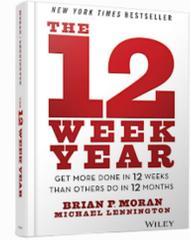




Books That Speak to Us: The 12 Week Year

SpotlightPL Pre-Reading Materials



Chapter 1: The Challenge

PART 1: THINGS YOU THINK YOU KNOW

Chapter 2: Redefining the Year

What is the main issue with annualized thinking?

- a. It encourages procrastination.
- b. It creates too much urgency.
- c. It leads to overly ambitious goal setting.
- d. It results in constant focus on short-term actions.

What technique does the author of The 12 Week Year adapt for business and personal success?

- a. Periodization
- b. Multitasking
- c. Annualized planning
- d. Agile methodology

The 12 Week Year approach emphasizes that every week, day, and moment counts. True or False

**"If we did the things we are capable of doing, we would literally astound ourselves."
-Thomas Edison**

Chapter 3: The Emotional Connection

What is the first critical step to executing well?

- a. Sacrificing short-term goals
- b. Creating a vision of long-term comfort
- c. Aligning short-term goals with a compelling long-term vision
- d. Avoiding uncomfortable actions

What question should you ask yourself to develop a compelling vision?

- a. What is my biggest challenge today?
- b. What do I want spiritually, financially, and for my family?
- c. How can I minimize discomfort in the short term?
- d. What are others expecting of me?

According to the notes, why do people struggle to change?

- a. They lack resources.
- b. They don't have a compelling vision.
- c. They are naturally resistant to change.
- d. They lack external motivation.

What happens to areas of the brain that are used frequently?

- a. They become less active over time.
- b. They grow in neural connections and size.
- c. They remain static in density.
- d. They are replaced by newer neural pathways.

**"A goal without a plan is just a wish. A plan with focused action will turn your vision into reality."
- Antoine de Saint-Exupéry**



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Chapter 4: Throw Out the Annual Plan

How many top priorities are typically identified in 12-week planning?

- a. 5-7
- b. 1-3
- c. 8-10
- d. None; priorities are not defined.

**"A goal without a plan is just a wish. A plan with focused action will turn your vision into reality."
– Antoine de Saint-Exupéry**

What defines success in 12-week planning?

- a. Completing daily to-do lists.
- b. Achieving annual goals.
- c. Attaining the 12-week goals, which represent progress toward long-term vision.
- d. Reducing daily responsibilities.

What are tactics in the context of 12-week planning?

- a. Broad goals for the year.
- b. Short-term goals with no due dates.
- c. Specific daily to-do's that drive the attainment of goals.
- d. Long-term strategies for success.

Breaking a 12-week goal into smaller parts helps in determining actionable tactics.
True or False

Tactics in 12-week planning are optional for achieving goals.
True or False

Chapter 5: One Week at a Time

What creates long-term results?

- a. Future plans and goals
- b. Daily actions
- c. Monthly reviews
- d. Annual planning

**"Little by little, one travels far."
– J.R.R. Tolkien**

How much time should be spent reviewing the past week and planning the upcoming week?

- a. 5 minutes
- b. 10 minutes
- c. 15-20 minutes
- d. 30 minutes

When should you review your weekly plan to plan daily activities?

- a. At the end of the day
- b. At the beginning of the week
- c. The first 5 minutes of each day
- d. Only when tasks change

What is recommended for staying on track with your weekly plan?

- a. Memorize it
- b. Carry it with you and check in several times a day
- c. Delegate tasks to others
- d. Write it at the end of the day

Spending 15-20 minutes at the beginning of the week to review progress helps in effective weekly planning. True or False



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Chapter 6: Confronting the Truth

What does measurement help build?

- a. Stress and anxiety
- b. Confidence and self-esteem
- c. Strict discipline
- d. Long-term vision

What is the purpose of measuring results?

- a. To focus on emotions during evaluation
- b. To pinpoint breakdowns and respond quickly
- c. To ignore performance feedback
- d. To prove the plan is flawed

Where do breakdowns most commonly occur?

