful influence in my workplace."

Conduct a Values Audit

Values are the compass that ensures your decisions and actions are aligned with your vision.

ii. My top three values are...



**iii. One value I want to prioritise this year is...
because...**

Example: “Integrity, because it creates trust in my relationships at work and home.”

Reflect on how these values currently show up in your personal, family, and workplace life.

iv. This value aligns with my vision because...

2. Theme for the Year

Choose a short phrase that represents your focus for the year. This theme should align with your vision and values while inspiring you in your personal, family, and professional domains.

Consider a word such as "Balance/"Leadership" or a short phrase such as "Increase Connectedness" that represents your focus.

This theme should align with your vision and values while inspiring you in your personal, family, and professional domains.

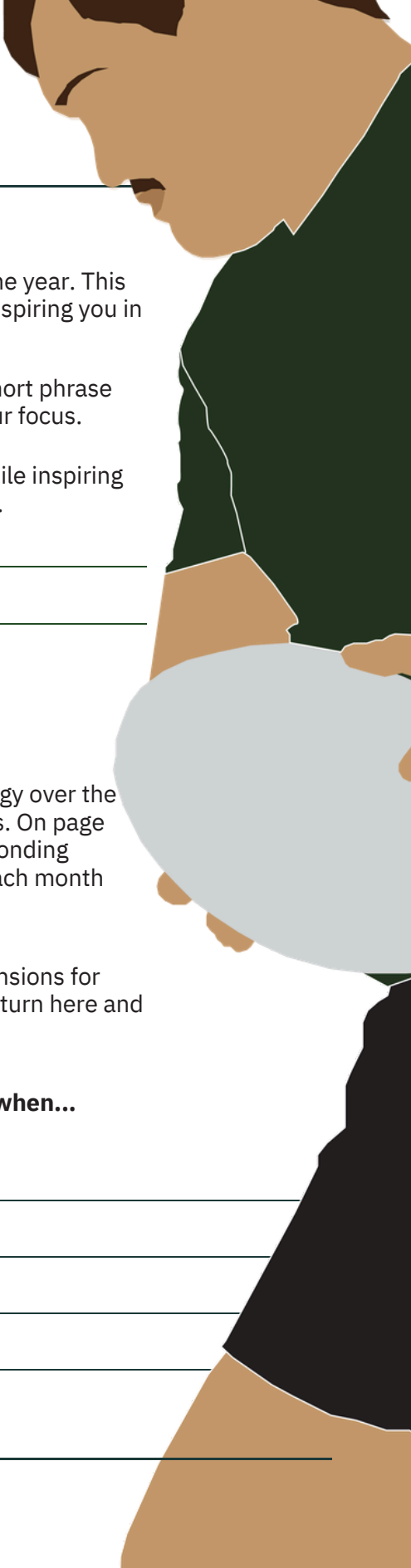
3. Energy Management Assessment

Turn to Page 107 of this guide.

Use the assessment (pg. 107-109) to assess your energy over the past three months across the following five dimensions. On page 110, mark the your score on the wheel for the corresponding month. Continue to use this assessment and tracker each month to monitor your energy levels over the year.

This will help you identify your strengths and any dimensions for renewal. Once you have completed the assessment, return here and continue.

i. Over the past three months, I felt most energized when...



ii. One dimension where I struggled most with fatigue was...

iii. An action I will take to improve this energy dimension is...

4. Reflecting on Pre-Year Progress

Take a moment to reflect on the state of your leadership journey in your personal, professional and family life as you enter this new year.

i. The leadership dimension where I've made the most progress recently is...

Example: I've built a habit of journaling regularly to help me advance my personal development.

ii. The biggest challenge I faced in the past few months was...

Example: Staying consistent with spending focussed family time.

ii. The biggest challenge I overcame most recently was...

iii. I overcame this challenge by...

iv. The most important lesson I learned about myself last year was...



5. Implement the PHILA Framework for Month 1

P - Pause and Purpose

I will pause and reflect on my current alignment with my vision by...

P

I feel most aligned with my purpose when I...

H - Heal and Habit

One habit I want to establish this month to support my vision is...

H

I will heal my energy this month by focusing on...

COACH'S TIP

Not all goals are made equal. Make sure that your goals are SMART Goals

Specific: I will spend 15 minutes every evening journaling.
Measurable: I will track my progress using a habit tracker.
Achievable: I can fit this into my evening routine.
Relevant: This supports emotional and mental clarity.
Time-bound: I will commit to this habit for the next 30 days.

THE SET FORWARD ACTION GUIDE

I - Intend and Impact

The dimension where I want to create meaningful impact this month is...

I

L - Learn and Leverage

One lesson I learned from last month/ year, and want to leverage is...

L

I will leverage this lesson by...

A - Act and Align

The action(s) that I will take this month to align with my vision is...

A

6. Closing Reflection for the end of Month 1

At the end of month 1 use the below reflection to close off your month.

It is highly recommended that you do this on, or as close as possible, to the last working day of the month.

This past month, I felt most aligned with my vision when I...

One thing I am proud of achieving this past month is...

One way I will carry this momentum into next month is...

COACH'S TIP

Start strong, but don't try to sprint through the game. Lay a solid foundation with clear vision and values-you'll thank yourself when the pressure mounts.

Affirmation: "I am confident in my ability to lead myself with purpose and balance. I lay the foundation for mastery by aligning my energy, values, and actions with my vision."

7. Encouragement to End Month 1

"It is not the mountain
we conquer but
ourselves."

Sir Edmund Hillary

Congratulations, you've set a powerful foundation for your year, reflecting on your energy, vision, and values. Celebrate the clarity you've gained and prepare to build on this momentum in the months ahead.

RESOURCES

If you wish to delve deeper into the theme of the month, use the resources below. Each month has its unique resources related to the theme of the month.

RESOURCES



Article: "The Power of Vision: Why Setting Goals is Essential" (Harvard Business Review)



Website: Mind Tools - Vision and Goal Setting Tool



Book: Start with Why by Simon Sinek



Course: FutureLearn - Visionary Leadership and Goal Setting



MONTH 02

BUILDING MOMENTUM-
CREATING HABITS FOR
CONSISTENCY

"We are what we repeatedly do.
Excellence, then, is not an act,
but a habit."

Aristotle



This month is about building on the foundation you set from the kick-off in Month 1, by creating sustainable habits and momentum.

Much like a rugby team aims to establish its control and dominance of the game from the kick-off, Month 2 focuses on setting and strengthening a rhythm to ensure consistent progress. Teams focus on building the phases of play to establish dominance.

This month is your opportunity to do the same in your life, to establish your personal, family, and workplace goals.

The emphasis is on refining your habits to align with your vision and values while continuing to assess and manage your energy.

CORE FOCUS: ESTABLISHING CONTROL

In rugby, once the kick-off is complete, the team focuses on maintaining control-executing plays, building momentum, and setting the tone for the match.

Similarly, Month 2 is your opportunity to gain control by embedding habits that align with your goals and purpose.

COACH'S TIP

Remember, when answering any question in this guide, resist the temptation to answer according to what you DO NOT want, rather answer according to what you DO want.

EXAMPLE:

Instead of answering *“I want to stop being away so often”*, answer *“I want to be more available and present for my family this year”*.



Practice this way of thinking as you work through the entire guide.



P

H

THE SET FORWARD ACTION GUIDE

I - Intend and Impact

I

The dimension where I want to make a meaningful impact this month is...

A - Act and Align

A

One action I will take today to align with my values and vision is...

L - Learn and Leverage

L

The most important lesson I learned about my energy and habits last month is...

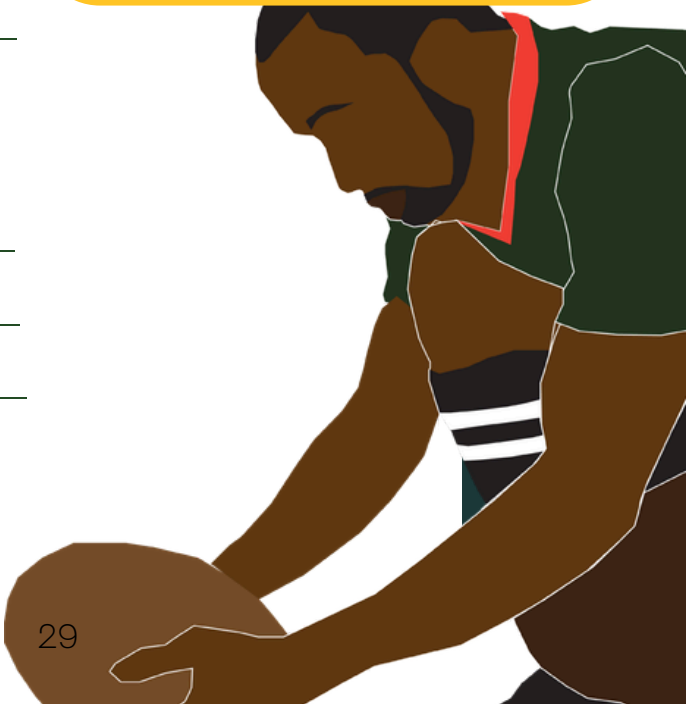
I will leverage this lesson to...

COACH'S TIP

Remember the previously coached tip, set SMART goals!

Example:

- Specific: I will dedicate 20 minutes daily to meditate.
- Measurable: I will track my sessions on an app.
- Achievable: I can schedule this before bed.
- Relevant: This supports emotional and mental clarity.
- Time-bound: I will complete 30 sessions this month.



3. Month End Reflection and Momentum Check

At the end of month 2, reflect on how your new habits and energy management have contributed to your growth:

i. This month, I gained momentum in my personal life by...

ii. One thing I am proud of in my family or relationships is...

iii. In my workplace, I made progress by...

iv. One way I can sustain this momentum next month is...



4. Encouragement to End Month 2

Building momentum requires consistent effort, reflection, and action. Celebrate the progress you've made this month and use your insights to prepare for next month's focus.

*"Motivation
is what gets you started.
Habit is what keeps you going."
Jim Ryun*

COACH'S TIP

Consistency beats intensity.

Focus on steady progress and building habits that keep you moving forward, even on tough days.

5. Affirmation

"I create sustainable momentum by embedding habits that align with my vision and values.

Each day, I strengthen my foundation for mastery."

NOTES

Capture any additional thoughts or learnings here.

