

*2018*

# Goal Setting & Planning

*for Entrepreneurs*

# 2017 Review

## History Lessons

Looking back on the past year can teach you so much about what worked and what didn't. This is valuable information that can help you plan the coming year more effectively.

What went really well? You accomplished some great things in 2017. Recognize your greatest wins and congratulate yourself. Be encouraged by all the things you did well.

Also, consider **why** you were able to accomplish these things with such success. Were they tasks that you really enjoyed? Did you implement careful plans? Think about what caused you success, so that you are able to apply similar strategies to the projects you will plan for 2018.

On the other hand, some of your dreams for 2017 didn't quite pan out how you had hoped. These things should be considered and learned from as well.

Don't waste time beating yourself up over your failures. Feeling down about what you didn't do doesn't change anything now.

Instead, focus on **why** these projects or plans didn't work out. What messed them up? Maybe you didn't give yourself enough time, got distracted by other activities, or weren't focused enough on the outcome you wanted to achieve.

Whatever the reasons, plan strategies of how you will approach your goals differently in 2018 to create greater success. Remember that it's not necessarily about striving to do MORE, but rather about focusing on *better*.

# 2017 Review

These things went well:

1. \_\_\_\_\_

Why? \_\_\_\_\_

2. \_\_\_\_\_

Why? \_\_\_\_\_

3. \_\_\_\_\_

Why? \_\_\_\_\_

4. \_\_\_\_\_

Why? \_\_\_\_\_

5. \_\_\_\_\_

Why? \_\_\_\_\_

6. \_\_\_\_\_

Why? \_\_\_\_\_

# 2017 Review

These, I have learned from:

1. \_\_\_\_\_

Lesson learned: \_\_\_\_\_

2. \_\_\_\_\_

Lesson learned: \_\_\_\_\_

3. \_\_\_\_\_

Lesson learned: \_\_\_\_\_

4. \_\_\_\_\_

Lesson learned: \_\_\_\_\_

5. \_\_\_\_\_

Lesson learned: \_\_\_\_\_

6. \_\_\_\_\_

Lesson learned: \_\_\_\_\_

# Dream BIG

## When you grow up...

As a child, people would ask you, “What do you want to be when you grow up?” At first you didn’t know, but then they’d encourage you, “When you grow up, you can be *anything* you want to be! You can be an astronaut, an artist, a scientist, or the president!”

Then, full of faith and imagination, you declared what you wanted to be; *who* you wanted to be, when you were grown.

## You can be anything you want.

But somewhere between there and here, something changed. You forgot some of your big aspirations, you were met with some failures, some people told you “you can’t do that,” and perhaps you became a little bit jaded.

Well, anyone who told you that you “can’t” was wrong. Absolutely, 100% wrong. You’ve got all the potential to be anything and everything you’ve *ever* hoped to be (and honestly, you’ve probably got a whole lot more potential than even that).

So, dream big. Really big. Sure, maybe you can’t move mountains in just these next twelve months, dream big NOW so that you start working towards turning those dreams into reality. Because, given enough time, anything is possible.

# Life Goals

## Big-picture perspective...

Most people, if they make goals at all, set New Year's resolutions. They decide on things they want to do or change in the next twelve months.

And while you can do a whole lot of good in twelve months, your life is not comprised of isolated, unrelated one-year increments. No, your life is an ongoing story, with each year impacting the next.

That means that, in order to set goals that truly matter -- not just vanity goals that won't be worth the effort -- you need a big picture perspective.

## Goals with **impact**.

The hardest part of achieving any goal is simply staying motivated and committed. When you set vanity goals (e.g. to earn \$100,00 this year, or to fit back into your wedding dress), it's incredibly difficult to find a compelling reason to do the necessary work.

But, instead, when you decide on the direction of your LIFE and create annual goals that move you in the right direction, motivation suddenly becomes almost automatic. You can instantly see the long-term impact that your actions have, and you'll find it much easier to make right choices.

# Guaranteed Success

## One foot in front of the other...

What if I told you there was a way to *guarantee* that 2018 would be a successful year? Would you think that sounded impossible?

Well, it would be, if you were setting those typical one-year resolutions. If your goal was simply “start a successful business” or “run a marathon,” then yes, you certainly might fail.

