



GOAL SETTING TO SUCCESS WORKBOOK

Introduction

This workbook has been put together to help with your success in life, business, and career and to help you to achieve your goals and reach your dreams.

It will help you to find clarity about what you really want in life and help you to create an actionable plan for how to get there.

This workbook will also help you in setting meaningful goals that inspire you and pull your forwards towards your dreams.

Use this workbook in your time and follow the process step by step.

It is an exact goals blue print that you can use over and over again to help you throughout your life in achieving short term and long term.

Enjoy.

1. Identifying Your Goals

Knowing what your goals are can be more challenging than you may think. Perhaps this is why so many people don't set them. You may have heard that most people don't keep their New Years' Resolutions, but did you know that most people don't even MAKE ONE? However ...

People who explicitly make resolutions are 10 times more likely to attain their goals than people who don't explicitly make resolutions.

So what does this mean for you? It means that by taking this step forward you are in the very small minority that both makes goals and is dedicated to achieving them. Congratulations!

The first step to achieving your goal is knowing what it is—so, what is your goal? What do you want out of life? What are your TRUE desires? We emphasize the word “true” because very often people's goals are not their own, meaning they think they want what they want because they have been influenced by others.

Get Other People Out of Your Head

Ask yourself, who do you allow to direct your life? Do you do what your parents or friends think you should do? Do you desire things because you saw them on TV? Do you limit yourself to what others will approve of? When's the last time you asked yourself what YOU really want? If you are going to have any chance of accomplishing the goals you set for yourself, they absolutely MUST be YOURS. If you don't even really want it, how do you expect to follow through when times get tough or the motivation's not there?

How Does It FEEL?

The most important thing to determine about your goal is how it makes you feel. Do you feel empowered by it or resistant? Does it feel exciting or burdensome?

The reason this question matters so much is because if you really think about it, EVERYTHING that you have or will ever want in your life, everything, is because of the way you believe it will make you feel. Really! Any goal or desire you have, don't you want it because you believe you'll feel better in the having of it? It will bring fulfilment, satisfaction, relief, pride, fun, a sense of accomplishment, freedom, joy?

So, what is it for you? How do you want to FEEL? Sometimes considering this question helps you clarify that perhaps your goal isn't what you thought. Or maybe it just isn't as specific. Perhaps there is more than one way to get what you want, which is to feel a certain way.

You can use the blank page below to write your answers.

2. Goal Setting

So, now that you've considered the important questions regarding whether your goals are truly yours and the feeling behind the desire, it's time to get your goals down on paper.

Writing your goals on paper is absolutely key. Not only do you then have a concrete object to return to in order to remind yourself of your goals and remain focused, you'll also be sending a message to your unconscious mind that **YOU MEAN BUSINESS**.

It may be that you are entering into this process with a clearly defined goal already in mind. Or perhaps your only certainty is that you want to have goals and you need help identifying them. In either case, this activity is a foundational part of the program that helps you both identify your goals and solidify how they fit into the bigger picture of your life.

The worksheets for this section walk you through the following activity.

Take some time with a piece of paper (or Word doc) and write down as many things as you can think of that you'd like to do, achieve, experience or have in your life. You can include all areas of life, such as relationships, career, leisure/fun, personal growth, financial, health, etc., or you can narrow it down if you have a particular topic in mind. It's recommended to do this activity including all parts of your life at some point, as it helps put everything into perspective.

Write down at least 50 things.

Then, if you desire, go back through and organize or combine like items if you wish, especially if you have an extensive list. This helps keep things simple and easy for your brain.

Then you want to consider the timeline that all of your desires or goals fall into.

Next to each goal (or desire cluster) write a 1, 3, 5 or 10, referring to the number of years you hope to reach the goal in. A 10 represents anything you consider "long term," 10 years or more. A 1 represents items on your list you feel strongly drawn to NOW, or are things you'd have to accomplish before being able to accomplish other things on your list. A 3 is for items you know you want in your near future but you're not quite lined up yet with it or know you must do 1's first.

Finally, 5 years is for "in between" items. These are things you know aren't your first priority, but you also know they aren't "long-term".

Everything is relative and this activity is only meant to help you put everything into perspective.

