

# Start Next Year's Goals Today!

## Pin & Pivot's December Live Event

### Organization

- De-clutter your work space
- Archive/Delete old emails and old physical files
- Refill your office supplies
- Make your office more personal – photos, wall hangings, etc.

### Productivity

- List your goals – yearly, quarterly, monthly, weekly, daily
- Ask someone about how they implement their successful goals
  - Below please find an email template
- Delegate tasks – write down 3 things you can delegate next year
- Wake up earlier – gulp!

### Connections

- Use LinkedIn to connect with others and discover new skills
  - Find/Be a mentor
    - Below please find an email template
  - Mail a thank you note each day this week
    - Below please find a thank you template
  - Email someone's boss to tell them who has helped you this year
    - Below please find an email template
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### January's Live Event Topics:

- Communications
- Collaboration
- Training & Development

## Happy Holidays from Pin & Pivot!

## Asking someone how they implement their goals

### Sample email

Subject Line: Tips on Implementing Goals?

Dear \_\_\_\_\_,

Hope all is well! As the new year approaches, setting achievable yet challenging goals has been on my mind. Given your skills and network, it seems that you are regularly implementing excellent goals – and I truly admire that about you.

Would you be willing to share a few tips on how you are able to implement your goals? We could grab a quick lunch or chat on the phone for a few moments. I'd be happy to put something on our calendars, if this sounds good.

I realize you are incredibly busy, so if this isn't possible in the next few weeks, would you be able to recommend someone else that might be able to share some tips on implementing goals?

Thanks so much for your time and consideration! Happy Holidays and wishing you a wonderful 2017.

Sincerely,

\_\_\_\_\_

## Asking someone to be a mentor – Sample email

Subject Line: Mentor Request

Dear \_\_\_\_\_,

Hope you are having a great day! Getting to know you over the past few (*weeks/months/years*) has been an absolute pleasure. Your ability to (*lead with respect*), (*increase sales over the past quarter*) and (*maintain a great sense of humor*) are things I hope to accomplish in my career as well.

As a way to continually develop my career, I am looking for a (*management/writing/sales*) mentor and would be honored if you would be willing to meet with me once a month (*for coffee/lunch/a quick call*) to share some insights. Is that something that might interest you?

I recognize that you are probably very busy, so if this isn't a good time, would you be willing to answer some questions over the phone in the next few weeks?

Thanks so much for all you do! Happy Holidays and wishing you a wonderful 2017.

Sincerely,

\_\_\_\_\_

\*\*\* Italicized items should be filled in with your own specific wording\*\*\*

## Handwritten thank you note – Samples

### [For Boss]

Dear \_\_\_\_\_,

Just wanted to thank you so much for your ongoing support in my role at (*your company*). Thanks for identifying my skills and helping me to provide value to (*your company*). I truly appreciate all you do for our team.

My best,

\_\_\_\_\_

### [For Colleague]

Dear \_\_\_\_\_,

Thank you so much for your recent help on (*name of project*). Your ability to collaborate and lead our team, while still bringing humor in every situation, is both appreciated and valued. Thanks again.

\_\_\_\_\_

Sharing praise about a colleague to their boss  
Sample email

Bcc: *(colleague who you are praising)*

Subject Line: Good News to Share

Dear \_\_\_\_\_,

Hope you are doing well! Just wanted to take a moment to let you know what a great job *(name of colleague)* did on *(negotiating a contract/leading the team/organizing the event)*. Their *(attention to detail/work ethic)* was appreciated and we couldn't have done it nearly as well without their effort.

Thanks and have a great day~

\_\_\_\_\_