



FFCC Podcast Transcript:

What techniques do you use to set yourself up for success for the year?

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VOCABULARY THIS WEEK:

round out the year- To bring some event like the year to a pleasing conclusion or completeness

Groggy- weak or confused because ill or tired.

snowball effect- A situation in which the results or consequences of an action grow at an increasingly faster rate over time

print out- produce a copy of a computer document from the printer.

Visibility- the the state of being able to see or be seen or the distance one can see

break down- divide something into separate parts

build momentum- doing a little more of the things that move you forward and a little less of the things that hold you back.

Procrastinate- to keep delaying something that must be done, often because it is unpleasant or boring

Geek- a person who is knowledgeable about and obsessively interested in a particular subject

geek out- To express excitement and enthusiasm about one's very specific and sometimes unpopular interest, especially by talking about it in great detail.

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Here's some advice on how to use the podcast and transcript:

1. Listen to the podcast and see how much you can understand. Is it 50%? 70%? The percentage doesn't matter. Just make a note of it.
2. Try to summarize the conversation. You can think about it, say it out loud, or write it down.
3. Read the transcript. Do you understand more now that you can read the words? How accurate was your summary?
4. Listen and follow the transcript, so you can hear the difference between how English is pronounced vs. how it is written
5. Note any words or expressions that you did not understand. Add these to your vocabulary list in your English notebook and make flashcards so that you can study them and grow your vocabulary.
6. Write down any questions you have about the new words or expressions so that you can ask about them during FFCC.
7. Go back and listen again. How much do you understand now?
8. Repeat this process as much as you'd like.
9. Feel free to use this as a topic of conversation with your discussion partner!

Faster Fluency Conversation Club Podcast: What techniques do you use to set yourself up for success for the year?

Welcome to the Faster Fluency Conversation Club podcast by Business English with Christina. Joining the club is a great way for you to improve your fluency and confidence in English, meet people from all over the world and have fun while talking about real-world topics. We hold one-hour conversations on Zoom six times a week, Monday

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to Friday, and our podcast listeners receive a 50% discount on the first month of membership with the discount code FFCC50. Are you looking to improve your English speaking ability? Come and join us today.

Hey everyone. A quick special announcement before we get into today's topic. If you wanna send us an email with any English-related questions, ideas for topics, or any feedback, we now have a dedicated email address for podcast listeners. Send us an email at podcast@christinarebuffet.com with your questions, comments, and suggestions. We'd love to hear from you. And we might even read and answer your question on a future podcast. Now on with the show.

Christina (00:01): Faster Fluency Conversation Club podcast. What techniques do you use to set yourself up for success for the year? Hey, everybody. Christina here with the Faster Fluency Conversation Club podcast, and this is the, I don't know, I guess the last one of 2022 and the first one of 2023. So a very exciting episode. And, uh, for this one, I'm actually just all, all alone, all by myself. Um, I thought it would be something different to, to **round out the year** and to start the new year off, but also just to talk to you a little bit about the tactics that I use to set myself up for success for the year. You know, before we get into that though, a lot of, I think for everyone almost, you know, the, the new year, the end of the year, and the new, the start of the new year is a time to look back and reflect on, you know, what you've accomplished, what you set out to do at the beginning of the year, um, if you did it, if you didn't do it, maybe if the, the goals changed along the way, because of course, we can't always plan in January what we will want to do or need to do in the following December.

(01:17): And it's normal for our goals and maybe our definition of success to change along the way. Um, that's normal. But then when we come up to the new year, you