From your list of 1 year goals, select 1 to 4 that you find the most impactful and focus on these during the course of this program. You'll also be using these goals in other parts of this program, such as Goal Planning, where you'll get into more detail about how you'll achieve them. But first, you want to make sure you are totally certain WHY you want to achieve these goals, and fully confident that you CAN achieve them.

Finally, on worksheet 3, brainstorm all the things that you can start doing to help you to step forwards towards achieving these goals. This part is simply opening up your awareness to what you can do, what resources and skills you already have, what has helped you in the past.

WORKSHEETS

Identifying Your Goals

PART 1

Brainstorm ALL ideas you have for things you would like to do, achieve, experience, or have in your life. Include all areas of life (or as many as you want), such as relationships, career, leisure/fun, financial, personal growth, health, etc. List at LEAST 50.

PART 2

Next to each goal write a 1, 3, 5 or 10, referring to the number of years you hope to reach the goal in. From your list of 1 year goals, select 1 to 4 that you find the most impactful and focus on these during the course of this program.

My 1 year goal(s) are:

1.

2.

3.

4.

PART 3

Brainstorm ALL ideas of the things you can do that will help you to achieve your 1 year goals (PART 2). Things that you would like to focus on right now. Include all areas of life (or as many as you want), such as relationships, career, leisure/fun, financial, personal growth, health, etc. List at LEAST 10.

3. Big Enough Reason

When you get started in goal setting and taking steps in achieving your goals, it is important to get you to start thinking about what deeper motives are behind what you are doing. In order to succeed in life and achieve your goals, you need to know WHY you want what you want. And not only that, you have to have a BIG ENOUGH reason. If you're not motivated or haven't followed through in the past, it may be because you need to DREAM BIGGER! You want your goal(s) not just something you'd "like" to do... it's not a preference... it's not even a dream... it's a MUST!

Always Ask the Greater Question

We're asking you to dig deep and make sure you have a true understanding of the REAL reasons you want to reach your goals. The following is an example of a time we helped someone get to the core of their true motivations. We're not looking for the obvious or surface level reasons; we're pushing you to go deep!

A student in one of our classes once told us, "I can't wait to go home and start using these efficiency techniques to make my work more effective and productive." And so we asked, "Well, why do you want to be more productive?" The student said that it would help her to get a promotion at work. We asked her why she would want a promotion and she said "So I can get a raise." So we asked again, "Why do you want a raise" and she said "Because I need the money to buy a larger home". So we asked "Why?" and she says because I want my mother and sister to move in with me". "Why?" "Because it has been our dream to own a big house together and live together as a family."

"Good, NOW you have identified what you really want. It's a large house with your family living with you. You don't really want to be more efficient. What you want is the experience of having your family living with you."

WORKSHEET: Having a Big Enough Reason

We're asking you to dig deep and make sure you have a true understanding of the REAL reasons you want to reach your goals. (Do this activity for each goal.)

What is your goal?

Why do you want to achieve it?

What about that outcome makes you desire it?

And why do you want that?

Why?

Why?

Why?

Continue to ask yourself WHY until you get to the core reason you desire your goal.

4. Unconditional Dreams & Desires

Everything we want is because we believe it will make us feel the way we desire to feel, which is to feel good, or at least better. We believe we must obtain CONDITIONS that we want in order to feel the way we want... but it's not true. We can FEEL the way we want without needing any of the conditions. We can experience the UNcondition!

By imagining our dreams as if they're real, or doing or thinking about other things that elicit the feelings we want—the ones we believe we will have once we get what we want—we can experience the end result we're after NOW without having to wait for the conditions to change. By focusing on the emotion that is the true end result we're after, we can practice feeling it now, rather than feeling like we have to wait until we achieve our dream or desire. By feeling it before it comes—experiencing the UNcondition—not only do we enjoy the journey to our dreams more, we also put ourselves in a happier, healthier state of mind which makes us more able to accomplish our goals!