- a. In the plan
- b. In execution
- c. In resource allocation
- d. In goal setting

What percentage of weekly plan completion is considered likely to achieve objectives?

- a. 100%
- b. 50%
- c. 85%
- d. 70%

What does the weekly scorecard measure?

- a. Results
- b. Execution
- c. Plan complexity
- d. Team performance

Measuring results allows you to remove emotion from the evaluation process. True or False

The weekly scorecard measures results rather than execution. True or False

Completing 85% of the activities in your weekly plan is enough to achieve objectives. True or False

A weekly score of 65-70 is considered a failure in the 12 Week Year system. True or False

**Action is the foundational key
to all success.
– Pablo Picasso**

Chapter 7: Intentionality

What is required for everything you want to accomplish in life?

- a. A financial investment
- b. An investment in time
- c. External motivation
- d. A large network of people

What is a reactive approach to daily demands?

- a. Organizing your life around your priorities
- b. Responding to demands as they come without evaluating their value
- c. Using a weekly planner to prioritize activities
- d. Saying "no" to low-value tasks

What is the purpose of a Strategic Block?

- a. To deal with unplanned interruptions
- b. To refresh and reinvigorate
- c. To focus on preplanned tasks and high-value activities
- d. To handle administrative and low-value tasks

What is the main purpose of a Breakout Block?

- a. To complete unfinished work
- b. To refresh and reinvigorate by doing non-work activities
- c. To group together low-value tasks
- d. To increase the number of tasks completed in a day

Buffer blocks are meant to increase efficiency by grouping low-value activities together. True or False

**Time is what we want most
but what we use worst.
– William Penn**



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Chapter 8: Accountability as Ownership

What is the correct definition of accountability as described in Chapter 8?

- a. A system of rewards and punishments
- b. Ownership of your actions and results, regardless of circumstances
- c. Delegation of responsibilities to others
- d. The realization that others control your outcomes

What is described as the only things you truly control?

- a. Other people's behavior
- b. Your thinking and your actions
- c. The outcomes of your efforts
- d. Circumstances beyond your control

Accountability is a character trait that reflects a willingness to own your actions and results. True or False
Viewing tasks as "choose to" rather than "have to" can make them feel less burdensome. True or False
You always have a choice in how you think and act, regardless of the situation. True or False

Ninety-nine percent of all failures come from people who have a habit of making excuses.
– George Washington Carver

Chapter 10: Greatness in the Moment

What does the chapter suggest about the natural margin in our day?

- a. It is expanding, giving us more time to relax
- b. It is disappearing, making mental relaxation more difficult
- c. It remains constant and does not affect performance
- d. It is irrelevant to achieving

What does the chapter imply happens when we try not to miss anything?

- a. We become more productive and successful
- b. We end up missing everything and risk mediocrity
- c. We create more time for mental relaxation
- d. We eliminate the need for discipline

According to the chapter, when does greatness occur?

- a. When results become visible to others
- b. In the past, when the plan was made
- c. In the moment you choose to do the things necessary for greatness
- d. Only after achieving major milestones

Buffer blocks are meant to increase efficiency by grouping low-value activities together. True or False

To do two things at once is to do neither.
– Publilius Syrus

Chapter 11: Intentional Imbalance Quiz

What is the main idea of intentional imbalance?

- a. Spending equal time in all areas of life
- b. Ignoring some areas of life to focus only on one
- c. Prioritizing certain areas based on your vision and satisfaction
- d. Avoiding imbalance by maintaining strict routines

What definition of success does the author use in this chapter?

- a. Financial wealth
- b. Overall happiness
- c. Satisfaction in each area of life balance
- d. Career achievements

Life balance is about spending equal time in each area of life. True or False

The author suggests starting with your vision to determine which areas of life to focus on. True or False

The author defines success as achieving external recognition in each area. True or False

Success is not about doing it all; it's about doing the right things well.
– Gary Keller



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Chapter 12: The Execution System Quiz

Great things are done by a series of small things brought together.
– Vincent Van Gough

What is the purpose of the 12 Week Year execution system?

