

GOALS & ACTION PLANNING

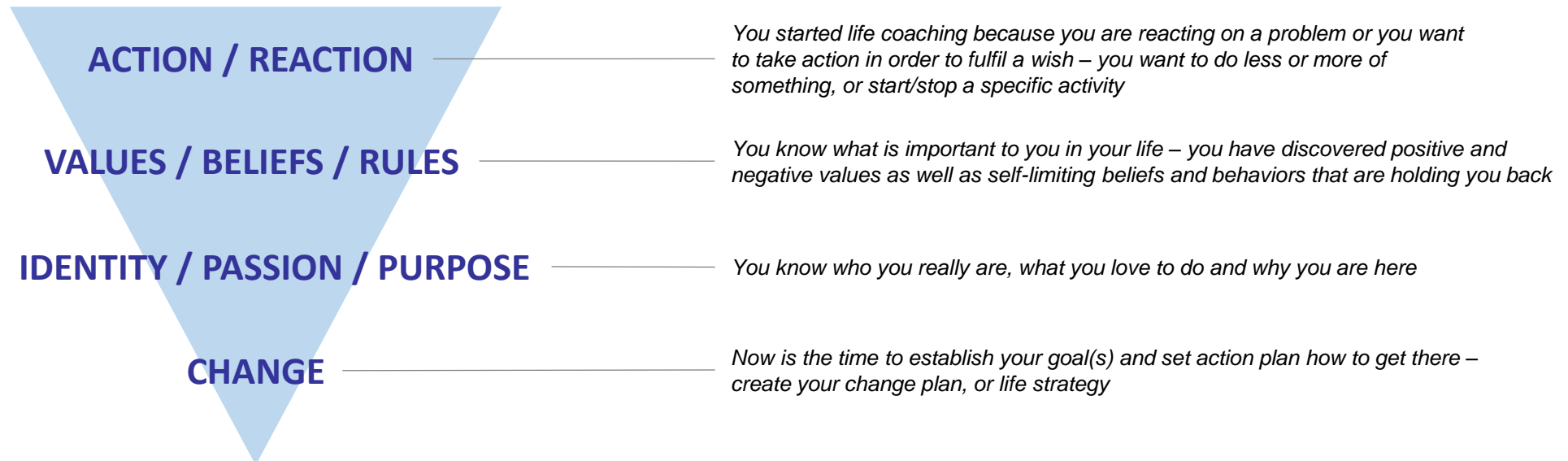
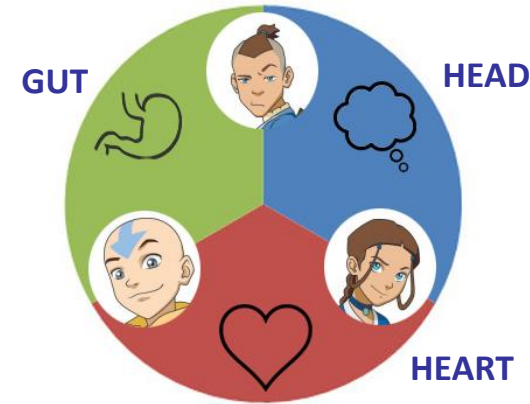
Decide where you want to be and how to get there – create your life strategy