Write down the key areas of your life (or go back over the goals you've already identified): ON THE NEXT PAGE

- 1) COLUMN 1: Describe how/what you want them to be like.
- 2) COLUMN 2: Ask yourself WHY you want each of these dreams above? What is the emotion you want to experience? Write down at 5-10 FEELINGS you believe you will have when they are what you want.
- 3) Look through your lists of feelings and circle the ones that are either the most common among your lists or are the most important to you. These core emotions are the UNcondition you are desiring. They're feelings, not conditions you believe you need in order to feel them.

EXAMPLE

I want FINANCIAL sufficiency and abundance. WHY? To FEEL comfort, secure, certain, free, at ease/relaxed, excited, inspired, care free.

I want HEALTH. Why? To FEEL limitless, active, choice, alive, vibrant, care free.

I want to TEACH. Why? To FEEL engaged, on purpose, excited, connected, contribution.

I want healthy FAMILY relationships. Why? To FEEL at peace, in acceptance, balanced, self-honouring, connected, appreciative.

I want to TRAVEL. Why? To FEEL adventure, learning, appreciative, aliveness, relaxation, excitement, richness.

I want LEISURE (camping, dinners, gatherings, nature walks, the beach, boating, snorkelling, tubing, etc). Why? To FEEL fun, alive, excitement, joy, stimulated, novelty, relaxed.

AREA	How/What you want them to be	Emotions / Feelings
Home		
Partner		
Family		
Career		

Leisure		
Money		
Health		
Other		

5. Creating a Vision

After looking at the greater purpose behind your goals, take some time to see and feel yourself living your dream. In the vision worksheet we have a short activity where you can take what you've put together and write a vision statement that really captures and helps you visualize the end goal you have motivating what you are doing.

Basic rules for writing a vision:

- Include various aspects of life, including: business, home, location, family, relationships, contribution, travel, leisure, etc. You can decide to write a vision specifically about a certain topic or goal.
- Write the tone and wording of your vision using The 4 P's:
 - o Personal (I, Me statements)
 - o Present (as if it's already happening, not future)
 - o Positive (avoid words like “not” or “don't”)
 - o Passion (put emotion into it) Do a free-writing activity where you spend at least 5 minutes writing all the details of the ideal life you see and desire. Write as many things as come to you. Then, make a summarized, 1 paragraph version. Having this vision statement can be a great tool to refer to in those moments when you need extra motivation. You can also take your vision and make a physical representation of it, such as photos or a vision board, which can further help you stay focused on the higher purpose behind what you are doing with your life.

Additional Writing Area for Your Vision

6. The Bridge to Your Dreams

You've already assessed what you really want. You've created a "vision"—a big picture, long-term vision of what you would ultimately like your existence to encompass—no limitations, just pure dream. But, sometimes this dream seems so far outside of your current reality that you can't quite get yourself to believe it. Even after finding evidence that you can, in fact, achieve it, you still need to prove it to yourself by **GETTING STARTED!** It's often that first step that's the hardest part. The good news is that when the first step is onto a bridge to your dream, you can see right away that you will get there.

We know this because we've experienced it. We're really good at thinking big, without limitations, and really believing our dreams are ours for the taking. But, we're so good at it that we find ourselves living in limbo—one foot here in the now and the other floating somewhere in the ether, trying to find firm ground in that dreamland in our minds. As you can imagine, this position can leave one quite unstable.

So, the question is, "How can you take your dream out of the clouds and make it concrete?" as well as "How can dreams be more believable and immediately attainable?" The solution is to break down your dream into more manageable chunks—separate tiers—creating a bridge between where you are and where you want to be. That's what this section is all about!

The Bridge

Visions and dreams tend to be big-picture, long-term oriented. For them to feel attainable and for one not to get stuck "waiting" to enjoy life in the process, it's important to build a bridge. The bridge consists of 2 parts, the beginning and the middle, where the "end" is your dream or goal. The first part is Enjoying Today. You "get on the bridge" by finding ways to make your life **TODAY** more like what you dream. The second part is Getting Prepared. This is where

you work on YOURSELF along the journey to your dream so that you are who you need to be in order to be ready for living your dream.

The rest of the activities in this section break down your dreams and goals into more detailed plans. But first, you want to build your bridge so you can GET ON IT!

Getting On the Bridge

Enjoying Today: Rather than feel that your current situation is simply a stepping stone to be quickly passed over in route to your long-term dream, remember the UNconditional emotions you identified as the true reason you want your dream and determine ways of bringing more of them into your life NOW.