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know, even if we don't know exactly what we're going to want to do or need to do all during that year, we can maybe think about where we want to go and at least have like a, a roadmap to, to guide us so that we're not just kind of starting at the beginning of the year, um, coming back after the holidays. You know, maybe you're a little, um, a little tired, a little **groggy** because you ate too much food or drink too much, whatever you drink. Um, you know, but, but to, to really take that fresh start as an opportunity to, I would say almost to enjoy it. Like I really like the new year because it's this, this feeling of, ah, I took a break and now I'm ready to come back and ready to work on some new projects, or continue working on some, some projects that carry over from the previous year. But really to come back with, uh, this feeling of renewed energy. Um, and I feel like sitting down at the end of the year and planning, um, or thinking about again, what you want to accomplish and the new year is a great way to create that energy. Um, because, you know, I believe that sometimes, you know, life, life is hard. I mean, life is difficult sometimes, and sometimes we don't have the energy and sometimes we don't want to think about, you know, our goals and our success. We just kind of want to survive

Christina (02:59): um, or maybe just not do anything. Um, but I, I believe that if we can take that first little step just to get started and just to get the momentum going, often that can have like a **snowball effect** and I would say carry us into more positive direction. So, you know, with all of that in mind. So what am I doing to set myself up and set, um, business English with Christina up for success? Well, the first thing is, um, looking back at my previous year, um, so a lot of you may know that I work with a business coach and we have a meeting every month. Um, and usually out of that meeting comes a lot of notes and a lot of homework and a lot of, um, hard things that I have to do, let's say. Um, but I'm, I'm just looking through my notes, um, from these sessions.

(03:56): Cause I printed my notes and one of the things I do is go back and read through the notes. I have suspense, 78, 78 pages of notes from my coaching sessions, um, with my coach this year. And it's all about, you know, what were our goals in January, 2022? How did those evolve? Because they, I mean, they definitely changed ,

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um, from the start of the year and to where we are now at the end of the year. Um, but looking at what were our goals? What were our, um, thought processes? How did we set those goals? How did we meet those goals? Or how did we not meet those goals? There were a lot of goals we had that we didn't meet. Um, and maybe looking at why, and was it the right goal also, because, you know, we can set goals, but are we setting the right goals?

(04:52): Um, and so one of the, the first things that I like to do as the year ends is **print out** my notes for my coaching sessions and take some time to read through them. In fact, just to remind myself, oh yeah, we did that, we did this, uh, we talked about that. Oh, we planned to do that. Um, we didn't, do we wanna plan it for 2023? Do we wanna try again? Um, because you know, it's great to set goals, um, but we don't always meet those goals. And then we can go back and look and say, is that still a relevant goal? Or do I just want to let it go? Um, I will not sing the song, let it go. No, that's, yeah, that's it. Um, gonna sing the song from Frozen, let it go, let it go. Uh, sometimes we have to let our goals go out into the, the cold December air. Um, alright, a little bit of philosophy there for the end of the year. Um, anyway, so I'll start by looking back at, um, my notes, um, and the things that I

Christina (05:56): Wanted to accomplish and the things that we talked about and the projects we had. Um, maybe look and see if any of them are still relevant and we want to carry them over into the new year or just say, okay, letting it go. And then, you know, I used to try to sit down and maybe plan out the entire year, not, not in detail, but at least to say like, all right, in February we're gonna do this in May, we're gonna do this in September, we're gonna do this in November, we're gonna do this. Um, I think I still try to create a very broad general, not too detailed framework, just to have an idea of where we might go, um, during the year. But of course, like I said, very broad, not too many details because I know that that framework is probably going to change.

(06:47): Um, but at least from where I'm standing in January and looking forward maybe to the later part of the coming year, I can say, I think this is where we might want to go. Um, and of course that may change, but what I will try to do is to plan out in detail at

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least the, the first three months. Um, cause I think we can have some, we can have **visibility** over, you know, 90 days. Um, one of the courses I'm following at the moment to help me with that is a course called 90 Day Year by an American entrepreneur called Todd Herman. If, uh, any of you are interested in his work, um, and the in 90 day year, it is really about, you know, only focusing on a period of 90 days. Um, because beyond that, it's hard to know what we're gonna do, but in a period of 90 days, we can know what we're going to do, what goals we want to have, and then we **break down** those goals into, um, very small, I would say measurable and actionable plans.