INTRODUCTION TO GOALS & ACTION PLANNING

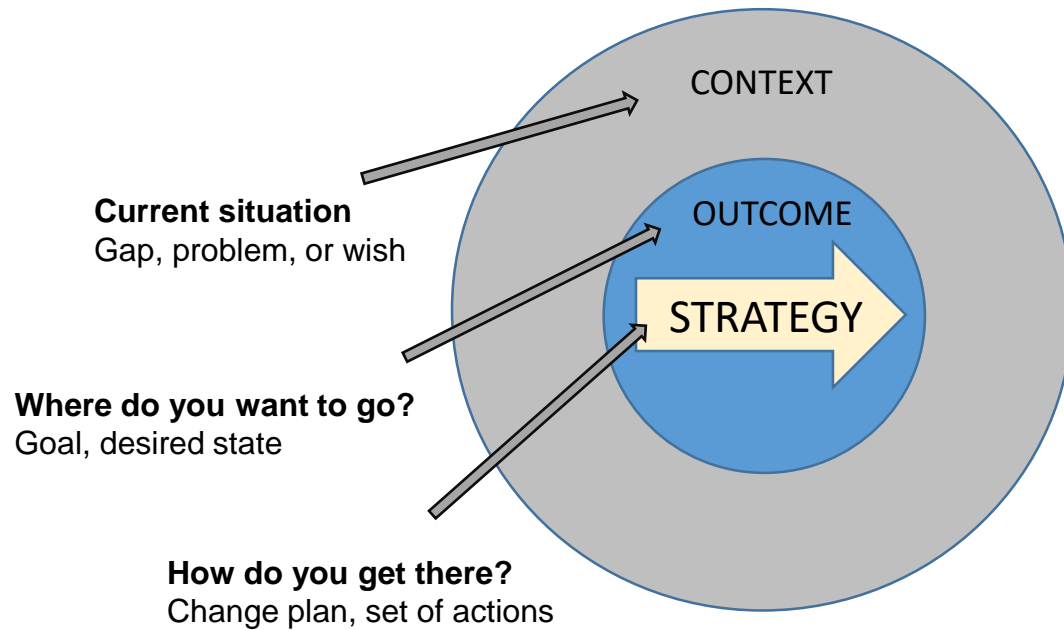
When setting your goal(s) and establishing a life strategy it's important to consider different perspectives and options. The three different internal perceptual positions are – **the head, the heart, and the gut.**

One useful exercise is to **imagine that you have a meeting with four different persons** – a family member, a friend, a stranger and an admirer. Imagine that you ask each person what they think about your desired state (goals) and listen to their imagined answer. Understand their perceptions. This exercise create choices and gives you different perspectives and options.

Below is a description of the process from problem to purpose and desired state:



CHANGE METHODOLOGY



The strategy is how you will reach your goal(s). It's the set of actions and change plan that will bring you from current situation to your desired state. That's how you will fulfil your goals.

QUANTUM LINGUISTICS

What will happen if you do?	What will happen if you don't?
CARTESIAN COORDINATES	
What will happen if you don't?	What won't happen if you don't?

PRIME CONCERNS

What are you best at?

- Starting things (being)
- Stopping things (having)
- Changing things (doing)

Who / what is it that you are not [being/having/doing] that you want to [be/have/do]?

USING TIMELINES FOR EXPERIENCING SUCCESS

HISTORY OF SUCCESS



Review your most significant past successes.
How was it? What did you see, hear, and feel in those occasions?

FUTURE ACHIEVEMENT



Imagine how the future successes will be like.
How will it be? What will you see, hear, and feel when it happens?
Visualize – then go get it!

VISUALIZATION



Picture your meaningful future, then remember these experiences “from your future”. Move in time to get rid of negative past experiences or to materialize desired state. Such moves in time – or visualization - will make your goal easier to achieve. This is what all winning sportsmen/sportswomen do before they enter big competitions.



LIFE'S 6 RULES FOR SUCCESS:

1. TRUST YOURSELF
2. BREAK SOME RULES
3. DON'T BE AFRAID TO FAIL.
4. IGNORE THE NAYSAYERS
5. WORK LIKE HELL
6. GIVE SOMETHING BACK.

“JUST REMEMBER, YOU CAN'T CLIMB THE LADDER OF SUCCESS WITH YOUR HANDS IN YOUR POCKETS.”

VISUALISATION OF DESIRED STATE – EXERCISE (1/1)

VISUALISATION EXPERIENCE:

- How does the fulfilled goal look like?
- What are you saying to yourself?
- What do others say?
- How does it feel?
- What emotions do you feel?
- You created a goal. You took actions, and you achieved it. How does it feel?
- Now you know how it feels. **It's time to do it!**

On the right, state your goal(s) and work with two scenarios. State the reasons why you didn't make it (pain principle) and state the reasons who you made it (pleasure principle)

HISTORY'S HIGHWAY

To achieve or not!



