

The Ultimate
**Goal
Setting**
w o r k b o o k

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How to use this workbook

This is an action workbook.

Be ready to do some soul searching exercises.

You can print this workbook and write directly on it.

Or use the workbook as an inspiration and write it all out in a special journal.

What You Will Learn

- Why you need goals
- Why You Will Achieve Your Goals 100% Guaranteed
- How to set meaningful goals
- Powerful brainstorming process
- S.M.A.R.T formula for setting specific, actionable goals
- How to properly word your goals
- How to make “big” goals achievable
- The most important element of a goal
- How to stay motivated

Why You NEED Goals

“Without goals and plans to reach them you are like a ship that has set sail with no destination.” -Fitz Dodsom

Since the beginning of time we humans have proven to be creators.

Notice everything humans have accomplished. Thanks to Neil Armstrong we have been to the moon and back, Thomas Edison brought light to the darkness, Mozart composed beautiful music, and Steve Jobs destroyed all assumed human limitations when he created phones that are essentially hand held computers. The very fact that I can share this workbook with you over the Internet is just mind blowing.

At the very core of our being we are creators. We are meant to create.

Whatever power Neil Armstrong, Thomas Edison, Mozart and Steve Jobs tapped into for all those great ideas, we can too.

However, with so much chaos and noise in the world we are not really honing into our creative abilities. It's essential that we stay on task by writing our goals down and keeping them in our faces so that we don't forget them.

Goals give your life direction and purpose. When you have clear meaningful goals you will wake up in the morning with so much zest for life. The alarm clock will not even have to wake you because you will become so eager to work on your goal.

You Will Achieve Your Goals 100% Guaranteed

The fact that you're here tells me you're serious about taking your life to the next level. My hat is off to you for taking the initiative. I am confident that if you follow this workbook you will succeed in every endeavor you set out to accomplish.

Let me explain why I am so certain. The 3 keys to success to anything in life are knowledge, strategy, and action.

Knowledge: This is the pathway to enlightenment, where the blinders come off. Knowledge is learning something new or the instance of recognizing that there is a different or better way of doing something.

If you've never set goals before, this workbook will teach you a methodical approach to doing so. If you have attempted to set goals in the past but never accomplished them, this workbook will tell you why and show you a new powerful way.

Strategy: Before a home is built there is a blueprint. Before authors write a book there is an outline. All great things are created with thoughtful preparation and a strategy.

This workbook will guide you through a powerful goal setting process to help you prepare and strategize to achieve your goals. Your strategy is in your hands (this workbook).

Action: You can strategize all day long but if you don't put in the work nothing happens. One of my favorite lines is... "If you are not implementing what you learn, you might as well have learned nothing at all."

This part I cannot give to you in a workbook. I can give you the Knowledge and strategy but the action must come from you.

If you implement what you learn in this workbook and “work it” like a madwomen (or madman), you will accomplish your goals. It is a 100% guarantee.

Think of it this way:

When you go on a vacation, first you do your research (knowledge), then you decide whether to drive or fly (strategy), you set a date for departure and you are on your way. You drive until you get there (action).

You never think to yourself, “Oh my god, this is such a long drive. Will I ever arrive? Maybe I should turn back!” You never question if you will arrive because you have the knowledge and strategy to get there, and you are taking the action to make it happen.

Your goals are the same way. If you learn how to properly set goals, make an action plan and take action every day, of course you will arrive, no doubt. That’s why I am certain that if you follow this workbook and “work it” you will accomplish your goals.

But First Get Happy

Before starting you must get yourself in a happy mood. You want this to be a positive experience and you need to bring with you as much enthusiastic energy as you can muster. If you are experiencing any sort of negative feelings, let's change that now.

5 ways to get yourself in a happy state

#1 Count your blessings: Expressing your gratitude and focusing on the goodness of life can boost your happiness tenfold. Sit in a quiet place and name at least 50 things you are grateful for.

#2 Listen to music and dance: It's impossible not to feel joy when you are having fun, listening to tunes, and moving your body.

#3 Smile: When you don't feel happy smiling can actually call forth the feeling.

#4 Go outside: Walking in nature can release tension and stress.