What small changes could you make in your current life that would bring more joy (and other desired emotions) to your life now? (These can be things you could remove, add or adjust.)

Which of these changes would make the biggest difference? Which are easiest? Are there any changes you want that would require OTHER PEOPLE to change or do something? If so, how can you take responsibility for changing your experience without requiring anyone else to change?

What elements of your long-term dream could you experience NOW—where you are today? (For example, if writing a book is part of your dream, could you set aside 30 minutes a week to work on your book? Why wait?)

Summarize 3 to 5 changes you could make IMMEDIATELY that would get you on the bridge, experiencing aspects of your dream, now?

Getting Prepared

Being a Match: In order to reach your goals you must become who you need to be in order to be ready for living your dream. This is something most people don't think about. They may be able to identify what they want in life, but they don't consider what changes they would need to make—both in their life and within themselves—so that they would even be able to enjoy, experience or do the thing they want when they get there. Identifying these changes is a good way to help identify goals that you need to reach along the way to your greater dream.

What are the physical, mental and other characteristics that you need to develop **WITHIN YOURSELF** in order to be ready for these dreams when they come to you?

(For example, would you need to be healthier, in better shape, more balanced, have more polished skills, etc

What are the situational characteristics of your life that you would need to change? (For example, would you need a different living environment, job, group of friends, etc)

For each, what are 1 to 3 goals you can set for yourself to work toward being ready for your dreams?

Put them in order of when you can work on them.

Identify what is within your power to do now.

Having a vision of the life of your dreams and working on your goals are powerful tools for focus and inspiration, but don't forget that life happens now—THIS is the dream— the journey is the destination. Get on the bridge!

7. SMART Goals

SMART GOALS are: Specific, Measurable, Achievable, Realistic and Time Framed.

Specific: Is your goal(s) specific enough? Is it something that could be easily identified when you've reached it? If not, how could you make it more specific?

Measurable: Is your goal(s) measurable? Would you be able to tell you've reached it? Is there clear criteria? If not, how could you make it more measurable?

Achievable: Is your goal(s) achievable? Is it something that you've considered and understand that it is, in fact, possible and able to be accomplished? If not, how could you adjust your goal and/or timeframe expectations to make it achievable?

Realistic: Is your goal(s) realistic? If it's big and challenging, that's great, but is it something you are a) physically and mentally capable of doing, b) prepared for, and c) able to commit to? If not, is there another way to reach your goal, another similar goal, or something you can do to put this one within reach?

Time Framed: Does your goal(s) have a time frame? Have you set a date or duration? Do you have a sense of urgency for the next step? If not, is there anything else you need to do in order to be able to put your goal on a timeline and begin taking action? One last step... **OUTCOMES** Is your goal(s) written based on the **OUTCOMES** you want and not just the “task” you want accomplished? What **ARE** the outcomes you are looking for? Do you need to adjust the way you’ve worded your goals to be focused on outcomes?

Now, rewrite your goal(s) (1-4) considering the SMART guidelines and based on outcomes:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

8. The 30-60-365 Goal Setting Plan

Now it's time to take everything you've been working on and set a foundation for its continued progress. Without putting something on paper, a new venture will easily become "just another good idea". There's a saying that goes:

"When humans make plans God laughs."

There is an element of truth to this. Often we make plans and, well, plans change. But, just because we need to remain flexible so that our plan can adjust to life's turns, doesn't mean we shouldn't make one. If you route your GPS to take you somewhere and a road block comes up, you just re-route. You don't just avoid looking at the map altogether!

The 30-60-365 Action Plan is the tool we use to route ourselves to where we want to go. We start with the "big picture" goals that we wish to accomplish in 1 year (365 days). Then we work our way backwards to determine where we would need to be at a given time to be "on track" to reaching our goal. Notice, we only include a 30- and 60-day plan. The reason for this is that, predictably, plans change after about 60 days. By re-assessing our plans every 60 days, we give ourselves the commitment and accountability of a solid plan, but leave in room for flexibility should life have something else in mind for us.

Success is about creating a balance between commitment and flexibility.