RESOURCES



Article: "Understanding Your Energy Levels"
Psychology Today



Website: The South African Depression and Anxiety Group (SADAG)
-Mental Health Resources



Book: The Power of Full Engagement
by Jim Loehr and Tony Schwartz



Course: Coursera - The Science of Well-Being



MONTH 03

STRATEGY IN ACTION- REFINING YOUR FOCUS

"The successful warrior
is the average man,
with laser-like focus."

Bruce Lee



Month 3 is about refining your focus and implementing strategic actions that align with your vision, values, and the momentum you've built in the first two months.

Just as a rugby team begins executing carefully planned strategies to gain ground and assert its dominance by determining the pace of the match, this month emphasises targeted effort and adaptability in your personal, family, and workplace domains.

Core Focus: Executing the Play

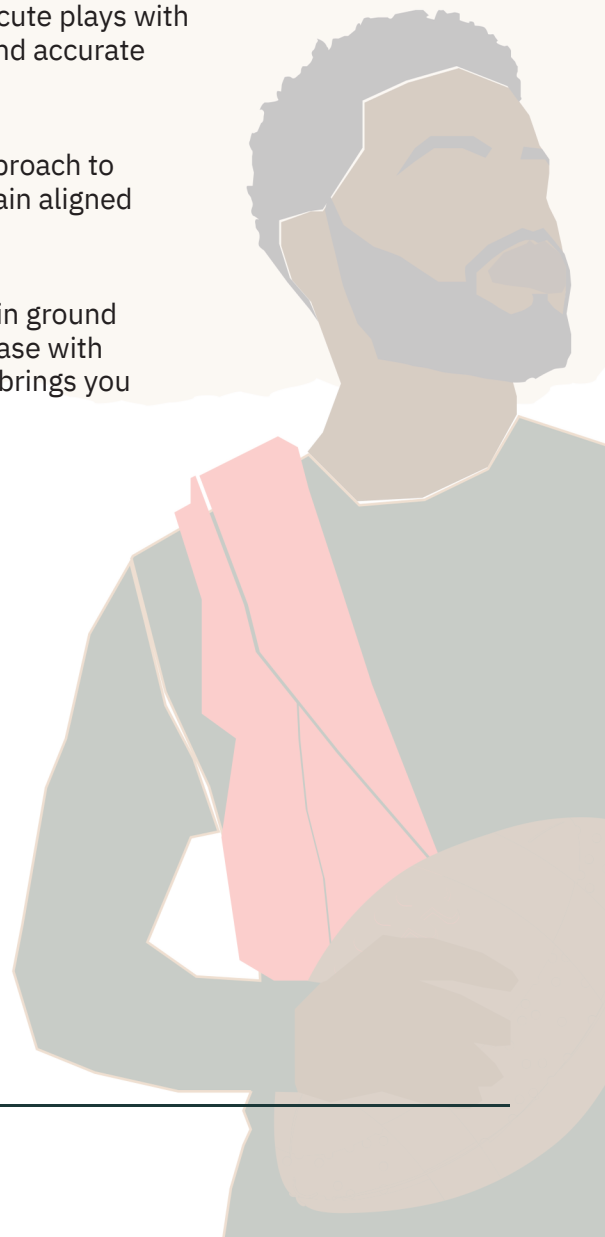
In rugby, strategy comes to life as players execute plays with precision and adaptability. Good positioning and accurate communication are key.

Similarly, Month 3 focuses on refining your approach to personal mastery, ensuring every actions remain aligned with your vision and values.

With targeted effort and adaptability, you'll gain ground and set the pace for success. Step into this phase with clarity and purpose, knowing that every move brings you closer to personal mastery.

This game is yours—own it and play it well!

*"Execution is everything.
It's the last 95 percent of
the equation."
Phil Knight*



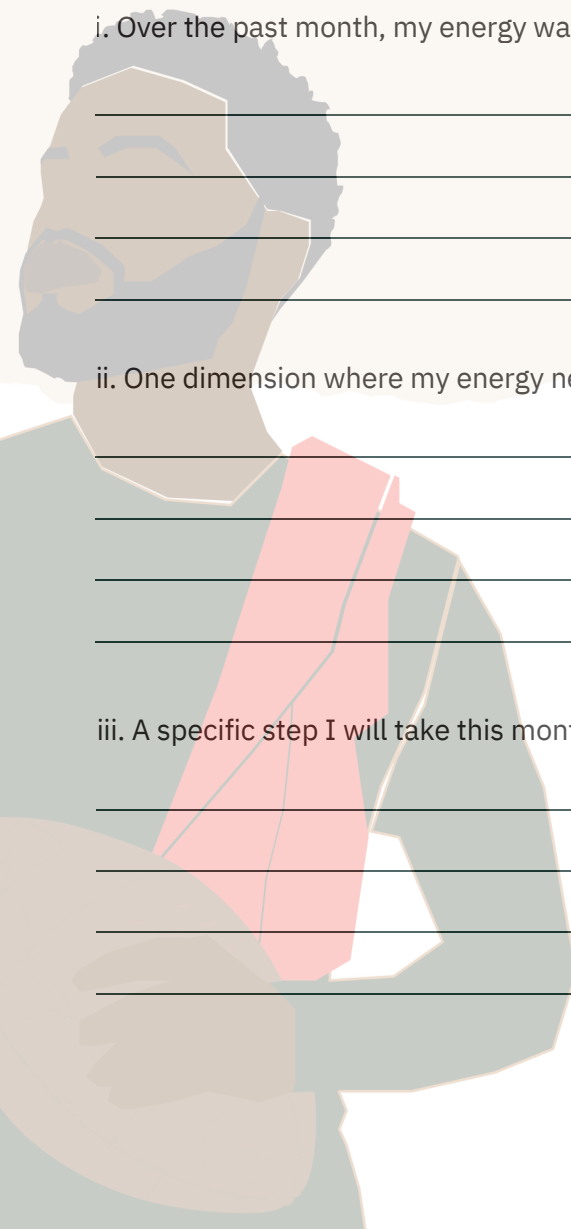
1. Energy Assessment

Continue assessing and tracking your energy on Page 107. Use the assessment to measure your energy over the past month (month 2) across the five dimensions. On the page following the assessment (Page 110), mark the portion of the wheel for the corresponding month.

As before, complete the assessment first and then return to continue.

REFLECTIONS

i. Over the past month, my energy was strongest in the dimension of..



ii. One dimension where my energy needs improvement is..

iii. A specific step I will take this month to improve this dimension is..

2. Implement the PHILA Framework for Month 3

P - Pause and Purpose

I will pause this month to reflect on how my actions align with my long-term vision by..

P

The purpose I feel most connected to this month is..

H - Heal and Habit

One habit I want to continue or refine is...

H

I will replenish my energy by focusing on...

COACH'S TIP

Remember to make sure that your goals are SMART Goals.

Specific: I will spend 15 minutes every evening journaling.
Measurable: I will track my progress using a habit tracker.
Achievable: I can fit this into my evening routine.
Relevant: This supports emotional and mental clarity.
Time-bound: I will commit to this habit for the next 30 days.

THE SET FORWARD ACTION GUIDE

I - Intend and Impact

The one key dimension I want to create meaningful impact this month is...

I

L - Learn and Leverage

One lesson I’ve learned about managing energy this quarter is...

L

I will leverage this lesson by...

A - Act and Align

One action I will take this week to align with my purpose is...

A

3. Monthly Reflection and Planning

At the end of Month 3, reflect on your progress and prepare for the next quarter:

i. This month, I refined my focus by...

ii. One thing I'm proud of achieving in my personal, family, or workplace life is...

iii. One way I can carry this momentum into next quarter is..

COACH'S TIP

Stay strong. Rest to recover but do not stop. Continue to build on the foundation you have laid, and the momentum you've built.

Affirmation: "I am building and securing my ability to lead myself effectively. I am executing my strategy and sharpening my focus- aligning my energy, values, and actions with my vision."

"Fatigue makes cowards of us all."
Vince Lombardi

4. Quarterly Fatigue Assessment

Congratulations. You have completed your first quarter. Now that you are at the end of month 3, pause, assess and reflect on your fatigue and energy trends for the past three months to build a holistic and proactive understanding of your progress, needs, challenges and opportunities.

This reflection is crucial because it provides clarity on how well your strategies are working and where adjustments are needed.

Understanding these patterns helps you identify dimensions to amplify and growth areas requiring renewal to prevent burnout. Just as athletes analyse their performance to fine-tune their approach, your insights from this review will empower you to calibrate your actions, sustain your momentum, and tackle the next phase with renewed focus and energy.

Remember, self-awareness is the foundation of effective progress.

i. Quarter 1 Fatigue Review

Evaluate your fatigue levels for quarter 1.
Use the scoring scale below for all quarterly assessments to maintain consistency.

FATIGUE SCORING SCALE

- 1** = Rarely/Never
- 2** = Occasionally
- 3** = Sometimes
- 4** = Often
- 5** = Always

Add the scores for each section to determine specific trends for the quarter.

1. Physical Energy Assessment. Score___/25

- I maintained consistent physical energy this quarter. ___5
- My recovery practices (sleep, rest, hydration, etc.) effectively replenished my energy. ___5
- I followed a regular exercise routine or engaged in physical activity. ___5
- I experienced minimal physical fatigue and illness. ___5
- I fuelled my body with healthy nutrition to support sustained energy. ___5

2. Mental Energy Assessment. Score___/25

- I adapted well to mental challenges and responsibilities this quarter. ___5
- I maintained focus and clarity on my short-term goals. ___5
- I balanced work and personal priorities effectively. ___5
- I experienced minimal mental exhaustion or burnout. ___5
- I used techniques like prioritization or mindfulness to reduce overwhelm. ___5

3. Emotional Energy Assessment. Score___/25

- I actively practiced staying calm and emotionally steady in challenging situations. ___5
- I created space for meaningful, quality, present time with loved ones. ___5
- I engaged in joy-giving activities that supported my emotional well-being. ___5
- I nurtured uplifting and energising relationships, and avoided draining ones. ___5
- I reached out for support or connection when I needed it, instead of isolation. ___5

4. Spiritual Energy Assessment. Score___/25

- I remained connected to my purpose and values this quarter. ___5
- I engaged in practices that brought fulfilment and peace (e.g., prayer, meditation). ___5
- I took time to reflect on the meaning and purpose of my actions. ___5
- I aligned my daily decisions with my core values and beliefs. ___5
- I felt a strong sense of inner peace and spiritual growth. ___5

5. Financial Energy Assessment. Score___/25	
I made measurable progress toward my financial goals.	___5
I felt confident and secure in my financial planning and decisions.	___5
I managed expenses effectively to avoid unnecessary stress.	___5
I had strategies in place to save and grow my finances.	___5
I felt empowered and resourceful in managing financial challenges.	___5

Add the total scores from all five dimensions for a comprehensive overview:
Grand Total for Quarter 1: _____ (Out of 125)

INTERPRETING QUARTER 1 ENERGY RESULTS

Score Range	Quarter 1 Fatigue Status	Reflection and Action
101–125	Thriving	You’re managing energy well-maintain momentum and celebrate achievements!
76–100	Balanced	You’re maintaining good energy balance but may have specific dimensions to refine.
51–75	Moderate Strain	Challenges exist-focus on recalibrating and addressing fatigue in key dimensions.
Below 50	Needs Recalibration	Major challenges need addressing-create a recovery plan and focus on key improvements.