GOAL:

I WOULD HAVE ACHIEVED MY GOAL ONLY IF I HAD...:

I ACHIEVED MY GOAL BECAUSE I...:

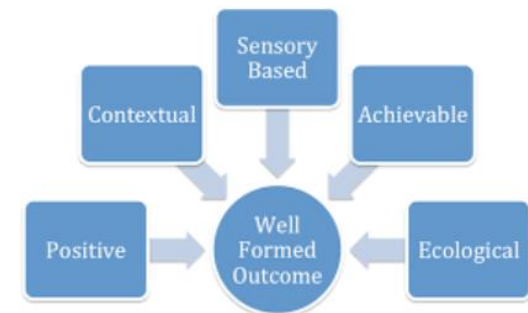
WELL FORMED OUTCOME – EXERCISE (1/1)

The 6 step process for well formed outcome:

- | | |
|--|--|
| 1. DECIDE WHAT YOU REALLY WANT TO ACHIEVE | - coming from myself, resonating with my values and identity |
| 2. STATE IT POSITIVELY | - going to something, not away from |
| 3. EXPRESS IT IN SENSORY TERMS | - hear, see, feel... |
| 4. CHOOSE SOMETHING THAT YOU CAN FULFIL | - not too stretchy |
| 5. EVALUATE EFFECTS | - impact on others |
| 6. CHOOSE SOMETHING WORTHWILE | - be motivated by it |

It could be small or big goals, or big goals chunked down to sub-goals.

NOTES:



THE SMART(ER) GOALS PRINCIPLE

Set goals according to the SMARTER principle:

S	=	SPECIFIC	- hear, see, feel it in details
M	=	MEASURABLE	- quantity (income target, weight loss in kg, etc)
A	=	ACHIEVABLE	- must be possible for you
R	=	REALISTIC	- not too stretchy
T	=	TIME BOUND	- when it should be achieved, otherwise just a dream
E	=	ECOLOGICAL	- needs to fit with all parts of you, in line with values and moral
R	=	RESOURCE CREATING	- you can get the resources to achieve it (energy, willpower, money, etc)

Stretch your goals slightly.
 What else could you achieve with this goal?
 Spice up the target a bit, say by “10%”.
 If you have a big goal, slice it down to sub-goals and go through the SMARTER methodology for each of the sub goals.



THE EISENHOWER MATRIX

Here you will learn how to use the Eisenhower matrix to effectively analyze and critique your goals in life. The Eisenhower Matrix is a great tool to use in order to decide on and prioritize tasks by importance and urgency. It helps them consider which of their activities are important and which are distractions.

<p style="text-align: center;">Important & Urgent</p> <p>There are two definite types of urgent and important activities: those you couldn't have anticipated, and those that you have left until the last minute. You can eliminate last-minute activities by planning ahead and avoiding unnecessary procrastination. If you have lots of urgent and important tasks, highlight which ones you could have foreseen, and consider how you could schedule similar activities ahead of time, so that they don't become urgent.</p>	<p style="text-align: center;">Important, But Not Urgent</p> <p>These are the activities that help you to achieve your primary, long-term personal and professional goals and complete the tasks you perceive most important in life. Make sure you allow time to complete these activities thoroughly so that they don't become urgent. Allow enough time in your schedule to deal with unforeseen problems and last minute crises: this will maximize your likelihood of staying on track, and help avoid the stress of your to-do list becoming more urgent than necessary.</p>
<p style="text-align: center;">Not Important, But Urgent</p> <p>Urgent but not important activities are the thorn in your side which prevent you from fulfilling your primary life goals and vision. Consider whether you can reschedule the urgent activities or pass them onto someone else? Urgent activities usually come about when dealing with other people - sometimes it's a good thing to have the word 'no' in your vocabulary! Alternatively, try to have specified time slots available for others, so that they understand they can have your time when it's appropriate for you.</p>	<p style="text-align: center;">Not Important & Not Urgent</p> <p>These activities are just a distraction and must be avoided whenever possible! You can ignore or cancel a lot of them. However, some of these may be activities that other people want you to do, even though they don't contribute to your own goals and desired life outcomes. Again, say "no" politely where possible, and explain why you can't do it. If people see that you are clear about your objectives and your own personal boundaries, they will avoid asking you to do 'unimportant' activities in the future.</p>

THE GOAL EFFICIENCY MATRIX

If the goals that people set are fundamentally selfish, they're not going to find any real degree of fulfilment from them even if they do go on to accomplish them. The following framework is something you can use as a life coach to challenge people's motives to help them set goals that will actually bring them a greater degree of fulfilment in life. This matrix is about looking at the goals we're inclined to invest our time into, but asking ourselves who they are going to serve. Before we become effective in goal setting processes, we need to critique our motives and the opportunity costs they may be causing.