But, if instead you set LIFE goals (build an orphanage, donate one million dollars, raise my children to be kind, loving adults, visit 100 countries, become a bestselling author, etc.) and you formulate this year’s goals *around* those big picture plans...

Suddenly you discover that this year’s goals are simply steps in the right direction.

When a baby is learning to walk, he does not *fail* if he stumbles or falls. He is still successfully learning to walk. He is heading in the right direction. He recovers, and through the experience he learns to walk *better*.

And so it is with your annual goals, when they are part of a big-picture plan.





# Life Goals

I intend to...

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And here's why...

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I intend to...

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And here's why...

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I intend to...

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And here's why...

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I intend to...

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And here's why...

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# 2018 Goals

## I intend to...

People often fail to fulfill their new year's resolutions. At the beginning of the year they assert with vigor that they **will** do such-and-such, but three weeks later they've given up and gone back to their own ways.

Change is difficult. "An object at rest tends to stay at rest..." It's easier to keep doing what you've always done. Change takes effort.

Arbitrary goals do not motivate you to exert the effort required to change. "I want to read more." "I want to lose 10 pounds." These things require work, and if you don't care enough about the results then you won't feel like doing the necessary work.

## And here's why...

That's why it's so important to focus on the WHY. WHY do you want to read more? WHY do you want to lose 10 pounds?

A strong enough why will make you actually **feel** like doing the work, even when it's difficult.

Humans tend to do what they **feel** like doing, so it's important to do everything you can to help yourself **feel** more like doing the necessary actions to reach your goal.



# 2018 Goals

I intend to...

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And here's why...

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I intend to...

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And here's why...

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And here's why...

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# Habits

## New habits for the new year...

Studies show that upwards around 80% of what we do each day is done out of habit. What does that have to do with planning your year? Well, if you want 2018 to be amazing, you should start by creating some amazing habits!

Your habits are driving the course of your life, so by forming positive habits, you'll set your sails in the right direction. What are some habits you should **start** in 2018?

## Old habits die hard...

Bad habits --- we all have them. Some we formed intentionally, but now regret, whereas others we fell into accidentally.

Wherever they came from, there's no better time to quit! Right now you're "editing" your life, and it's actually **easier** to stop bad habits when you're starting new, good habits. This is because it's always easier to replace bad habits with something new, instead of just trying to quit and leave a void.

Consider: what will you do **instead** of your previous vices?

## Keep up the good work...

What are some positive habits that you've already developed? Commit to staying consistent throughout this new year.

# Habits

New habits for the new year...

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Old habits die hard...

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Keep up the good work...

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



# Assess Yourself

## Example Assessment

10	10	10	10	10	10	10	10	10
9	9	9	9	9	9	9	9	9
8	8	8	8	8	8	8	8	8
7	7	7	7	7	7	7	7	7
6	6	6	6	6	6	6	6	6
5	5	5	5	5	5	5	5	5
4	4	4	4	4	4	4	4	4
3	3	3	3	3	3	3	3	3
2	2	2	2	2	2	2	2	2
1	1	1	1	1	1	1	1	1
Family & Friends	Personal Growth	Faith	Finances	Career & Business	Romance	Fun	Giving	Health & Fitness

## Find your strong suit.

Understanding where you currently stand in different areas of your life gives clarity about what you need to work on. Where do you need to focus your energy in 2018? Where do you just need to “keep up the good work”?

Which areas are most important to you?

# Assess Yourself

10	10	10	10	10	10	10	10	10
9	9	9	9	9	9	9	9	9
8	8	8	8	8	8	8	8	8
7	7	7	7	7	7	7	7	7
6	6	6	6	6	6	6	6	6
5	5	5	5	5	5	5	5	5
4	4	4	4	4	4	4	4	4
3	3	3	3	3	3	3	3	3
2	2	2	2	2	2	2	2	2
1	1	1	1	1	1	1	1	1
Family & Friends	Personal Growth	Faith	Finances	Career & Business	Romance	Fun	Giving	Health & Fitness

## Find your strong suit.

Assess your current levels of success and fulfillment.

Where are you winning? \_\_\_\_\_

Where do you need to focus more energy? \_\_\_\_\_

# Your Plan At a Glance

## Inspire

Use this section of the plan to write a couple inspiring quotes.

These will be the theme of your year. What truth will you live this year? What do you want to frequently remember?