This quarter, my energy was strongest in the dimension of...

The dimension where I need to focus more attention next quarter is...

A specific action I will take to improve this dimension is...

A lesson I learned about managing my energy this quarter is...

One habit I want to carry forward into the next quarter is...

*"In the middle of
every difficulty lies
opportunity."
Albert Einstein*

5. Encouragement to End Month 3

"If you get tired,
learn to rest,
not quit."

Banksy

Coach's Tip:

Think of your energy trends as a scoreboard-it tells the story of where you have momentum, and where you need to regroup. Use this insight to strategize for consistency and avoid burnout.

Strategic action builds momentum and drives success. Celebrate the clarity and progress you've gained this month as you prepare to enter the second quarter.

6. Affirmation

"I refine my focus and take strategic actions that align with my purpose. Each step strengthens my journey to mastery."



Article: ["How to Build Resilience"](#) (Forbes).



Website: [Resilient Africa Network](#) - African Resilience Resources



Book: [Grit: The Power of Passion and Perseverance](#) by Angela Duckworth



Course: [LinkedIn Learning - Building Resilience](#)

The background image shows two female athletes in a physical struggle. The athlete in the foreground is wearing a white and green soccer jersey and a black headband with an orange stripe. She is holding a white soccer ball with both hands, looking intently at it. The athlete in the background is wearing a green and white soccer jersey and is leaning forward, attempting to take the ball. The scene is set against a dark, blurred background, emphasizing the physical effort and competition.

MONTH 04

BUILDING STRENGTH-
EXPANDING INFLUENCE
AND RESILIENCE

"Strength does not come
from physical capacity.
It comes from an
indomitable will."

Mahatma Gandhi



Month 4 begins a new quarter and focuses on expanding your influence while fortifying your resilience.

As in rugby, where players build strength throughout the seasons and use endurance to push forward, this month emphasises growth in personal, family, and workplace domains.

The foundation laid in the first quarter now supports you as you develop deeper connections and take on more significant challenges.

In rugby, the scrum is a test of strength, endurance, timing and teamwork. Success depends on understanding your position and working collaboratively with others.

Similarly, Month 4 is about consolidating your personal strength, influencing others positively, and building resilience for future challenges.

KEY COMPONENTS FOR MONTH 4

1. Energy Assessment

Reflect on your energy levels over the past month to identify dimensions needing attention and improvement. Assess and track your energy on Page 107. I am sure you see the pattern?

Remember to mark the portion of the wheel for month 4. Once again, complete the assessment first and then return here to continue.

i. Over the past month, I felt most energized in the dimension of...

ii. One dimension where I need to focus attention this month is...

iii. One specific action I will take to improve my energy is...

2. PHILA Framework for Month 4

P - Pause and Purpose



I will pause this month to reflect on how my actions support my long-term goals by...

The purpose I feel most aligned with this month is...

H - Heal and Habit



One habit I want to establish or improve this month is...

I will focus on replenishing my energy by...

I - Intend and Impact



The key dimension where I want to create positive influence this month is...

L - Learn and Leverage



One lesson I've learned about my resilience this past quarter is...

I will leverage this lesson by...

P - Pause and Purpose

One specific action I will take this month to align with my purpose is...

A

Coach's Tip:
The half-way mark of your journey is approaching. Consider setting time aside to rest in month 6.
Pre-planning your leave early, booking a destination etc. will help to make sure that you create the time to pause, assess and recover for the final half of the game.

3. Month End Reflection and Planning

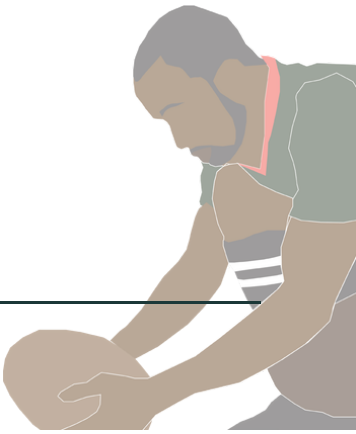
At the end of Month 4, reflect on how you've expanded your influence and resilience:

This month, I built strength in my personal life by...

In my family or relationships, I made progress by...

In my workplace, I expanded my influence by...

One dimension I want to focus on next month is...



4. Encouragement to End Month 4

Building resilience is a step-by-step process.
Celebrate the strength you’ve cultivated this month and the influence you’ve expanded in your personal, family, and professional life.

5. AFFIRMATION

"I expand my influence and resilience by building on my strengths and aligning my actions with my purpose."

NOTES



Article: "The Art of Building Relationships" (Inc. Magazine).



Website: Ubuntu Leadership Institute - Leadership Through Relationships



Book: Dare to Lead by Brené Brown



Course: edX - Leading with Emotional Intelligence



MONTH 05

SUSTAINING
MOMENTUM- STAYING
FOCUSED AND AGILE

"Adaptability is about the powerful difference between adapting to cope and adapting to win."

Max McKeown



In rugby, maintaining possession requires both focus and adaptability. Players must make quick decisions while staying consistent with their strategy. Similarly, Month 5 is about sustaining momentum while adapting to any challenges that arise. Our focus this month is Maintaining Possession.

Maintaining possession and momentum is about creating the opportunities for success.

Begin by reflect on your energy levels over the past month. Assess and track your energy on Page 107. Remember to mark the portion of the wheel for month 5- page 110. Complete the assessment first and then return to continue.

1. Energy Assessment

i. Over the past month, my energy was strongest in the dimension of...

iii. One specific step I will take this month to address this is...

ii. One dimension where my energy needs improvement is...

*Rugby is a good occasion for
keeping thirty bullies far from
the center of the city.
Oscar Wilde*

2. PHILA Framework for Month 5

P - Pause and Purpose

P

I will pause this month to evaluate whether my actions are aligned with my purpose by...

The purpose I feel most connected to this month is...

H - Heal and Habit

H

One habit I want to sustain or refine this month is...

I will replenish my energy this month by focusing on...

I - Intend and Impact

I

The key dimension where I want to maintain momentum and make an impact is...

L - Learn and Leverage

L

One key insight I've gained about sustaining momentum is...

I will leverage this insight by...

A - Act and Align

A

One action I will take today to align with my purpose is...

"A tree that is unbending
is easily broken."
Lao Tzu

3. Monthly Reflection and Planning

At the end of Month 5, reflect on how you’ve maintained possession and sustained momentum by handling challenges:

i. This month, I sustained momentum in my personal life goals by...

ii. In my family or relationships, I sustained momentum by...

iii. In my workplace, I maintained focus and adaptability by...

iv. One way I can improve further in Month 6 is...



4. Encouragement to End Month 5

At the end of Month 5, reflect on how you've maintained momentum.

Sustaining momentum requires focus, adaptability, and intention. Celebrate the steps you've taken to stay aligned with your purpose and prepare to transition into the mid-point of the year. Much like a rugby team wants to go into their half-time break ahead on the scoreboard, or without incurring any more points, this is your time to reflect on your match so far, and prepare for the "half-time" of your year.

5. Affirmation

"I expand my influence and resilience by building on my strengths and aligning my actions with my purpose."

COACH'S TIP

*Stay light on your feet.
Adapt to changes while keeping your eyes on the goal-momentum grows when flexibility meets focus.*

NOTES



Article: "How to Sustain Momentum in Business and Life"
(**Fast Company**)



Website: Entrepreneur Magazine SA - Articles on Strategy and Agility



Book: Atomic Habits by James Clear



Course: Udemy - Building Better Habits

A background image of two young women in soccer uniforms. The woman on the left has long blonde hair in two braids and is looking upwards and to the left. The woman on the right has curly brown hair and is looking directly at the camera. They are both wearing dark jerseys with red accents and white polka dots.

MONTH 06

HALFTIME REFLECTION- PREPARING FOR THE SECOND HALF

"In the middle of the journey
of our life, I found myself
within a dark woods where
the straight way was lost."

Dante Alighieri



Dante Alighieri’s quotation reflects the importance of pausing and recalibrating when the path forward feels uncertain.

Month 6 marks the midpoint of your journey, a time to pause, reflect on your progress, and prepare for the second half. Just as a rugby team regroups during halftime to reassess their strategy and build on their strengths, this month emphasizes recalibration and renewed focus.

You'll evaluate your achievements, refine your goals, and address any challenges across personal, family, and workplace dimensions.

Core Focus: Halftime Strategy

Halftime in rugby is a crucial moment for recalibration. The team reflects on the first half of the game, identifies dimensions for improvement, and refines their strategy for the second half. Similarly, Month 6 is your time to evaluate your progress and prepare for a strong second half and a successful finish to the year.

Key Components for Month 6

1. Energy Assessment

Reflect on your energy levels over the past month assess and track your energy on Page 107. Remember to mark the portion of the wheel on Page 110 for month 6. As always, complete the assessment first and then return to continue.

i. Over the past month, I felt most energized in the dimension of...

ii. One dimension where my energy needs focus or improvement is...

iii. One specific step I will take this month to improve this dimension is...

2. Quarter 2 Energy and Fatigue Review

At this midpoint, assess your fatigue and energy trends for the past six months to gain a holistic understanding of your progress.

At this midpoint, assess your fatigue and energy trends for the past six months to gain a holistic understanding of your progress.

FATIGUE SCORING SCALE

1 = Rarely/Never

2 = Occasionally

3 = Sometimes

4 = Often

5 = Always

Add the scores for each section to determine specific trends for the quarter.