- a. To help you achieve long-term goals by working on them sporadically
- b. To create clarity and focus on what matters most and instill a sense of urgency to act daily
- c. To encourage goal setting without action plans
- d. To focus solely on professional success

Which of the following is NOT one of the five disciplines of the 12 Week Year?

- a. Vision
- b. Process Control
- c. Motivation
- d. Measurement

What does the principle of "Greatness in the Moment" emphasize?

- a. Success is achieved only after reaching a big result
- b. Success lies in the choices made daily to work towards greatness
- c. Greatness is determined by external validation
- d. Planning alone ensures greatness

What stage of the Emotional Cycle of Change is often characterized by excitement and imagining the benefits of change?

- a. Uninformed Optimism
- b. Informed Pessimism
- c. Valley of Despair
- d. Success and Fulfillment

What is the role of "Process Control" in the 12 Week Year system?

- a. It measures the results of actions
- b. It clarifies the future vision
- c. It aligns critical actions with the plan using tools and events
- d. It schedules long-term goals

Accountability in the 12 Week Year is about owning actions and results regardless of circumstances. True or False

The Valley of Despair is the stage where most people persevere through discomfort. True or False

The Emotional Cycle of Change begins with Informed Pessimism. True or False

The best visions align personal aspirations with professional dreams. True or False

Crafting a vision is primarily about creating a practical, short-term plan. True or False

Chapter 13: Establish Your Vision

Create the highest, grandest vision possible for your life, because you become what you believe.
– Oprah Winfrey

Why is crafting a vision critical to success?

- a) It eliminates the need for action.
- b) It provides a powerful reason to stay on track when you don't feel like taking action.
- c) It makes daily tasks easy and enjoyable.
- d) It ensures immediate results.

Which of the following best describes the stages of vision realization?

- a) Easy, Medium, Hard, Mastery
- b) Dream, Plan, Act, Achieve
- c) Impossible, Possible, Probable, Given
- d) Vision, Goal, Execution, Outcome

How does passion relate to your vision?

- a) It replaces the need for planning.
- b) It provides the energy needed to push through discomfort.
- c) It eliminates fear and uncertainty.
- d) It ensures you never fail.

A vision should only focus on professional goals. True or False

Asking "What if?" opens you to new possibilities and shifts thinking from impossible to possible. True or False

Connecting your vision to daily actions is unnecessary if your vision is strong enough. True or False

Sharing your vision with others increases your commitment to it. True or False

A small vision can inspire your best efforts and drive high performance. True or False

Reflecting on your progress at the end of each day can help you live to stay aligned with your vision. True or False

The power of vision is light and fluffy; it does not help in conquering fears or uncertainty. True or False



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Chapter 15: Installing Process Control Quiz

What is the primary purpose of a weekly plan in the 12 Week Year system?

- a) To list every task you need to complete.
- b) To reflect critical and strategic activities needed to achieve your goals.
- c) To create a calendar of social events for the week.
- d) To plan for unexpected emergencies.

The key is not to prioritize what's on your schedule, but to schedule your priorities.
– Stephen Covey

What percentage of a peer-supported group in a study successfully reached their goals?

- a) 10%
- b) 25%
- c) 50%
- d) 80%

What is NOT a focus during a Weekly Accountability Meeting (WAM)?

- a) Sharing weekly execution scores.
- b) Holding each other accountable for failures.
- c) Discussing successful techniques.
- d) Providing encouragement.

How much more likely are you to execute a written weekly plan compared to a mental one?

- a) 10-20%
- b) 30-50%
- c) 60-80%
- d) 90-100%

Without structural and environmental support, follow-through depends heavily on willpower. True or False

It's essential to plan your week before it begins to ensure you stay on track. True or False

Scoring your week and planning for the next one should take about 15 minutes. True or False

Chapter 16: Keeping Score

What is the purpose of measurement in the execution process?

- a) To track your final results only.
- b) To create a feedback loop that shows whether your actions were effective.
- c) To focus solely on your progress at the end of the 12 weeks.
- d) To measure how much effort you put into each task.