## Weekly Routine

What are the primary tasks you need to do each week to keep your life organized and running smoothly? Delegate each task to a particular day.

Divide up your work and harness the power of routines. You'll discover how much easier it is to accomplish everything you need to.

Many of my clients find that the most important tasks are those that keep their environment clean and tidy. This is because a clutter-free, attractive, well-organized space is relaxing and less distracting.

For example, you might delegate the laundry to Monday, cleaning the bathroom to Tuesday, mopping to Wednesday, and so on.

## Habits

Write down several habits that you want to be reminded to do on a daily or weekly basis.

Examples:

1. Write for 30 minutes each day.
2. Eat a serving of vegetables with every meal.
3. Tidy before bed every evening.
4. Plan my coming week every Sunday.

## 2018 Goals

Don't know what you need to do each day to reach your goals? The more **focused** your goals are the more obvious your necessary actions will become.

What are your primary goals for each quarter of the year? It's good to have a few things you're working to achieve at all times, to give your life direction and give your days purpose.

Three-month periods are short enough that you'll be able to stay focused and not get overwhelmed. They are also long enough to provide enough time to accomplish significant objectives.





# Taking Action

No goal is too big if you can conceive a plan to achieve it.

## Goal

Look at the goals you have planned for the first quarter of the year. Print one copy of the “Taking Action” worksheet for each goal.

Write the goal as clearly and **specifically** as possible. Use the “S.M.A.R.T.” systems to create great goals. Each objective should be: specific, measurable, actionable, realistic, and time-bound.

The more specific your goals are, the easier it will be for you to achieve them.

## Actions

Now it's time to make a plan. Having a plan is the most important part of the process, but be careful to not over do it.

Decide on the first several actionable steps you can take in order to get you closer to the end goal you want to achieve.

Then, get started! Don't waste weeks planning and re-planning. Your plan doesn't need to be perfect. The best plan is the one that you actually take action on.

# Taking Action

## Goal

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## Actions

- 1) \_\_\_\_\_  
○ When? \_\_\_\_\_
- 2) \_\_\_\_\_  
○ When? \_\_\_\_\_
- 3) \_\_\_\_\_  
○ When? \_\_\_\_\_
- 4) \_\_\_\_\_  
○ When? \_\_\_\_\_
- 5) \_\_\_\_\_  
○ When? \_\_\_\_\_
- 6) \_\_\_\_\_  
○ When? \_\_\_\_\_
- 7) \_\_\_\_\_  
○ When? \_\_\_\_\_
- 8) \_\_\_\_\_  
○ When? \_\_\_\_\_
- 9) \_\_\_\_\_  
○ When? \_\_\_\_\_
- 10) \_\_\_\_\_  
○ When? \_\_\_\_\_

# Fresh Start

## New Habit

Every month is another chance for fresh start. You don't have to wait for January 1st to come around again! Plan each month for success --- both short-term and long-term.

What new habit will you focus on this month? It takes about 30 days to develop a habit. If you focus on one new habit each month then by the end of the year you'll have created a powerful force that is guiding your life in a positive direction.

## Goals

What will you accomplish **this month**? Remember to be as specific as possible.

Generally, these goals will directly relate to your quarterly goals. For example, if you have a quarterly goal: "Save \$6,000," then your monthly goal would be: "Save \$2,000"

## Important Actions

What are the most important things you need to DO this month to reach your short-term goals and move you closer to your long-term goals?

Create a checklist of actions and then **schedule** those actions on your calendar. What gets scheduled gets accomplished.





# Sprint

Week \_\_\_\_ / \_\_\_\_ - \_\_\_\_ / \_\_\_\_

## Reach for It

Actions to do this week that will bring me closer to my goals.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## End of Week Review

Measurable progress on monthly goals:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

How could I have been more effective?

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Actions for next week:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

# This Week

MONDAY

Morning

Afternoon

Evening

TUESDAY

Morning

Afternoon

Evening

WEDNESDAY

Morning

Afternoon

Evening

THURSDAY

Morning

Afternoon

Evening

FRIDAY

Morning

Afternoon

Evening

WEEKEND

Morning

Afternoon

Evening

# daily gratitude

date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

i am thankful for...

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

today I get to...

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affirmations

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tasks of most importance

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# evening reflection

date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

today was magical, because...

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_

it could have been even better if i...

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

my tasks for tomorrow

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

bedtime affirmations

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_