THE SET FORWARD ACTION GUIDE

1. Physical Energy Assessment. Score___/25

- I maintained consistent physical energy this quarter. ___5
- My recovery practices (sleep, rest, hydration, etc.) effectively replenished my energy. ___5
- I followed a regular exercise routine or engaged in physical activity. ___5
- I experienced minimal physical fatigue and illness. ___5
- I fuelled my body with healthy nutrition to support sustained energy. ___5

2. Mental Energy Assessment. Score___/25

- I adapted well to mental challenges and responsibilities this quarter. ___5
- I maintained focus and clarity on my short-term goals. ___5
- I balanced work and personal priorities effectively. ___5
- I experienced minimal mental exhaustion or burnout. ___5
- I used techniques like prioritization or mindfulness to reduce overwhelm. ___5

3. Emotional Energy Assessment. Score___/25

- I adapted well to mental challenges and responsibilities this quarter. ___5
- I maintained focus and clarity on my short-term goals. ___5
- I balanced work and personal priorities effectively. ___5
- I experienced minimal mental exhaustion or burnout. ___5
- I used techniques like prioritization or mindfulness to reduce overwhelm. ___5

4. Spiritual Energy Assessment. Score___/25

- I remained connected to my purpose and values this quarter. ___5
- I engaged in practices that brought fulfilment and peace (e.g., prayer, meditation). ___5
- I took time to reflect on the meaning and purpose of my actions. ___5
- I aligned my daily decisions with my core values and beliefs. ___5
- I felt a strong sense of inner peace and spiritual growth. ___5

5. Financial Energy Assessment. Score___/25

- I made measurable progress toward my financial goals. ___5
- I felt confident and secure in my financial planning and decisions. ___5
- I managed expenses effectively to avoid unnecessary stress. ___5
- I had strategies in place to save and grow my finances. ___5
- I felt empowered and resourceful in managing financial challenges. ___5

Add the total scores from all five dimensions for a comprehensive overview:

Grand Total for Quarter 1: _____ (Out of 125)

INTERPRETING QUARTER 2 ENERGY RESULTS

Score Range	Quarter 1 Fatigue Status	Reflection and Action
101–125	Thriving	You’re managing energy well-maintain momentum and celebrate achievements!
76–100	Balanced	You’re maintaining good energy balance but may have specific dimensions to refine.
51–75	Moderate Strain	Challenges exist-focus on recalibrating and addressing fatigue in key dimensions.
Below 50	Needs Recalibration	Major challenges need addressing-create a recovery plan and focus on key improvements.

2. Quarter 2 Energy and Fatigue Review

i. This quarter, my energy was strongest in the dimension of...

ii. The dimension where I need to focus more attention next quarter is...

iii. A specific action I will take to improve this dimension is...

iv. A lesson I learned about managing my energy this quarter is...

v. A lesson I learned about managing my energy this quarter is...

3. PHILA Framework for Month 6

P - Pause and Purpose

P

I will pause this month to reflect on how the first half of the year aligns with my vision by...

The purpose I feel most connected to as I prepare for the second half of the year is...

H - Heal and Habit

H

One habit I want to refine or establish for the next six months is...

I will replenish my energy this month by focusing on...

I - Intend and Impact

I

The key dimension I want to create meaningful impact in during the second half of the year is...

L - Learn and Leverage

L

One key lesson I learned from the first half of the year is...

I will leverage this lesson in the next six months by...

A - Act and Align

A

One action I will take this week to align with my purpose and vision is...

"Excellence is the gradual
result of always striving to
do better."
Pat Riley

COACH'S TIP

*Halftime isn't just for resting-
it's for strategising. Reflect
deeply and make the
adjustments needed to come
back stronger.*

4. Monthly Reflection and Planning

At the end of Month 6, reflect on your progress and strategise for the second half of the year:

I. The biggest achievement I've made in the first half of the year is...

ii. One dimension where I want to improve in the second half of the year is...

iii. A new habit or focus I will adopt for the next quarter is...

5. Encouragement to End Month 6

You've completed the first half of your year journey, with intention and growth. Celebrate your wins, acknowledge your challenges, and prepare to finish the year strong.

i. One achievement/ areas of progress I am proud of these past 6 months is...

ii. A challenge that I overcame with excellence is...

6. Affirmation

"I reflect with gratitude on my progress so far. I will recalibrate my actions, and prepare with renewed energy and focus for the second half of the year."

NOTES

Article: "Mid-Year Check-In: How to Reflect and Refocus" (Harvard Business Review)



Website: South African Institute of Chartered Accountants (SAICA) - Mid-Year Strategic Planning Tools



Book: Essentialism: The Disciplined Pursuit of Less by Greg McKeown



Course: Thinkific - Self-Reflection and Goal Setting

A background image of two female athletes in a starting crouch for a race. The athlete on the left is a Black woman with her hair in a bun, wearing a green and white jersey. The athlete on the right is a white woman with braids, wearing a white and green jersey. They are both looking forward with determination. The text is overlaid on this image.

MONTH 07

REBUILDING MOMENTUM- DRIVING LONG-TERM GOALS

"Start where you are.
Use what you have.
Do what you can."

Arthur Ashe



Welcome to the second half of the year. Month 7 focuses on rebuilding momentum and realigning with your long-term goals. This month is about pushing forward with renewed energy and purpose, much like a rugby team coming out of halftime with a refined strategy to dominate the second half.

By focusing on consistency and adaptability, you’ll strengthen your personal, family, and workplace growth.

Core Focus: Restarting the Game

In rugby, the second half begins with a strategic restart. After half time, teams reevaluate their progress and execute plays with renewed focus and determination, building on their first-half progress.

Similarly, Month 7 is about re-engaging with your goals and building momentum for the rest of the year.

1. Energy Assessment

Reflect on your energy levels over the past month assess and track your energy on Page 107. Mark the portion of the wheel for month 7. Complete the assessment first and then return to continue.

i. Over the past month, my energy was strongest in the dimension of...

ii. One dimension where I need to focus more attention this month is...

iii. One specific action I will take to improve this dimension is...

2. PHILA Framework for Month 6

P - Pause and Purpose

P

I will pause this month to reflect on how my goals for the second half of the year align with my purpose by...

The purpose I feel most connected to this month is...

H - Heal and Habit

H

One habit I want to sustain or improve this month is...

I will focus on replenishing my energy by...

I - Intend and Impact

I

The key dimension where I want to create meaningful impact this month is...

L - Learn and Leverage

L

One lesson I've learned from the first half of the year is...

I will leverage this lesson to build momentum by...

A - Act and Align

A

One action I will take this week to align with my purpose is...

3. Monthly Reflection and Planning

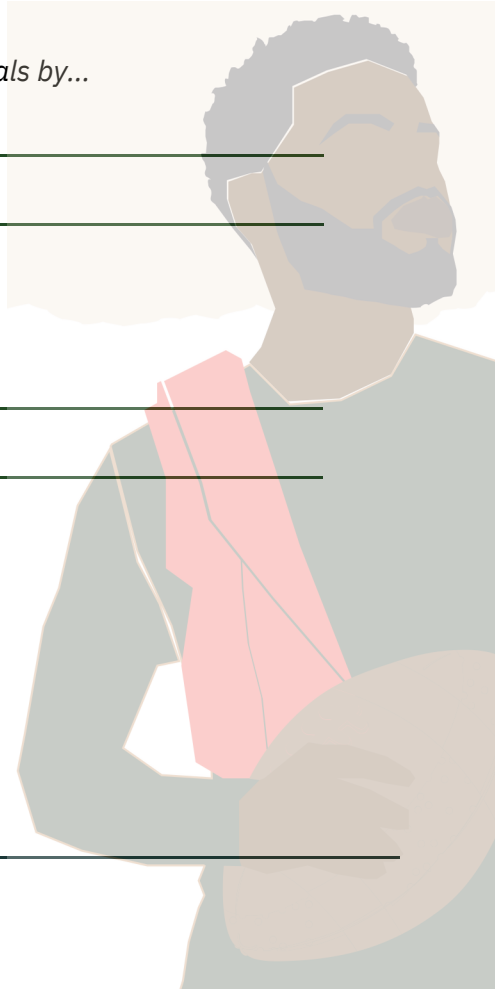
At the end of Month 7, reflect on how you've re-engaged with your goals and prepared for sustained progress:

i. This month, I rebuilt momentum in my personal life by...

ii. In my family or relationships, I strengthened connections by...

iii. In my workplace, I made progress toward long-term goals by...

iv. One dimension I will focus on improving in Month 8 is...



4. Encouragement to End Month 7

Rebuilding momentum is a powerful way to stay aligned with your goals and purpose. Celebrate the progress you've made and prepare to deepen your impact in the months ahead.

"When the roots are deep,
there is no reason to fear
the wind."

African proverb

5. Affirmation

"I drive forward with
renewed focus, building
momentum toward my
long-term goals while
staying aligned with my
purpose."

NOTES



Article: ["Reigniting Momentum"](#)
(Strategy+Business)



Website: [Business Leadership South Africa \(BLSA\)](#) -



Book: [The 7 Habits of Highly Effective People](#) by Stephen Covey



Course: [Skillshare - Staying Focused and Productive](#)

The background image shows two female athletes in a physical struggle. One athlete, with long brown hair and a headband, is in the foreground, looking intently to the right. She is wearing a white and grey patterned shirt. The other athlete, with blonde hair in a braid, is behind her, wearing a teal and grey patterned shirt, and appears to be exerting force. A white ball is being held between them. The overall tone is gritty and determined.

MONTH 08

TACKLING CHALLENGES- OVERCOMING BARRIERS TO GROWTH

"The bamboo that bends
is stronger than the oak
that resists."

Japanese proverb



Month 8 focuses on tackling challenges head-on and turning obstacles into opportunities for growth. Just as a rugby team faces strong defensive lines that require strategic tackling to move forward, this month emphasizes resilience, adaptability, and problem-solving in your personal, family, and workplace dimensions.

You'll reflect on barriers that have held you back and create actionable strategies to overcome them.

"In rugby, tackling isn't just about defence—it's a strategic move to regain control and break through strong defence or obstacles. Similarly, Month 8 focuses on addressing challenges with resilience and strategy, ensuring steady progress toward your goals."

COACH'S TIP

Every challenge is a chance to level up. Face barriers head-on with determination and trust in your strategy - they're your stepping stones to success.

Key Components for Month 8

1. Energy Assessment

Reflect on your energy levels over the past month assess and track your energy on Page 107. Mark the portion of the wheel for month 8. Complete the assessment first and then return to continue.

i. Over the past month, my energy was strongest in the dimension of...

ii. One dimension where I need to focus more attention this month is...

iii. One specific action I will take to improve this dimension is...

2. Implement the PHILA Framework for Month 8

P - Pause and Purpose

P

I will pause and reflect on my current alignment with my vision by...

I feel most aligned with my purpose when I...