(07:52): Because that's often the thing that stops us from moving forward is we have a big project and we just don't know where to start. And so with this, this concept of the 90 day year, it's looking at what do I want to accomplish in those first three months or in the, the period of three months? And then how do I work backwards from that and break it down and then come up with like, what's the, the actionable, measurable thing that I can do, like the first week? And it might be something very small, but that's okay because you're going to continue doing this over and over and over during that, um, period of 90 days. And again, it's like I said, the snowball effect, those little things, they add up, they **build momentum**, um, and they get bigger as you go. And that can be something to really help you to move forward that I feel helps me to move forward.

(08:46): Um, because sometimes, yeah, like I said, the hardest part is knowing, knowing what to do to start. Um, and if you don't know what to do to start, you're, you're much more likely to **procrastinate**. Um, I, I see a difference. I know, um, the days when I take some time at the end of my day to write down my plan for the following day, I can come in the next day and just get to work on the important stuff right away versus, you know, maybe at the end of the day, I'm tired, it's late, I worked longer than I really should. Um, and I'm just like, oh, I'll just close my computer, I'll close my, um, my agenda and tomorrow morning I'll take some time in the morning to play my day. And guess what happens that day when I come back to work the next day I check my emails and then I respond to my emails or I just go and then scroll through LinkedIn and then by like 11 o'clock in the morning I realize it's 11 o'clock in the morning.

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(09:47): And what have I done? Read emails, responded to some emails, scrolled through LinkedIn, scrolled through YouTube, checked YouTube stats, blah, blah blah. Uh, basically nothing very productive and nothing that is moving me forward. Um, so I really do believe that investing the time in planning ahead, and even if it's just at the end of your day, planning your next morning, um, that can make a huge difference in between success. And I don't wanna say failure cause it's not always failure, but I would say success and not doing the thing that you know, you want to do and that you know you should do and that you know, is going to make the biggest difference. Um, so I would say that's probably the biggest technique that I will be using to set myself up for success for the year is planning ahead and the further ahead, the less planning there is, but also working backwards and trying to very, you know, concretely plan the more immediate time periods, the, the, the first 90 days, the first month, the next day, et cetera.

(11:00): So that's it. Um, I will leave you with those, um, things to think about. Of course, I would love, like, like seriously would love to hear about the techniques that you use to set yourself up for success for the year because I am a total **geek** about productivity and organization and systems and things like that. Like I can **geek out** about this with anybody for hours at a time. So if you would like to share, um, your techniques or just discuss some techniques that you know you would like to try, or if there was something in this podcast that you found really interesting or even that you don't agree with, you know, everyone is different and we don't have to agree on everything, that's fine, but definitely, um, hey, I mean like send me an email about it or contact me on LinkedIn and we can talk about it. Or if

Christina (11:52): You, you are in the Faster Fluency Conversation club, um, definitely you can come back and share that with your FFCC buddies, um, and your FFCC leaders and that will be a great way to get some positive momentum going in this new year. All right guys, I'm gonna leave you there with that. Of course, of course. I wish you all the happiest of New Year's with lots of good things, lots of success, um, but I'm gonna also say with some challenges that will help you to grow and to also become better. They're gonna come up in the new year anyway. You're gonna have challenges.

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So I would say let's wish that you can use them to your advantage to learn things from them and to grow and become better at whatever you are doing. All right, have a great one, and I will see you very soon in this new year.

Click [here](#) and join the club! We're looking forward to speaking with you soon!

Thank you for listening this week. We are always trying new ways to improve our podcast. And we have just set up an email for our listeners to interact with us more. If you have any English-related questions, topic ideas, or any feedback we'd love to hear from you, please send your emails to podcast@christinarebuffet.com. And you can find the email address in the show notes.

We also offer the transcript of this episode for free, so you can read after or while listening. And when you become a member of the Faster Fluency Conversation Club, you also get exercises on grammar, vocabulary, and pronunciation each week. So you'll be more directly connected to the topic of conversation each week. And you'll be able to practice confidently if you'd like to join the club. The link for more details is in the show notes for this podcast. And we hope to see you in the Faster Fluency Conversation Club.

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