I Win - You Lose is the perspective and approach to goal setting where an individual sets goals that are good for themselves, but not good for anyone else. Many people take this approach to goal setting - it's competitive, selfish and considers solely what 'I' stand to gain, with little or no regard as to how this affects anyone else. Those who chose this approach to goal setting often fail to recognize how their actions and behaviors might be affecting other people. The wise person asks themselves the question, "is this goal good for me and other people?"

You Lose - I Lose is the perspective where an individual sets goals that demonstrate a complete lack of respect and regard for themselves or anyone else. People who choose this perspective often give no consideration as to how their actions and behaviors might be affecting others. They make reckless decisions which means they don't get ahead and the others in their life also don't get ahead. This approach serves no one. Others will find it difficult to take people who chose to live like this seriously.

<p style="text-align: center;">I Win - You Lose</p> <p style="text-align: center;">Goals which serve only the self, no one else</p> <ul style="list-style-type: none"> • I make money, you lose it • I get ahead, you fall behind • Other people are the second best option <ul style="list-style-type: none"> • I am my number one priority, screw everyone else 	<p style="text-align: center;">You Win - I Lose</p> <p style="text-align: center;">I prioritize other people over myself</p> <ul style="list-style-type: none"> • Driven by either irresponsibility or apathy • You are more important than I am, I'm only secondary • I am unwise with my generosity to the point of exploitation
<p style="text-align: center;">You Lose - I Lose</p> <p style="text-align: center;">Following a path where no one wins</p> <ul style="list-style-type: none"> • Chooses to avoid all problems • Driven by irresponsibility and apathy <ul style="list-style-type: none"> • Who's right vs who's wrong • Motivated by unhealthy coping mechanisms and habits 	<p style="text-align: center;">You Win - I Win</p> <p style="text-align: center;">A life invested in the idea of unity</p> <ul style="list-style-type: none"> • Wise generosity • Developed through conversation <ul style="list-style-type: none"> • Motivation is valued based • Share goals and priorities • Collaborate in their efforts

You Win - I Lose people sets goals that are good for others but not good for themselves. Such individuals commit to serving others often at a huge cost to themselves. Being selfless can be a good thing but if it's detrimental to the progress that an individual is making, it's not wise. It's good to give, but at times it's also important to count the cost. The wise person commits to a balanced goal setting approach where they consider the needs of others, but also their own.

You Win - I Win is the perspective where a person sets goals that are good for themselves which are fundamentally good for someone else too. These are healthy and balanced goals. You Win - I Win requires that they look beyond their own perspective and consider how others stand to benefit from the goals that they set. You Win - I Win acknowledges that there's power in partnership and encourages people to work together in a way where all parties stand to benefit. The wise person commits to goal setting that benefits everyone. They use discernment, wisdom and foresight to make wise choices.

DIFFERENT TYPES OF GOALS

Just like climbing a mountain, we must start at the bottom with our short-term goals before we can get to the top (our 'greatest life vision'). This is just simply recognizing that it takes time and effort to achieve our goals, but accomplishing the short-term goals along the way keeps us inspired to continue – consider them as stepping stones on your road to success!

We need all types of goals. Too many 'greatest life vision' goals can be daunting, and it can be difficult to measure progress against. Too many short-term goals can cause us to lose sight of the bigger picture, but they keep you heading in the right direction if done right. So we need the right combination of each type, and this will depend on your specific goal.

- Your '**Greatest Life Vision**' – *your end destination - these goals are typically not achievable in one simple step – this involves a journey to reach these!*
- **Long-term Goals** – *these are the series of goals that will take you to your end destination.*
- **Medium-term Goals** – *these are the goals that pull together and are a culmination of a group of your short-term goals.*
- **Short-term Goals** – *medium goals broken down into bite-size chunks to make them more manageable. There may be many short-term goals, and these are small steps in the right direction towards both the long-term goals and greatest life vision.*

For example, your 'greatest life vision' might involve making some kind of difference in the lives of other people. A long-term goal might, therefore, involve getting your time back and becoming financially free. This would then lead you on to a medium-term goal which might be to build a business that gives you passive income. And lastly, a short-term goal might be to develop yourself in some area in preparation for your business, for example, taking a course.

Once the short-term goals have been accomplished you'll get a great sense of satisfaction as you've leapt onto the first stepping stone towards your 'greatest life vision', so use this motivation to identify the next set of short-term goals to put into action!