H - Heal and Habit

H

One habit I want to establish this month is...

I will heal my energy by focusing on...

I - Intend and Impact

I

The key dimension where I want to tackle challenges and create meaningful impact is...

THE SET FORWARD ACTION GUIDE

SMART Goal Example:

- *Specific: I will identify and address one major obstacle to my financial goal.*
- *Measurable: I will track progress weekly by documenting actions taken.*
- *Achievable: I can dedicate one hour weekly to resolving this issue.*
- *Relevant: Overcoming this challenge supports long-term financial stability.*
- *Time-bound: I will achieve this by the end of the month.*

L- Learn and Leverage

One lesson I've learned from recent challenges is...

I will leverage this lesson to create progress by...

A - Act and Align

One action I will take this week to align with my purpose is...

"If there is no struggle,
there is no progress."

Frederick Douglass

3. Monthly Reflection and Planning

At the end of Month 8, reflect on how you've tackled challenges and prepared for continued growth:

1. This month, I overcame challenges in my personal life by...

ii. In my family or relationships, I strengthened connections by...

iii. In my workplace, I made progress toward overcoming barriers by...

iv. One dimension I will focus on improving in Month 9 is...

"No matter how much it hurts now,
someday you will look back and
realise your struggles changed your
life for the better."

Ngũgĩ wa Thiong'o

3. Encouragement to End Month 8

"Out of difficulties grow miracles."

Jean de La Bruyère

Tackling challenges builds resilience and paves the way for growth.
Celebrate your progress this month and prepare to finish the year strong.

6. Affirmation

"I reflect with gratitude on my progress so far, recalibrate my actions, and prepare with renewed focus for the second half of the year."

Notes



Article: "Facing Challenges with Resilience" ([The Guardian](#))



Website: [Proudly South African](#) - Inspirational Stories of Overcoming Barriers



Book: The Obstacle Is the Way by Ryan Holiday



Course: [Coursera - Problem Solving Through Resilience](#)



MONTH 09

LEVERAGING MOMENTUM- BUILDING ON STRENGTHS

"Hide not your talents.
They for use were made.
What's a sundial
in the shade?"

Benjamin Franklin



Month 9's focus is on amplifying your strengths and using them to fully maximise and leverage your momentum across all the domains of your life.

As in rugby, where a team capitalises on successful plays to gain ground, this month emphasises identifying what's working and building on it to achieve greater impact in your personal, family, and workplace domains.

The best teams don't just focus on defence—they build on a strong defensive foundation, play to their strengths, leverage their momentum and push toward victory.

Similarly, in Month 9 focus on clarifying your strengths and maximising them to create and sustain meaningful progress through the last quarter of the year.

Key Components for Month 9

1. Energy Assessment

Reflect on your energy levels over the past month. Assess and track your each dimension on Page 107. Mark the portion of the wheel for month 9. Complete the assessment then return to continue.

i. Over the past month, my energy was strongest in the dimension of...

ii. One dimension where I need to focus more attention this month is...

iii. One specific action I will take to improve this dimension is...

2. Quarter 3 Energy and Fatigue Review

Reflect on fatigue levels over the past month to ensure balance and alignment.

Evaluate your energy and fatigue levels for quarter three. Use the same scoring scale as you did for the Quarter 2 assessment to maintain consistency:

FATIGUE SCORING SCALE

1 = Rarely/Never

2 = Occasionally

3 = Sometimes

4 = Often

5 = Always

Add the scores for each section to determine specific trends for the quarter.

1. Physical Energy Assessment. Score___/25

- I maintained consistent physical energy this quarter. ___5
- My recovery practices (sleep, rest, hydration, etc.) effectively replenished my energy. ___5
- I followed a regular exercise routine or engaged in physical activity. ___5
- I experienced minimal physical fatigue and illness. ___5
- I fuelled my body with healthy nutrition to support sustained energy. ___5

2. Mental Energy Assessment. Score___/25

- I adapted well to mental challenges and responsibilities this quarter. ___5
- I maintained focus and clarity on my short-term goals. ___5
- I balanced work and personal priorities effectively. ___5
- I experienced minimal mental exhaustion or burnout. ___5
- I used techniques like prioritization or mindfulness to reduce overwhelm. ___5

3. Emotional Energy Assessment. Score___/25

- I adapted well to mental challenges and responsibilities this quarter. ___5
- I maintained focus and clarity on my short-term goals. ___5
- I balanced work and personal priorities effectively. ___5
- I experienced minimal mental exhaustion or burnout. ___5
- I used techniques like prioritization or mindfulness to reduce overwhelm. ___5

4. Spiritual Energy Assessment. Score___/25

- I remained connected to my purpose and values this quarter. ___5
- I engaged in practices that brought fulfilment and peace (e.g., prayer, meditation). ___5
- I took time to reflect on the meaning and purpose of my actions. ___5
- I aligned my daily decisions with my core values and beliefs. ___5
- I felt a strong sense of inner peace and spiritual growth. ___5

5. Financial Energy Assessment. Score___/25

I made measurable progress toward my financial goals.	___5
I felt confident and secure in my financial planning and decisions.	___5
I managed expenses effectively to avoid unnecessary stress.	___5
I had strategies in place to save and grow my finances.	___5
I felt empowered and resourceful in managing financial challenges.	___5

Add the total scores from all five dimensions for a comprehensive overview:
Grand Total for Quarter 1: _____ (Out of 125)

INTERPRETING QUARTER 3 FATIGUE RESULTS

Score Range	Quarter 1 Fatigue Status	Reflection and Action
101–125	Thriving	You’re managing energy well-maintain momentum and celebrate achievements!
76–100	Balanced	You’re maintaining good energy balance but may have specific dimensions to refine.
51–75	Moderate Strain	Challenges exist-focus on recalibrating and addressing fatigue in key dimensions.
Below 50	Needs Recalibration	Major challenges need addressing-create a recovery plan and focus on key improvements.

3. Reflection for Quarter 3 Review

i. This quarter, my energy was strongest in the dimension of...

ii. The dimension where I need to focus more attention next quarter is...

iii. A specific action I will take to improve this dimension is..

iv. A lesson I learned about managing my energy this quarter is...

v. One habit I want to carry forward into the next quarter is...

Coach's Tip:

Play to your strengths. Stick to what's working and let it carry you forward. Trust the process and bank on your progress- it's your edge for the final stretch.

4. Fatigue Recovery Action Plan

Going into the last quarter of a match means that you must be extra mindful about any signs of fatigue- cramps, muscle strains and lapses in concentration. The tougher the game has been so far, the more prone you become to succumbing to these effects of fatigue.

Think on the energy dimensions and consider how you will maintain or recover your energy to sustain you through the rest of the year. This is even more crucial if you have not had a mid-year break as we recommended for month 6. It's not too late!

- **Physical:** Build a stronger foundation through consistent physical routines.
 - *Example: "I will commit to three 30-minute walks per week to sustain energy."*

- **Mental: Practice mindfulness to reduce overwhelm and maintain focus.**
 - *Example: "I will spend 10 minutes daily in guided mindfulness meditation."*

- **Emotional: Strengthen bonds with meaningful interactions.**
 - *Example: "I will schedule a weekly check-in with a family member or friend."*

- **Spiritual: Reaffirm your sense of purpose with reflective practices.**
 - *Example: "I will spend Friday mornings journaling about what I am grateful for during my week, and how it aligned with my values."*

- **Financial: Review and simplify financial planning for clarity and confidence.**
 - *Example: "I will allocate 20 minutes every Friday to track my expenses."*

5. PHILA Framework for Month 5

P - Pause and Purpose

P

I will pause this month to reflect on the strengths I've leveraged so far by...

The purpose I feel most aligned with this month is...

H - Heal and Habit

H

One habit I want to sustain or improve this month to build momentum is...

I will replenish my energy this month by focusing on...

I - Intend and Impact

I

The key dimension where I want to amplify my strengths and create impact is...

L - Learn and Leverage

L

One lesson I've learned about my strengths this month is...

I will leverage this lesson to build momentum by...

A - Act and Align

A

One action I will take this week to align with my purpose is...

6. Encouragement to End Month 9

Momentum is leveraged by recognising and amplifying your strengths. Celebrate the progress you've made this month by doing something to reward yourself. It does not have to be big- treat yourself to a movie, or a small chocolate or even an extra hour of sleep.

Now it's time prepare yourself to tackle the final quarter with confidence.

7. Affirmation

"I leverage my momentum by recognising my strengths, amplifying them through focus, and aligning my actions with my purpose and goals."

NOTES



Article: ["How to Identify and Use Your Strengths" \(Psychology Today\)](#)



Website: [StrengthsFinder 2.0 - Personal Strengths Assessment](#)



Book: [StrengthsFinder 2.0](#) by Tom Rath



Course: [LinkedIn Learning - Leveraging Your Strengths](#)



MONTH 10

REFINING FOCUS- PREPARING FOR THE FINAL PUSH

"Focus does not mean saying yes. It means saying no to the hundred other good ideas that there are."

Steve Jobs

***Coach's Tip:***

Precision wins games.

*Eliminate distractions, refine your strategy,
and make every action count as you prepare to finish strong.*

Month 10 is about sharpening your focus and ensuring that every action aligns with your goals as you prepare for the final stretch of the year. Just as a rugby team consolidates their strategy for the last quarter of the game, this month emphasises precision, clarity, and discipline in your personal, family, and workplace dimensions.

Core Focus: Strategic Precision

The final quarter demands strategic precision and bold decision making-maximising strengths, avoiding errors, and seizing opportunities. Similarly, Month 10 refine your focus and prepare to finish the year strong. Avoid panic and overly risky moves that can cost you the game.

Reflect on your energy levels over the past month. As you have done before, assess and track your energy on Page 107. Mark the portion of the wheel for month 10. Complete the assessment and return to continue.

Key Components for Month 10**1. Energy Assessment**

i. Over the past month, my energy was strongest in the dimension of...

ii. One dimension where I need to focus more attention this month is...

iii. One specific action I will take to improve this dimension is...

2. PHILA Framework for Month 10

P - Pause and Purpose P I will pause this month to evaluate how my actions are aligning with my year-end goals by... The purpose I feel most connected to as I refine my focus this month is... H - Heal and Habit H One habit I want to strengthen this month to improve consistency is... I will replenish my energy by focusing on...	I - Intend and Impact I The key dimension where I want to refine my focus and create impact this month is... L - Learn and Leverage L One key insight I've gained from this month is... I will leverage this insight to refine my focus by... A - Act and Align A One action I will take this week to align with my year-end goals is...
--	--

3. Monthly Reflection and Planning

At the end of Month 10, reflect on how you've refined your focus and prepared for the final push:

"Plan your work for today and every day, then work your plan."