#5 Think about happy memories: Reliving the past can bring up the same emotions you once felt. Take advantage of this and think about the happy memories.

No Limit Brainstorm

Imagine for a minute: its morning time. The sun has just risen. You decide to take a walk around your neighborhood park. As you are walking your mind is busy (as always) just rambling on and on about problems in your life.

All of a sudden you are startled by what seems to be some sort of genie. “Good morning,” he says. “Once every one hundred years, I visit this park to grant all the wishes of the first individual that crosses my path. You are in luck. Tell me, madam, what are your wishes?”

There are no limits but there is one rule. Don’t worry about the specifics, how you will make them happen, or whether it’s realistic or not (for now).

What would you ask the genie for?

Use the next few pages (or a journal) to write down anything and everything that comes to mind that you would like to experience or have in your life. Remember, don't worry about the details.

Simply write down what you want for each area of your life. Use the following list for inspiration.

- **Relationships/God/Family/Friendships**
- **Health/Body**
- **Emotions/Self Love**
- **Self Improvement/Knowledge**
- **Finance**
- **Contribution**
- **Career**
- **Places To Travel**
- **Material Stuff**

No Limit Brainstorm

The Smart Formula

It's time to have fun and make your goals S.M.A.R.T. to truly make them come to life. Are you excited? You should be.

The S.M.A.R.T. formula is used all around the world by many colleges, coaches of top athletes, and many other performance driven institutions.

There are many different variations of this formula. Here we will go over my version. Let's start off by going over each letter and what it stands for.

S is for specific.

This is where you get as clear as you can about your chief aim.

Questions to answer here are:

What kind?

What color?

How much?

How does it look?

Vague Vs. Specific

Vague: a new car

Specific: A brand new armada with red sparkly paint, black rims, leather seats, and a sunroof.

Vague: Read more.

Specific: Read at least 20 new, inspiring, educational, and motivating books.

You have to admit that the specific versions of the goals are much more motivating. Clarity is power. Make your goals as clear as possible and you'll be enthusiastic about reaching them.

M is for measureable

If you don't measure your goal then how will you know if you're making progress? How will you make necessary adjustments?

There's a saying "what gets measured gets managed". This is certainly true when it comes to goals. When you have a way of measuring and accessing your goals you'll be able to make changes and put plans in place.

If someone asks you how far along you are in your goal or what else you need to do, you can instantly answer those questions if you have a guideline to measure your progress.

To be able to measure your goals you have to break them down to the smallest increments possible.

Example: “Read at least 20 new, inspiring, educational, and motivating books.”

For books with an average of 250 pages (5000 per year), here is how to break this goal down:

$5,000 \text{ pages a year} / 12 \text{ months in year} = 416 \text{ a month,}$

$416 \text{ pages a month} / 30 \text{ days in a month} = 104 \text{ pages a week}$

$104 \text{ pages a week} / 7 \text{ days in a week} = \text{about } 15 \text{ pages a day.}$

15 pages a day is more manageable than 5,000. An added benefit is that it's a lot more tangible and doable when compared to 5,000 pages.

You can use this same strategy for any goal. If you want to increase your income to \$150,000 per year, break it down. How much do you have to make a month to hit that target? How much are you making now? What is the difference between the two?

Make it your goal to increase your income by say \$1,000 a month in one year, whatever feels more comfortable and realistic to you. Then add to it every time you accomplish the prior milestone.

A is for attainable

By having your goals written out you know your destination. By having a proper measuring technique they are easy to manage.

Now the rubber hits the road and you must know how you are going to get there or you will be lost in the middle of nowhere before you know it.

Prepare by creating a “map”. Make a List actions steps you will have to take every day to make sure you attain your goals.

The best way to do this is to make an outline. Yes, your goal is to buy a new car but what is it gonna take for you to do it?

Here is a sample outline for the goal for purchasing “A brand new armada with red sparkly paint, black rims, leather seats, and a sunroof.”

- Research
- Where can I buy it?
- How much does it cost?
- What will the down payment be?
- Save \$2500, pretend that’s the amount needed for a down payment
- That’s \$208/month for a year
- Set up a savings account
- Sell clothes and shoes I don’t use to come up with the money
- Make my own coffee instead of going to Starbucks
- Set up a day to go to the Dealership and purchase it
- Add the new vehicle to your insurance policy
- Be proud of yourself :)

R is for relevant

Often times we think we want something but in reality we don't. Put your energy into things that have a compelling and meaningful "why" for you. It is said that when your "why" is big enough you are half way there.