In your worksheets, start by summarizing your Dream—your larger, lifelong vision. This helps you remember why you're doing all of this! Next, write down measurable goals that you wish to accomplish in the next year. Then, ask yourself what goals you would need to accomplish by the end of 60 days in order to be on track toward your year goal. From there, consider what goals need to be accomplished in 30 days, and finally, what needs to be done this week. Then, pick 1 to 3 actions that you can take RIGHT NOW (well, after you're done with this program).

Now Get Prioritized

Now that you have your roadmap, you'll need to add a little more detail to your plan. Take a look at the 30- and 60-day portion of your goals and brainstorm as many of the tasks that will need to be accomplished in that 60-day time frame. Come up with as many things as you can. Then, reorganize them into meaningful groups. Next, highlight or circle the items that are **PRIORITIES**—these are items that need to be done prior to working on other items.

After assessing everything that must be done you'll be even clearer on what needs to be done in 30 days and what can wait until 60 days. Anything that seems farther off in the future than 60 days, make a note if there is any part of it that must be done sooner, and then take it off your list. Remember, Rome wasn't built in a day.

WORKSHEET: The 30-60-365 Goal Setting Plan

Now, considering where you want to be in 1 year, think of all of the sub-goals you'll need to accomplish to get you there. Make a list of all of the things you will need to do in order to reach your 1 year goal. (If you're working on more than one goal, do this activity for each.)

- o Group items into meaningful categories. (Either re-write or make circles around like items.)
- o Prioritize item by starring or highlighting the ones that are the most important and most immediately necessary. Identify which ones will need to be done **FIRST**.
- o **FOCUS ON 60 DAYS:** Consider whether there is anything on your list that will definitely take more than 60 days before you're working on it. If so, cross it off and save it for later.
- o Is there anything on your list that you can do more efficiently so that it takes less time?
- o Is there anything you can delegate to someone else?
- o Is there anything in your personal life you can delegate to someone else or say "no" to that will clear up time for your goals?

Now, summarize your short-, mid-, and long-range goals below.

In the first row, write your **long-range goals**. These are goals that you know that you'll need to reach in order to accomplish your ultimate goal in 1 year, but that you know are not part of the first steps. In the second row, write your **mid-range goals**. These are stepping stones that you know are a priority but that there are other items you must do first. In the third row, write your **short-range goals**. These are the items you need to address right away in order to be on track toward meeting your 60 day goals.

Plans tend to change after 60 days due to circumstances, changes, and your ideas and desires changing as you have new experiences. Re-address this list at least every 60 days.

Note: You may need to move items around and/or rewrite this sheet more than once to get a solid plan that is organized and easy to follow.

Your Goals	How will it/they be measurable?
Long-Range Goals (60 -365 days –saving for later	
Mid-Range Goals (60 Days)	
Short-Range Goals (30 Days)	

9. Ta-Da List

One of the greatest tools and habits you can have is to commit to a weekly planning session. At the beginning of every week, or even on Sunday night, take a few minutes to determine what tasks you need to accomplish during the upcoming week to stay on track toward your goals.

You will either need a notebook, a pocket calendar, the "ta-da" list below, or a white board. Make a list of all of the tasks you can think of that you intend to do in the coming week. If items need to be completed on a specific day, note this. If items are priorities that absolutely must be completed this week, star or highlight them and focus on these FIRST.

As the week moves forward, it feels GREAT to be able to cross items off the list. KEEP THEM THERE, do not erase them. This helps keep you motivated by showing you what you've accomplished. Remember that sometimes life happens and not everything on your list for the week will happen. That's okay, simply move it forward to the next week!

We like crossing things off the list so much that if we do something that hadn't originally been on the list, we write it on and cross it off—ta-da!

WORKSHEET: Ta-Da List

I will complete my Ta-Da List every week on this day of the week:

After looking at your 30-day plan, consider what are the highest priorities that you need to focus on first — this week?

Below is a list of tasks that I plan to take care of in the next 7 days: (In the future, you will put this in your planner or calendar.)

- o If items need to be completed on a specific day, note this.
- o If items are priorities that absolutely must be completed this week, star or highlight them and focus on these FIRST.
- o As you accomplish things, cross them off. Keep them there to show you what you've done!
- o Remember that sometimes life happens and not everything on your list for the week will happen. That's okay, simply move it forward to the next week!