Margaret Thatcher

i. This month, I improved my focus in my personal life by...

ii. In my family or relationships, I strengthened connections by...

iii. In my workplace, I refined my approach to align with my goals by...

iv. One dimension I will focus on improving in Month 11 is...

4. Encouragement to End Month 10

Refining focus allows you to maximise your strengths and spend your energy purposefully. This will ensure your actions align with your goals.

Celebrate the progress you've made and prepare for a strong finish to the year.

Affirmation

I refine my focus with clarity and discipline, ensuring that my actions align with my purpose and prepare me for success.

NOTES



Article: ["The Importance of Focus in Achieving Goals"](#) ([Inc. Magazine](#))



Website: [Focus @Will - Tools for Enhancing Focus](#)



Book: [Deep Work](#) by Cal Newport



Course: [edX - Mastering Productivity](#)



MONTH 11

PUSHING FORWARD-
MAXIMISING YOUR
OPPORTUNITIES

“Little by little,
one goes a long way.”

Spanish Proverb



Core Focus: Final Drive

In rugby, the last phase of the game demands full effort and smart decision-making. Players and teams push forward with everything they've got, maximizing their potential to secure the win.

The final moments of any game test the true strength of a player—not just their physical endurance but their mental fortitude. This is where champions are forged. In rugby, as the clock winds down, and every pass, tackle, and decision carries the weight of the game, it's not just skill that determines the outcome—it's mental toughness.

The ability to stay calm under pressure, to push through fatigue, and to trust in the preparation and strategy built throughout the game is what separates victory from defeat.

As the final whistle approaches for your 12 month process, remind yourself that this is the moment you've trained for. Focus on what you can control. In rugby, this might mean executing a precise line-out or a perfectly timed cross kick.

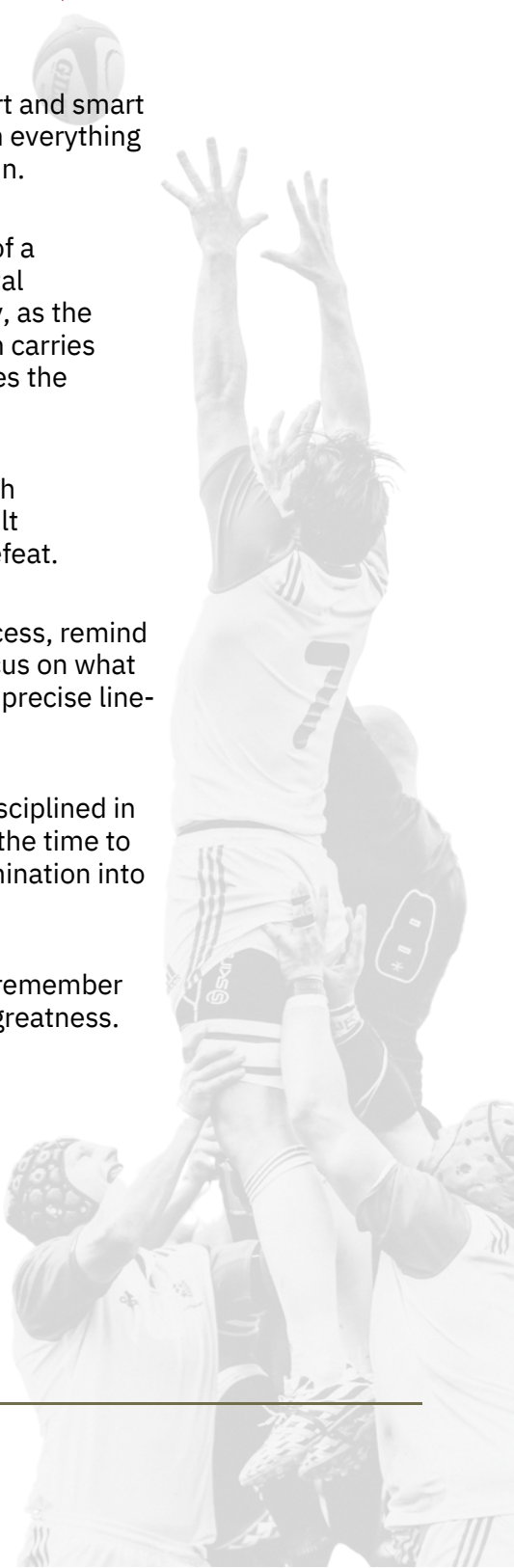
In life, it's about leaning into your strengths, staying disciplined in your actions, and keeping your vision clear. This is not the time to panic but to channel every ounce of energy and determination into finishing strong.

Believe in your preparation, trust in your abilities, and remember that resilience in these final moments is what defines greatness.

Finish with purpose.
Finish with heart.
Finish with the confidence,
that you've left everything on the field.

*"It's not that I'm so smart,
it's just that I stay with problems longer."*

Albert Einstein



Core Focus: Final Drive



Month 11 is your time to give your best effort and position yourself for a strong finish to the year.

Key Components for Month 11

Reflect on your energy levels over the past month assess and track your energy on Page 107. Mark the portion of the wheel for month 11. Complete the assessment first and then return to continue.

1. Energy Assessment

i. Over the past month, my energy was strongest in the dimension of...

ii. One dimension where I need to focus more attention this month is...

iii. One specific action I will take to improve this dimension is...

*"You have power over your mind—
not outside events.
Realise this, and you will find strength."
Marcus Aurelius*

2. PHILA Framework for Month 5

P - Pause and Purpose

P

I will pause this month to evaluate how my efforts align with my year-end goals by...

The purpose I feel most connected to as I push forward this month is...

H - Heal and Habit

H

One habit I want to maintain or refine this month is...

The key dimension where I want to maximise my potential and create meaningful impact is...

I - Intend and Impact

I

The key dimension where I want to maximise my potential and create meaningful impact is...

L - Learn and Leverage

L

One lesson I've learned about maximising my potential is...

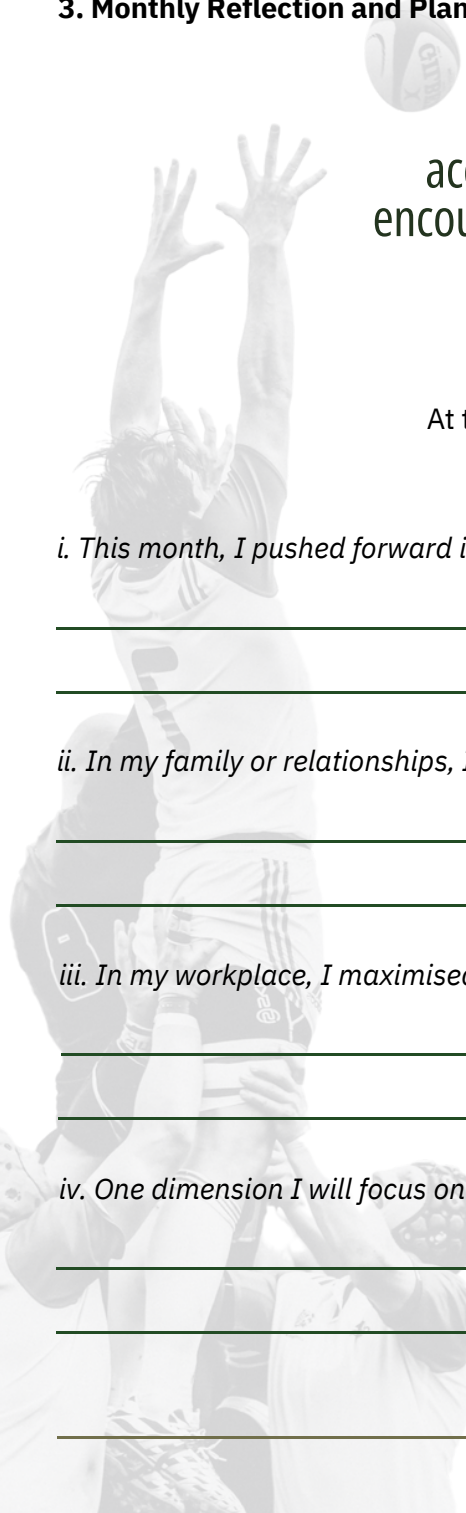
I will leverage this lesson to achieve greater progress by...

A - Act and Align

A

One action I will take this week to align with my goals is...

3. Monthly Reflection and Planning



"Success is not measured by what you accomplish but by the opposition you have encountered, and the courage with which you have maintained the struggle against overwhelming odds."
Booker T. Washington

At the end of Month 11, reflect on how you've maximised your potential and prepared for the final month:

i. This month, I pushed forward in my personal life by...

ii. In my family or relationships, I strengthened connections by...

iii. In my workplace, I maximised my potential by...

iv. One dimension I will focus on improving in Month 12 is...

4. Encouragement to End Month 11

Maximising potential means giving your best effort, staying disciplined, and remaining aligned with your goals. Celebrate the progress you've made and prepare for the final month with focus and determination.

Affirmation

"I maximise my potential by staying focused, disciplined, and aligned with my purpose and long-term vision."

NOTES



"The man who moves a mountain begins by carrying away small stones."

Confucius



Article: The Art Of Perseverance:
Overcoming Life's Challenges by Marianne Hammond



Website:
<https://www.theperseveranceproject.com>



Book:
Grit by Angela Duckworth



Course: Coursera-
Positive Psychology:
Resilience Skills



MONTH 12

FINISHING STRONG-
REFLECTING AND
CELEBRATING SUCCESS

"The purpose of reflection
is to allow growth from
the seeds of experience."

John C. Maxwell



Month 12 is about consolidating and celebrating your achievements, reflecting on your journey, and preparing for the transition to a new year.

Just as a rugby team reflects on their game after the final whistle, this month emphasises recognising your progress, learning from your experiences, and acknowledging the effort you've put into growing personally, within your family, and in your workplace. .

You'll also set intentions to carry your momentum into the future.

Core Focus: The Final Whistle

In rugby, the final whistle marks the end of the game, but also an opportunity to review, celebrate victories, and plan for the next match. Similarly, Month 12 is your time to celebrate your journey, learn from your experiences, and prepare for what's ahead. Before you get there though, you must play to the final whistle.

Coach's Tip:

*This is crunch-time.
Give it your all, but don't
lose focus-smart effort and
clear thinking will get you
across the line.*

Key Components for Month 12

1. Energy Assessment

i. Over the past month, my energy was strongest in the dimension of...

ii. One dimension where I would like to improve in the coming year is...

iii. One specific action I will take to improve this dimension is...