Think of a compelling "WHY" for each of your goals.

Why is it important for you to reach this goal?

Is going to help you grow as a person or move you towards a better life?

Is it going to boost your confidence?

There is no right or wrong answer and your "why" doesn't have to make sense or be compelling to anyone else but you.

T is for time bound

Now it is time to decide when your goal will be accomplished. Goals without a deadline are just wishes.

Also, with a deadline in place you will be motivated to take action faster. Set an exact date for each of your goals.

Use Powerful Words

How you word your goals is super important. Avoid “wishy” words such as “I want” or “I will.” These types of words are weak and they will keep your goal off in the distant future in the land of “someday or maybe”.

Instead, state your goals in the present moment. Use powerful words such as “I have” or “I am”. These words ring truth, they imply guarantee, and they presume it is done; it has been achieved.

Goals don't have to be hard to accomplish or a drag to work at every day. They can be compelling, fun and exciting. Words have the power to elicit emotion. Use them to your advantage. Use adjectives to spice up your goals with liveliness.

No power: “I will lose weight”

Powerful: “I choose health. I easily lose weight and have a toned sculpted amazing looking body”.

Write Your Own

Now it is time to put all the information together and write your goals.

First, go back to your brainstorm. Go through the entire list of dreams and wishes you asked the genie for and determine how many years it will take you to accomplish them compared to where you are now.

If you want to write a book, maybe that will take you 1 year. To make a million dollars a year, it may take 5 or 10 years.

Next pick your one-year goals that you would like to accomplish within this year. You can end up with a large or small list, it all depends on you. You can have 5 or 15. Remember, try to include some for all areas of your life so that you can have a well-balanced life.

Finally make your goals S.M.A.R.T.

Here is an example of what your goals should look like when you're done.

I easily weigh 130 lbs. and have a toned sculpted amazing looking body by December 31 2016.

As you can see this goal has all the S.M.A.R.T. qualities.

Specific: 130 lbs

Measure (Breakdown): lose 3 pounds a month. I take a picture of my body every Monday morning and access my progress.

Attainable (Actions): I exercise every single day for at least 15 min. I read at least 2 books on health. I download an app to help me keep track of my eating habits.

Relevant (Why): I feel more confidence and energetic. I set a good example for my kids. I live longer. Shopping for clothes is easier.

Time Bound: December 31, 2017.

5 Ways To Stay Motivated

We live in a busy world. Our mind wanders to a million places every day. So it is easy to forget about the exciting missions we committed to.

Here are 5 ways to stay motivated:

1. Read your goals every single day. Read them first thing in the morning to get your day started on the right foot. Read your goals each night with emotions before you go to bed so that your subconscious mind can get to work on them over night. Don't be surprised if you wake up with big ideas.
2. Carry a list of your goals with you and look over it every time you have a spare minute. Like when you are waiting on someone or standing in line at the doctor's office.
3. Use symbols and pictures to remind you of your goals throughout the day. Your computer and phone screensavers are a good place to put pictures of your desired goals, since you look at them often during a typical day.

4. Have a visualization session. Find a quiet place where you can relax for 5 minutes. Close your eyes and imagine your goal accomplished. Make it as real as possible by using your 5 senses. See yourself as happy as can be because you brought your goal to realization. Smell the aroma. Touch the car, house, or new partner. Listen to the sounds around you. And taste the sweet victory and success.

5. Make a commitment, decide! When you decide to do something it is like you cut out all other possibilities and there is no other option. Achieving your goal is a given; you are making a firm decision and persisting to the finish line. Don't be like the miner who dug for years to find diamonds only to stop inches away from the treasure.

Congratulations

You are all set up for success now. Take your list of goals and run with it. And once you accomplish those goals, set some more because as Tony Robbins says:

"Each and every day we must strive for constant and never ending improvement."

With that said, remember to enjoy the journey. It's not about the end goal - it's about the person you become striving to achieve it.

~Best Wishes

Sandra

