

The Ultimate Goal-Setting *Workbook*

YOUR ROADMAP TO
UNLEASH YOUR DREAMS



YOUR LIFE, YOUR GOALS

Getting started

Why is goal setting essential to your progress and helping you feel that you're living a life worth remembering? Setting and revising our goals forces us to bring our ultimate desires to the forefront, and then set an action plan to bring our dream life into reality. Without this step, we become lost in the daily shuffle. The only way to make change and progress towards our ideal existence is to set meaningful goals that align with our key values.

When writing our goals it is important that:

1. The goal is clear and precise.
2. Progress towards the goal can be measured.
3. The goal can realistically be met.
4. The goal has purpose. It needs to push you closer towards the person you wish to be.
5. There is a time stamp or due date to complete the goal.



Using the SMART method you will be able write goals that meet all of these criteria, and push you towards living your best life.

SMART GOALS

- **S:** Specific
- **M:** Measurable
- **A:** Achievable
- **R:** Relevant
- **T:** Time-bound

Before you start writing your goals, let's first reflect on the past year or the past quarter.

Reflection helps bring to light what is working and where our efforts are falling short.

Move onto the next page to being your reflection.

REFLECT AND AWAKEN

Enjoy this Self Exploration

Unlock Your Full Potential: Answer These Questions Honestly

It's time to be truthful with yourself! Don't hold back when answering the following questions – your responses will guide you in setting goals that will improve your life and help you reach your full potential. If you're not comfortable sharing your answers, that's okay.

- 1 – What are my top 3-5 achievements from the last year or quarter? What were the most significant factors that helped me with each of these achievements?

- 2 – List 3-5 areas in which I would like to improve upon. How would improving in these areas change my day to day life? (Here is an example: I would like to improve communication with my husband. This would reduce tension in the home and help us work together towards family related goals.)

- 3 – What obstacles prevented me from taking more action towards my goals last year or last quarter? (Here is an example: Though I hoped to get in better physical shape last year, I did not have access to the right equipment and did not find a routine that fueled my desire.)

- 4 – Who have I been able to communicate with about my dreams and desires? Have I reached out to this person or group of people enough to feel supported?

- 5 – In what ways do I often self sabotage my success and for what reason do I do this?

Remember what you've learned and move onto the next page to start setting your goals.

MY GOALS

Use the SMART method to write out each goal. Set 3-5 goals for the next year or quarter.

GOAL #1:

COMPLETE
GOAL BY:

Why is this goal important to me? What will it give me that I do not have now?

What are 1-3 weekly or daily habits I need to commit to for reaching this goal?

What tools and resources do I need to achieve this goal?

Who will hold me accountable for reaching this goal? With whom can I discuss progress?

What are potential obstacles That will stand in my way of reaching this goal?

1.

→

1.

2.

→

2.

3.

→

3.

4.

→

4.

5.

→

5.

How do I plan to overcome these obstacles?

MY GOALS

GOAL #2:

COMPLETE
GOAL BY:

Why is this goal important to me? What will it give me that I do not have now?

What are 2-3 weekly or daily habits I need to commit to for reaching this goal?

What tools and resources do I need to achieve this goal?

Who will hold me accountable for reaching this goal? With whom can I discuss progress?

What are potential obstacles That will stand in my way of reaching this goal?

1.

→

1.

2.

→

2.

3.

→

3.

4.

→

4.

5.

→

5.

How do I plan to overcome these obstacles?

MY GOALS

GOAL #3:

COMPLETE
GOAL BY:

Why is this goal important to me? What will it give me that I do not have now?

What are 2-3 weekly or daily habits I need to commit to for reaching this goal?

What tools and resources do I need to achieve this goal?

Who will hold me accountable for reaching this goal? With whom can I discuss progress?

What are potential obstacles That will stand in my way of reaching this goal?

1.

→

1.

2.

→

2.

3.

→

3.

4.

→

4.

5.

→

5.

How do I plan to overcome these obstacles?

MY GOALS

GOAL #4:

COMPLETE
GOAL BY:

Why is this goal important to me? What will it give me that I do not have now?

What are 2-3 weekly or daily habits I need to commit to for reaching this goal?

What tools and resources do I need to achieve this goal?

Who will hold me accountable for reaching this goal? With whom can I discuss progress?

What are potential obstacles That will stand in my way of reaching this goal?

1.

→

1.

2.

→

2.

3.

→

3.

4.

→

4.

5.

→

5.

How do I plan to overcome these obstacles?

MY GOALS

GOAL #5:

COMPLETE
GOAL BY:

Why is this goal important to me? What will it give me that I do not have now?

What are 2-3 weekly or daily habits I need to commit to for reaching this goal?

What tools and resources do I need to achieve this goal?

Who will hold me accountable for reaching this goal? With whom can I discuss progress?

What are potential obstacles That will stand in my way of reaching this goal?

1.

→

1.

2.

→

2.

3.

→

3.

4.

→

4.

5.

→

5.

How do I plan to overcome these obstacles?

MY ACTION PLAN

Begin Making Progress

Based on the goals you have set, the habits you have identified, and the obstacles you expect to arise, create a **daily** and weekly action plan. Progress is often slow. But when we are consistent with our actions, the actions that will produce the desired outcomes, the small achievements turn into big success.

What *daily* habits do you need to create in order to reach each goal? Write down how you plan to work on this habit. Do you need to set a daily alarm or prepare ahead of time, such as meal prep or take out gym clothes the night before?

Goal #1

Habits:

What you need to do to commit to these habits:

Goal #2:

Habits:

What you need to do to commit to these habits:

Goal #3:

Habits:

What you need to do to commit to these habits:

Goal #4:

Habits:

What you need to do to commit to these habits:

Goal #5:

Habits:

What you need to do to commit to this habit:

MY ACTION PLAN CONT.

Begin Making Progress

Repeat what you did on the last page, but for your **weekly** habits.

What *weekly* habits do you need to create in order to reach each goal? Write down how you plan to work on this habit.

Goal #1

Habits:

What you need to do to commit to these habits:

Goal #2:

Habits:

What you need to do to commit to these habits:

Goal #3:

Habits:

What you need to do to commit to these habits:

Goal #4:

Habits:

What you need to do to commit to these habits:

Goal #5:

Habits:

What you need to do to commit to this habit:

SET YOURSELF UP FOR SUCCESS

The Time is Now

Throughout this workbook you have identified your top goals for the year or quarter, and have created an action plan for achieving these goals.

At this time you should:

- Understand what areas in your life you wish to improve upon.
- Know your purpose behind each goal.
- Have a plan for how to achieve each goal with daily and weekly habits.
- Feel prepared for obstacles to come, and how to overcome these obstacles.
- Know who to reach out to for support and accountability and have a plan of when and how to be contact them.
- Understand which tools and resources you will need to be successful in reaching your goals. If you have not already, be sure to acquire these resources as soon as possible.

The last step is to go to your yearly planner or calendar and write down when you will take the time to reflect on these goals. Pick one day each week for a goals recap session. On this day, look back at this work book and track your progress towards the goals you have set. If you are not performing your action plan, identify why, and revise your plan. Attention and reflection on this plan each week is needed to keep you on track.

Make This Year Your Best!