Rate each statement on a scale of 1 to 5, where:

1 = Rarely/Never 2 = Occasionally 3 = Sometimes. 4 = Often. 5 = Always

1. Physical Energy Assessment. Score___/25

- I maintained consistent physical energy throughout the year. ___5
- My recovery practices (sleep, rest, hydration, etc.) effectively replenished my energy. ___5
- I followed a regular exercise routine or engaged in physical activity. ___5
- I experienced minimal physical fatigue and illness. ___5
- I fuelled my body with healthy nutrition to support sustained energy. ___5

2. Mental Energy Assessment. Score___/25

- I adapted well to mental challenges and responsibilities. ___5
- I maintained focus and clarity on my short- and long-term goals. ___5
- I balanced work and personal priorities effectively. ___5
- I experienced minimal mental exhaustion or burnout. ___5
- I used techniques like prioritization or mindfulness to reduce overwhelm. ___5

3. Emotional Energy Assessment. Score___/25

- I nurtured my emotional well-being through supportive relationships ___5
- I managed stress and emotional setbacks effectively. ___5
- I maintained healthy boundaries in relationships and responsibilities. ___5
- I experienced joy, gratitude, and emotional fulfilment regularly. ___5
- I sought help or support when emotional challenges arose. ___5

4. Spiritual Energy Assessment. Score___/25

- I remained connected to my purpose and values throughout the year ___5
- I engaged in practices that brought fulfilment and peace (e.g., prayer, meditation). ___5
- I took time to reflect on the meaning and purpose of my actions. ___5
- I aligned my daily decisions with my core values and beliefs. ___5
- I felt a strong sense of inner peace and spiritual growth. ___5

5. Financial Energy Assessment. Score___/25

- I made measurable progress toward my financial goals. ___5
- I felt confident and secure in my financial planning and decisions. ___5
- I managed expenses effectively to avoid unnecessary stress ___5
- I had strategies in place to save and grow my finances ___5
- I felt empowered and resourceful in managing financial challenges. ___5

Add the total scores from all five dimensions for a comprehensive overview:

Grand Total for Quarter 1: _____ (Out of 125)

INTERPRETING QUARTER 4 FATIGUE RESULTS

Score Range	Quarter 1 Fatigue Status	Reflection and Action
101–125	Thriving	You’re managing energy well-maintain momentum and celebrate achievements!
76–100	Balanced	You’re maintaining good energy balance but may have specific dimensions to refine.
51–75	Moderate Strain	Challenges exist-focus on recalibrating and addressing fatigue in key dimensions.
Below 50	Needs Recalibration	Major challenges need addressing-create a recovery plan and focus on key improvements.

2. PHILA Framework for Month 12

The final whistle in rugby marks not just the end but a chance to reflect, celebrate, and prepare for what's next.

As you close out the year, take pride in your achievements-every step forward, every challenge overcome. Like a team reviewing their game, look back with gratitude and learn from your journey.

This is your moment to honour your progress and set intentions for the future. The lessons you've gained this year are your foundation for greater victories ahead.

Reflect, celebrate, and ready yourself for the next challenge-the game isn't over; it's just evolving.

1. Energy Assessment

P - Pause and Purpose

P

As I pause to reflect on the year, I am most proud of...

The purpose I feel most aligned with as I look ahead to the new year is...

H - Heal and Habit

H

One habit that has made the biggest positive impact on my life this year is...

I will replenish my energy for the coming year by focusing on...

THE SET FORWARD ACTION GUIDE

I - Intend and Impact

I

The dimension where I made the greatest impact this year was...

L - Learn and Leverage

L

One key lesson I've learned this year is...

I will leverage this lesson by applying it to...

A - Act and Align

A

One action I will take in the coming week to align with my vision for the new year is...

"Celebrate what
you've
accomplished
but raise the bar
a little higher
each time you
succeed."

Mia Hamm

Coach's Tip:

Being proud of your achievement is not the same as being proud.

**"Being proud of yourself is not arrogant;
it is a sign of self-respect."
Alice Walker,**

3. Year-End Reflection and Planning

Take time to reflect on your growth over the past year and set intentions for the year ahead:

i. The most significant personal growth I experienced this year was...

ii. In my family or relationships, I strengthened connections by...

iii. In my workplace, I achieved progress by...

iv. One dimension I want to focus on in the new year is...

4. Encouragement and Celebration

Reflect on your progress and celebrate your accomplishments with a warm affirmation:

"I celebrate my journey and honour the progress I've made this year. I am clear and intentional, and I will carry my momentum into the new year, ready to grow and thrive."

Coach's Tip:

Celebrate your wins, no matter how small-they're the stepping stones to your next success. Use this time to recharge and set bold intentions for what's ahead.

NOTES



Article:
"Reflecting on a Year Well Lived"
(The Guardian)



Website:
Gratitude South
Africa - Resources
for Reflection and
Gratitude



Book: The
Happiness
Advantage by
Shawn Achor



Course:
FutureLearn -
The Science
of Happiness



Extra Time

BRIDGING
TO YEAR TWO

“After climbing a great hill, one only finds that there are many more hills to climb”.

Nelson Mandela



Extra Time is your opportunity to reflect deeply on the past 12 months while setting the stage for the year ahead. This section bridges your progress from Year One to Year Two, encouraging you to carry forward the lessons learned. Build on your successes, and prepare for even greater growth in Year Two.

Like a rugby match that extends into extra time, this phase is about giving your best effort to finish strong while strategically planning your next steps.

Core Focus: The Final Whistle

In rugby, extra time separates the good from the great—it's where grit meets glory. This is your moment to dig deep, refine your strategy, and ready yourself for the next chapter.

Push past the finish line with focus and determination, knowing this effort sets the tone for the victories yet to come.

Sometimes teams encounter formidable opposition on the field and the game is drawn at full time. Extra time is a test of endurance and adaptability. It's the moment to push beyond limits, focus on what matters, and secure your goals.

This section is your chance to reflect, refine, and finalise your victory.

The next season starts now!



Year-End Energy Assessment Summary

Take a final look at your complete energy trends across the year and use the insights to guide your next steps.

Use the scores from previous months to average your energy trends in each of the 5 dimensions.

Average 12 Month Energy Score: ____

Core Focus: The Final Whistle

1. Energy Assessment

i. Over the past year, my energy was strongest in the dimension of...

ii. The dimension where I experienced the most growth was...

iii. One specific step I will take to sustain this growth in Year Two is...

iv. The dimension where I need to focus the most improvement in the next year is...

v. One strategy I will adopt to enhance this dimension is...

2. PHILA Framework for Month 13

P - Pause and Purpose

P

Looking back, the purpose I felt most connected to this year was...

As I look ahead, the purpose I want to refine and align with is...

H - Heal and Habit

H

The habit that helped me the most this year was...

The habit I want to focus on developing in the coming year is...

I - Intend and Impact

I

The most meaningful impact I made this year was in the dimension of...

L - Learn and Leverage

L

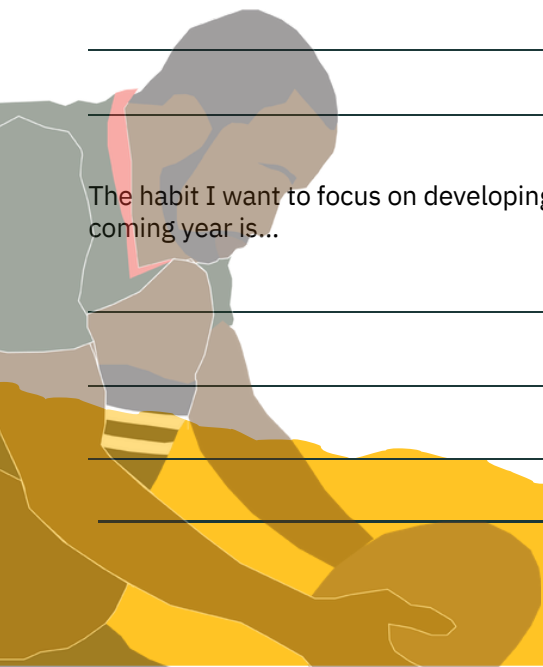
One key lesson I've learned from this year is...

I will leverage this lesson to grow further by...

A - Act and Align

A

One action I will take in the first month of Year Two to align with my vision is...



3. Set Your Year Two Intentions

Use this section to outline your vision for the coming year and create a roadmap for achieving it.

"Success is not the end,
failure is not fatal:
It is the courage to
continue that counts."

Winston Churchill

1. Energy Assessment

i. My vision for Year Two is...

ii. Three specific goals I want to achieve next year are...

iii. One specific step I will take to sustain this growth in Year Two is...

iii. One specific step I will take to sustain this growth in Year Two is...

iv. A theme for my year ahead that inspires me is...



"The end of a journey is always
the beginning of a new one."
José Saramago

Reflect on how far you've come and prepare to step into the next phase of growth.

What I am most proud of myself for this past year is...

2. Affirmation

"I honour the journey I've taken this year and the
growth I've experienced. With renewed focus
and purpose, I embrace the opportunities ahead
and commit to building on my momentum."

As you prepare for the next year, consider using another Action Guide to maintain your focus, continue your growth, and strengthen the habits you've developed. Each new guide is designed to help you adapt, thrive, and succeed in ever-changing circumstances.

**A PERSONAL
INVITATION**

If you have not already joined The SET FORWARD COMMUNITY, do so before starting your second-year- 12 months. 12 steps. One Heart.

"The greatest glory in living lies
not in never falling, but in rising
every time we fall."

Nelson Mandela

3. Practical Support

Consider purchasing and using the book “Scrum and Strategy” Breaking the Line for Business Success” as Your Companion.

This book serves as a vital companion to your Action Guide, bridging practical applications with the deep insights found in Scrum and Strategy. It delves into core themes of alignment, strategy, and resilience-concepts you’ve integrated over the past 12 months. As you reflect and plan, turn to Scrum and Strategy for expanded understanding and actionable insights.

Examples of Integration

Goal Setting: Refer to Chapter 5: Rugby’s Strategic Foundations for strategies on precise planning and execution in high-pressure scenarios.

Suggested Use: *Apply these methods to refine your Year Two goals, ensuring they are clear, actionable, and aligned with your long-term vision .*

Resilience: Chapter 15: Countering Setbacks and Losses explores the art of bouncing back and learning from challenges, drawing lessons from rugby’s greatest comebacks.