Success is the progressive realization of a worthy goal or ideal.
– Earl Nightingale

Lag indicators are the end results that reflect your 12-week goals. True or False

Lead indicators are things that happen early in the execution process and are critical for driving results. True or False

Which of the following is the most effective lead indicator for tracking goal execution?

- a) Tracking daily results.
- b) Measuring your weekly execution score.
- c) Reviewing your end-of-year results.
- d) Tracking monthly habits.

It's important to review your progress each week to ensure you stay on track with your goals. True or False

When you don't score well on your weekly execution, you should abandon the system entirely. True or False

Chapter 17: Take Back Control of Your Day

What is the most common obstacle to exceptional performance?

- a) Lack of time
- b) Ineffective time allocation
- c) Lack of skills
- d) Too many distractions

Don't count the days, make the days count.
– Muhammad Ali

How long does it typically take to re-engage after checking a text?

- a) 5-7 minutes
- b) 11-15 minutes
- c) 20-30 minutes
- d) 45-60 minutes

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Chapter 17: Take Back Control of Your Day (continued from last page)

What is the main factor that determines whether you will achieve great things?

- a) Strengthening your weaknesses
- b) Focusing on your strengths
- c) Working harder than others
- d) Time spent on email and meetings

What is 'Performance Time'?

- a) Time spent on administrative tasks
- b) A time-blocking system for high-priority activities
- c) Time spent on low-value tasks
- d) Time spent with others

What is a 'Strategic Block'?

- a) Time set aside for low-level tasks like emails
- b) Time for high-level work on business goals, usually 3 hours long
- c) Time for team meetings
- d) Time for taking breaks

When should you schedule a 'Breakout Block'?

- a) Every day
- b) Once a month, after other blocks are working well
- c) Every week
- d) Every quarter

Which of the following is NOT an example of a 'Buffer Block' activity?

- a) Responding to emails
- b) Reviewing your business goals
- c) Making outbound calls
- d) Filing work in progress

Why is it important to design a 'Model Work Week'?

- a) To eliminate low-value activities entirely
- b) To prioritize high-value activities and adjust your schedule accordingly
- c) To ensure you work every hour without breaks
- d) To allow room for more administrative work

What is a major pitfall when using the Performance Time system?

- a) Focusing on one task at a time
- b) Multitasking in strategic blocks
- c) Following a written weekly plan
- d) Taking regular breaks

The great people in history had more time in their day than you do. True or False

The Performance Time system recommends multitasking to maximize productivity. True or False

A Strategic Block is typically scheduled early in the week to allow for rescheduling if needed. True or False

A Model Work Week eliminates all low-value activities from your schedule. True or False

You should schedule your Breakout Block before your Buffer Blocks. True or False

Performance Time can be seen as an intentional way to manage your time and increase focus on high-value activities. True or False

The agenda for Buffer Blocks may include activities like responding to emails and organizing work. True or False

Chapter 18: Taking Ownership

What is the primary disadvantage of having a victim mindset?

- a) It fosters empathy for others.
- b) It limits success by external circumstances.
- c) It creates accountability for actions.
- d) It ensures future success.

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**If you own this story you
get to write the ending.
– Brené Brown**



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Chapter 18: Taking Ownership (continued from last page)

In its purest form, accountability is about:

- a) Identifying fault.
- b) Blaming circumstances.
- c) Taking ownership of actions and results.
- d) Accepting mediocrity.

What is the first step toward fostering greater accountability?

- a) Focus on what others are doing wrong.
- b) Stop feeling sorry for yourself.
- c) Resolve never to be a victim again.
- d) Set unrealistic expectations.

Which of the following actions does NOT foster accountability?

- a) Focusing on things you can control.
- b) Associating with "Accountables."
- c) Making excuses for your actions.
- d) Taking different actions to achieve different results

Accountability is primarily about assigning fault for failures. True or False

Successful people avoid accountability because it is unpleasant. True or False

Focusing on what you can control is a key part of fostering accountability. True or False

Taking ownership of your life requires you to stop making excuses and focus on achieving your goals. True or False

Accountability is about focusing on past mistakes rather than future improvements. True or False

Associating with accountable individuals can help you foster accountability in your own life. True or False

Waiting for external circumstances to change is a major pitfall in developing accountability. True or False

Chapter 19: 12 Week Commitments

What is the definition of a commitment in the context of the 12 Week Year?