Ta Da List

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
NOTES	This Weeks tasks in order of priority

Today

GOALS	DESIRED OUTCOMES	NOTES
Priority 1		
Priority 2		
Priority 3		
Other Goals		
Daily Living Goals		

Today

GOALS	DESIRED OUTCOMES	NOTES
Priority 1		
Priority 2		
Priority 3		
Other Goals		
Daily Living Goals		

10. Massive Action and Assessing Results

Take Massive Action

Many times when we are reaching for a goal or something new we are tempted to take a small step to get our feet wet. It's a form of indecision. It's almost as if we are preparing for it not to work out, so don't really go for it so that we have an excuse to not truly commit. The reasons that small steps do not work is because they do not truly show us what is possible, they do not create enough momentum, and even if we fail they do not teach us enough to be able to do it differently the next time. In other words, if you are truly committed to your goals the best thing you can do is to take massive action to get the ball rolling. Taking massive action demonstrates to yourself that you have made the decision to be successful and are truly committed to achieving your dreams and desires.

Two of the biggest lessons we have learned from our journey and from studying truly successful people are:

- **Never leave the scene of a decision without taking action.**
- **Indecision is a form of self-abuse.**

Make decisions quickly and then immediately take massive action in that direction. Don't worry whether it's the "perfect" decision or whether it's the "right" direction. Taking action in any action in any direction gets things moving. For example, if you got in your car and turned on the GPS, it may not initially lead you to the right direction if it does not recognize which way you are facing or if it has not updated your location. However, as soon as your car starts moving it will get oriented and then tell you to go in the direction you need to go, even if it means turning around. The same thing happens when you take action in life. Getting started is the hardest part, but once you make a move—any move—it becomes easier to assess if you're going the right way and what steps to take to correct your path. Whatever you do, don't get stuck in indecision.

Ask yourself, “What can I do NOW?”

The perfect time to start is now! What can you do that makes you feel “invested”? This can mean investing in yourself and your goal financially, physically or mentally. Once you take a massive action, you feel more committed. For example, you can: invest into a program, buy equipment you may need, buy a book, start writing ideas, make a phone call, share your idea, do research and write what you find, or join a program. Think about it: if someone wants to lose weight or get fit they can think about it all they want or they can take immediate action by joining a gym right away, going for a walk, finding a workout partner, writing a schedule on their calendar, or doing all of these things. It’s vitally important to take the first step now. The bigger the initial action step, the better the results you will get long term.

Assess Your Results

One common mistake that many people make is that they rarely assess their results. They take massive action and make a solid plan, but then they continue to take the same actions and follow their plan even when it’s not working. At that point, their effort is pointless. They need to assess what aspects of their strategy are working and make changes to both their plans and actions.

Every day, ask yourself, “What did I learn? What went right? What could have gone better?” The same thing can be done every week. Take a day (this works well if it’s the same day you set your “ta-da list” for the week) to reflect on your goal strategy and assess what is not working, what is working, and what changes you can make. Then reassess again the next week.

When working toward your dreams and goals, it’s important to stay focused on the OUTCOME without being attached to the means (the “how”) by which you get there. You want to be committed to your goal, but you also want to remain flexible. By assessing your progress and your strategies’ effectiveness, you stay heading toward your goals while adjusting and trying new paths along the way. There are dozens of ways to get there. Never give up, just try something new. When something’s not working, it’s not a reflection of you. But your willingness to acknowledge and address what needs changing says you’re committed to reaching your goals and you’re willing to do whatever it takes.

Massive Action and Assessing Results

Have you made a DECISION to go for your dream/goal? __Yes __No If “yes”, write the following. I have made a decision to:

If “no”, what would it take for you to be 100% certain that you’re ready to give your goal/dream your all?

What MASSIVE ACTION STEP can I take NOW in the direction of my goal, showing myself that I am committed to it?

Assess Your Results Consider what action steps/strategies (if any) you have already taken toward your goal and assess the following questions: What have I learned so far?

What has been working?

What has not been working?

What could I do better?