Suggested Use: *Incorporate these lessons to build mental and emotional resilience as you anticipate the next year’s challenges.*

Team Influence and Communication: Chapter 13: Communication Drives Success emphasises the role of clear and effective communication for collaboration and influence without formal authority.

Suggested Use: *Use these strategies to strengthen your impact within your family and workplace settings, fostering trust and unity .*

By leveraging these links, you’ll not only enrich your understanding but also strengthen the foundation for sustained growth in all dimensions of your life.

4. Closing Encouragement and Invitation

Your journey doesn't end here-it evolves. This year has been about growth, alignment, and resilience. As you move into Year Two, take all you've learned and let it fuel your continued success.

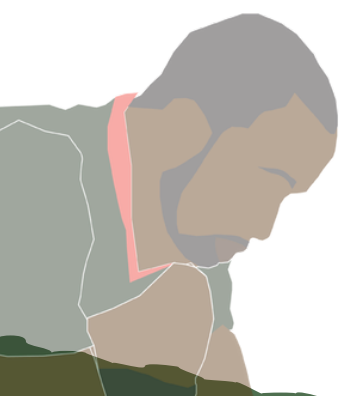
You've crossed the finish line, stronger, wiser, and ready for what's next! Celebrate your victories, embrace your growth, and charge into the future with unstoppable momentum. The season isn't over-it's time to rest. Onward to greatness!

5. Call of Action

- Begin your Year Two journey with a new Scrums and Strategy Action Guide and take your growth to the next level.
- Dive deeper into strategic principles with the book ***Scrums and Strategy: Breaking the Line for Business Success***. Together, these tools will help you align your actions, refine your vision, and achieve extraordinary results.

6. FINAL AFFIRMATION

"I carry forward the lessons, growth, and purpose I've cultivated this year. With intention and strategy, I step boldly into the future, ready to thrive."



Article: "Preparing for Your Next Chapter" (**Fast Company**)



Website: [Success Resources SA - Tools for Personal Development](#)



Book: [Scrums and Strategy: Breaking the Line for Business Success](#) by Ayanda Zaca



Course: [LinkedIn Learning - Annual Review and Forward Planning](#)

Energy



ASSESSMENT & TRACKER

"Everything is energy and that's all there is to it."

Albert Einstein

Physical Energy

- Commit to restorative sleep: Embrace consistent, high-quality rest as a powerful reset for your body, preparing you to tackle each day with renewed vigour.
- Stay active daily: Make movement your gift to yourself—walk, stretch, or do yoga for 30 minutes to fuel your energy for tomorrow's opportunities.

Mental Energy

- Prioritise like a pro: Use tools like the Eisenhower Matrix to sharpen your focus and clear mental clutter, setting yourself up for smarter decisions ahead.
- Embrace mindfulness: Spend 5–10 minutes daily in meditation or deep breathing, building clarity and peace for the challenges yet to come.

Emotional Energy

- Practice daily gratitude: Reflect on three blessings each day, anchoring your emotions in positivity and preparing your heart for the journey ahead.
- Build meaningful connections: Take time weekly to nurture relationships, strengthening the support network that will carry you into future successes.

Spiritual Energy

- Align with purpose: Regularly assess how your actions reflect your values, ensuring your life remains a testimony to your deepest intentions.
- Reflect and recharge: Dedicate quiet time for journaling or meditation to refine your goals and fuel your spirit for the road ahead.

Financial Energy

- Focus on small financial wins: Break big dreams into achievable milestones, reminding yourself of the progress made with each step.
- Keep your budget dynamic: Review your finances weekly, making proactive choices that pave the way for lasting financial stability.

Monthly Energy Assessment

This assessment helps you evaluate your energy levels across five key dimensions- Physical, Mental, Emotional, Spiritual, and Financial-providing a clear picture of your strengths and areas requiring focus.

Instructions

Rate each statement on a scale of 1 to 5 where:

1 = Rarely/Never. 2 = Occasionally. 3 = Sometimes. 4 = Often. 5 = Always

Add the total score for each section to assess your monthly trends.

Coach’s Tip

You will use this same assessment throughout the year.
Fill it in with pencil or erasable ink. Or use a separate paper.

Physical Energy Assessment	
I maintained consistent physical energy throughout the month.	
My recovery practices (e.g., sleep, rest, hydration) effectively replenished my energy.	
I followed a regular exercise routine or engaged in physical activity.	
I experienced minimal physical fatigue or illness.	
I fueled my body with healthy nutrition to sustain energy.	
Mental Energy Assessment	
I adapted well to mental challenges and responsibilities.	
I maintained focus and clarity on my key goals.	
I managed distractions and maintained strong concentration.	
I experienced minimal mental exhaustion or burnout.	
I used strategies like prioritisation or mindfulness to stay mentally sharp.	

THE SET FORWARD ACTION GUIDE

Emotional Energy Assessment	
I nurtured my emotional well-being through supportive relationships.	
I managed stress and emotional challenges constructively.	
I maintained healthy boundaries in my relationships.	
I experienced joy, gratitude, and emotional fulfillment regularly.	
I sought support when faced with emotional setbacks.	
Spiritual Energy Assessment	
I felt connected to my purpose and values this month.	
I engaged in activities that brought me inner peace and fulfillment (e.g., reflection, prayer, meditation).	
I took time to reflect on the meaning of my actions.	
I actively made decisions that aligned with my core values.	
I felt inspired and motivated by a sense of purpose.	
Financial Energy Assessment	
I made measurable progress toward my financial goals.	
I felt confident and secure in my financial planning and decisions.	
I managed expenses effectively to avoid financial stress.	
I had strategies in place to save and grow my finances. ____	
I felt empowered and resourceful in managing financial challenges.	

Total Monthly Energy Score

Add the total scores from all five dimensions for a comprehensive overview.

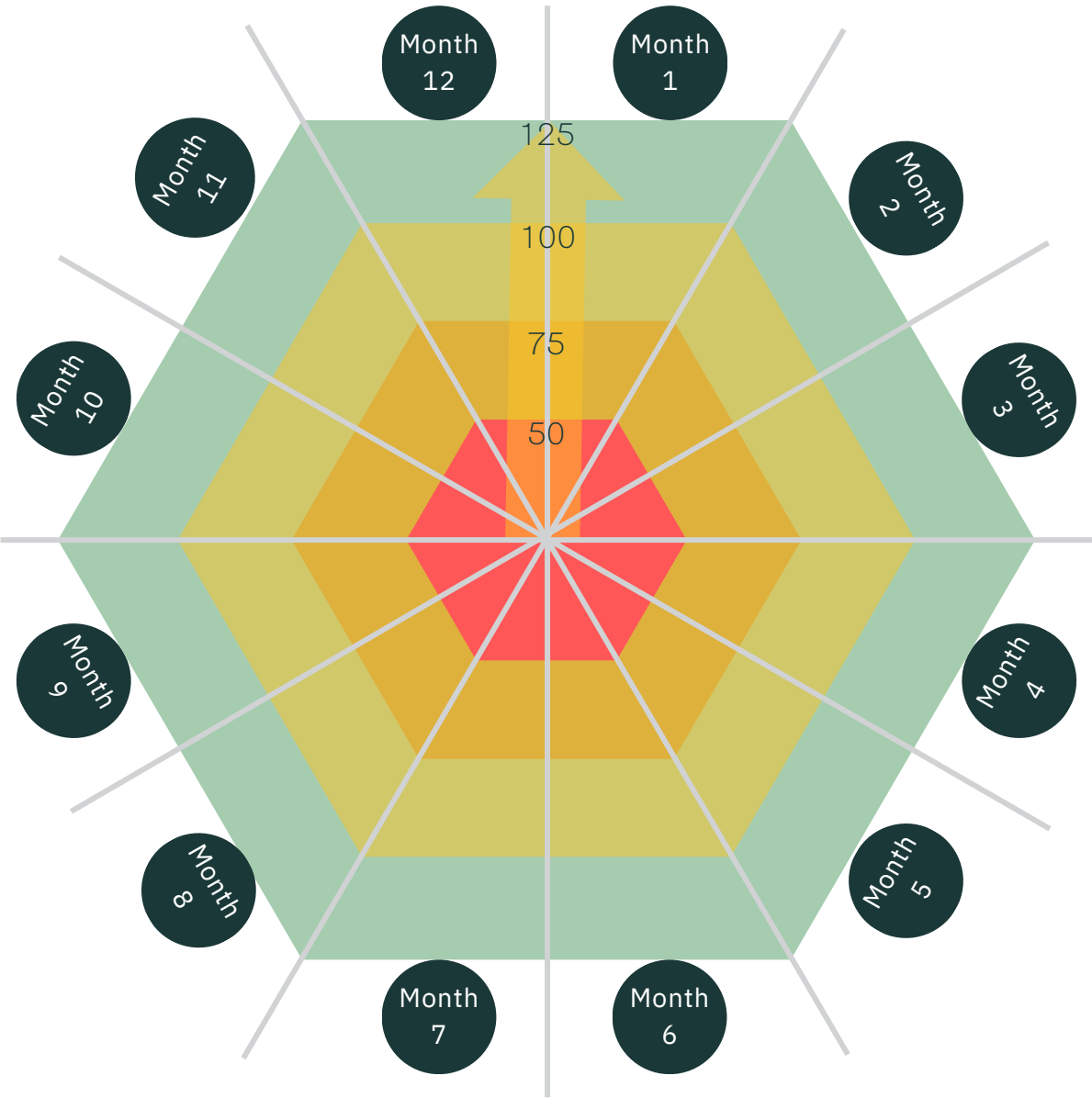
Grand Total (Out of 125)

- **Month 1:** ____
 - **Month 2:** ____
 - **Month 3:** ____
 - **Month 4:** ____
 - **Month 5:** ____
 - **Month 6:** ____
- **Month 7:** ____
 - **Month 8:** ____
 - **Month 9:** ____
 - **Month 10:** ____
 - **Month 11:** ____
 - **Month 12:** ____

Interpreting Your Results

Score Range	Energy Status	Reflection and Recommended Actions
101–125	Thriving	Excellent energy management! Celebrate your progress and focus on maintaining effective strategies.
76–100	Balanced	You’re managing well but may need small adjustments in one or two dimensions. Focus on improving weak areas.
51–75	Moderate Strain	Energy levels are under strain. Identify the areas draining your energy and implement recovery strategies.
Below 50	Needs Recalibration	Significant challenges exist. Prioritize rest, recalibration, and targeted recovery strategies.

Radar Energy Graph Visualiser per month.





MMXXVII