- a) A casual promise to take action
- b) A conscious decision to take a specific action to create desired results
- c) A temporary obligation to another person
- d) A binding contract with external circumstances

There are only two options regarding commitment. You're either in or out. There's no such thing as a life in between.
- Pat Riley

Which of the following is NOT one of the four successful commitments mentioned in Chapter 9?

- a) Strong desire
- b) Keystone actions
- c) Delayed gratification
- d) Counting the costs

What should be the focus when establishing a keystone action for a goal?

- a) It should be the only action you need to take.
- b) It should have the biggest impact on reaching your goal.
- c) It should be something you do once a month.
- d) It should replace all other commitments.

What is a key benefit of keeping personal commitments?

- a) It guarantees instant results.
- b) It fosters self-trust and confidence.
- c) It eliminates all future challenges.
- d) It ensures others will keep their promises to you.

Commitments require you to sacrifice short-term comfort for long-term benefits. True or False

Delayed gratification is an important mindset for fulfilling commitments. True or False

Sharing your commitments with a trusted person can increase your determination to follow through. True or False

What is the first step to creating a set of 12 Week Year commitments?

- a) Identify what actions others expect of you.
- b) Determine a few goals that would represent a real breakthrough for you.
- c) Write vague and flexible goals to accommodate change.
- d) Focus on actions with minimal effort required.

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Chapter 19: 12 Week Commitments (continued from last page)

What should you do if you miss a commitment once?

- a) Ignore it and move on.
- b) Stop making commitments altogether.
- c) Get back on track and recommit.
- d) Blame external circumstances.

Why is "buddying up" a helpful strategy for keeping commitments?

- a) It allows you to share the workload.
- b) It provides support, encouragement, and increases success rates.
- c) It eliminates personal responsibility.
- d) It lets someone else take over your commitments.

Chapter 20 & 21: Your First 12 Weeks & Final Thoughts and the 13th Week

Why is reviewing your vision daily recommended in the 12 Week Year process?

- a) It helps you manage your schedule better.
- b) It connects you to your "why" and reinforces long-term goals.
- c) It allows you to avoid resistance monsters.
- d) It eliminates the need for accountability meetings.

What is a key factor that discourages people when planning for multiple goals?

- a) Lack of time for execution.
- b) The complexity of scoring weekly.
- c) The obstacles and sacrifices they anticipate.
- d) Poor accountability systems.

What are the three steps to make a habit during the first four weeks of the 12 Week Year?

- a) Review your vision, set multiple goals, score your week.
- b) Plan your week, score your week, attend weekly accountability meetings.
- c) Write your plan, avoid distractions, review weekly goals.
- d) Create a vision board, update goals daily, track progress.

What is the purpose of the 13th week in the 12 Week Year?

- a) To introduce a new goal.
- b) To pause and reset for the next year.
- c) To celebrate progress and prepare for the next 12 Week Year.
- d) To identify what goals were missed.

What is one of the primary goals during your first 12 weeks?

- a) To achieve financial independence.
- b) To create lifelong habits without tracking.
- c) To hit your 12-week goal and learn how to apply the system effectively.
- d) To avoid challenges and focus on simple tasks.

Resistance is natural when working toward significant goals, and effort is required to overcome it. True or False
Immediate gratification can outweigh long-term benefits if you don't you consciously review your vision. True or False
Victim thinking empowers individuals to take control of their barriers. True or False
During the second four weeks, staying consistent becomes easier with deliberate practice. True or False
An After-Action Review is only necessary if you fail to achieve your 12-week goals. True or False
Planning for multiple goals always ensures better execution and less overwhelm. True or False

**The secret of change is
to focus all your energy
not on fighting the old,
but on building the new.
– Socrates**

CONGRATULATIONS!

Congratulations on completing the first leg of your book club journey!