There are also goals related to '**New skills**' - these types of goals involve developing a new skill or improving your current skills in order to reach your long-term goals and 'greatest life vision.'

And lastly, there are goals relating to '**Kicking Habits**' - these types of goals are related to beating old habits or developing better ones. If there's a habit that you identify is holding you back in an area of your life and preventing you from moving closer to your 'greatest life vision' then it may have to go!

THE 7 DEADLINE SINS OF GOALS SETTING

There are some pitfalls to be aware of when it comes to goal setting – also known as the seven deadly sins of goal setting:

Sin 1. Not Writing Goals Down

The old concept, ‘Out of sight, out of mind’ explains why goals and supporting action plans should be documented and stored somewhere visible. The most efficient way to reinforce a new key concept you learn and a long-term commitment to your goals is to write them down and position them somewhere where you will be reminded of them daily.

Sin 2. Having Unclear Motivations

It’s crucial that our goals are personal and meaningful; otherwise, we’d have no reason to work towards them. In other words, the reasons ‘why’ we want to reach our goals are always going to be more important than ‘what’ we ever want to achieve. Consider the big goal of ‘getting rich’. This goal will be completely meaningless to you unless there’s a strong enough reason for wanting to get rich in the first place, reinforced by your personal wants and needs. If your reason for making more money is just to buy more things or to fuel your spending habits, you might find it difficult to be authentically motivated by this. However, if your primary reason is to pay off a family members mortgage, give more to charity, or start a new social project, you’ll most likely feel a lot more passionate about seeing this process through to completion. Whatever your underlying reasons are for doing what you want to do, they will all be important reasons, as they’re directly personal to you.

Sin 3. Setting Unrealistic Goals

Writing a goal down doesn’t mean that it will happen by itself, and even the greatest intentions are meaningless without actions to follow them through. It’s only through taking practical measures that you will achieve your goals, and the only way you’ll be able to action these goals is if you are genuinely passionate about them, to begin with.

Many people set unrealistic deadlines for achieving their goals. If you were to consider how long it takes to develop a new skill (like learning a new language), these things don’t happen overnight! Think about how long it can sometimes take to develop a new habit, or even break an old one (such as smoking or binge eating). Achieving goals that are meaningful, will often require more time than what we want to invest in them. We are all limited by our predispositions and natural abilities. The secret is to focus on our natural abilities and motivations as a driving force for taking us forward.

Someone’s sitting in the shade today because someone planted a tree a long time ago.”

— Warren Buffett

Sin 4. Not Having An Effective Plan

Perfect planning prevents a partially poor performance! Having a well-considered goal in writing is only the introduction section of your greater life story. It is a well considered action plan that directs you towards arriving at the final scene or chapter. The goals that you set will become your final destination, and the action plans which you create will become the map that will allow you to get there. Every successful mission has had a well thought out plan attached to it. Be patient and enjoy the process, as this is your life! Invest time into planning this journey so you can take the best route and get there in the best possible time.

Sin 5. Not Taking Appropriate Action

Having a perfect set of goals for your life will be useless if they don’t get actioned. Although your plan will guide you and keep you right on what to do, you’re still the one that has to action these things. The action plan (and your life goals) will most likely seem dynamic. These aims and plans will also be prone to change as you move forward in life and come across roadblocks, challenges and detours. Sometimes, your life will even change its course, and this is common for everyone, so don’t be concerned if you need to make changes as you go or even start the goal setting process all over again.

Sin 6. Losing Focus

Successfully achieving your goals will require focus, commitment and persistence. Sometimes you might lose this focus, but it’s important not to quit, as this is the only life that you will ever have. To help keep you focused, try enlisting a trusted friend or personal mentor to support you throughout the process. You can share your successes and failures with them, and learn from the experiences you encounter along the way.

Sin 7. No Follow-through

Goal setting is a lifetime process. It is pointless having a personalized set of goals (even with the most actionable plans) if it just sits in your drawer gathering dust and doing nothing. Your Goals and Action Plan are your map to a meaningful future, it’s your guide for living and should frequently be referred to as this will ensure that you keep heading in the right direction. Our priorities and goals change as we progress our way through life. When this happens, it’s important that we stop, reflect and consider going through the whole goal setting process again. Doing this ensures that your goals still have relevant meaning attached to them as what they did when you first set them. And, as long as the meaning attached to your goals remain the same, they will continue to act as the driving force that powers your actions and behaviors.

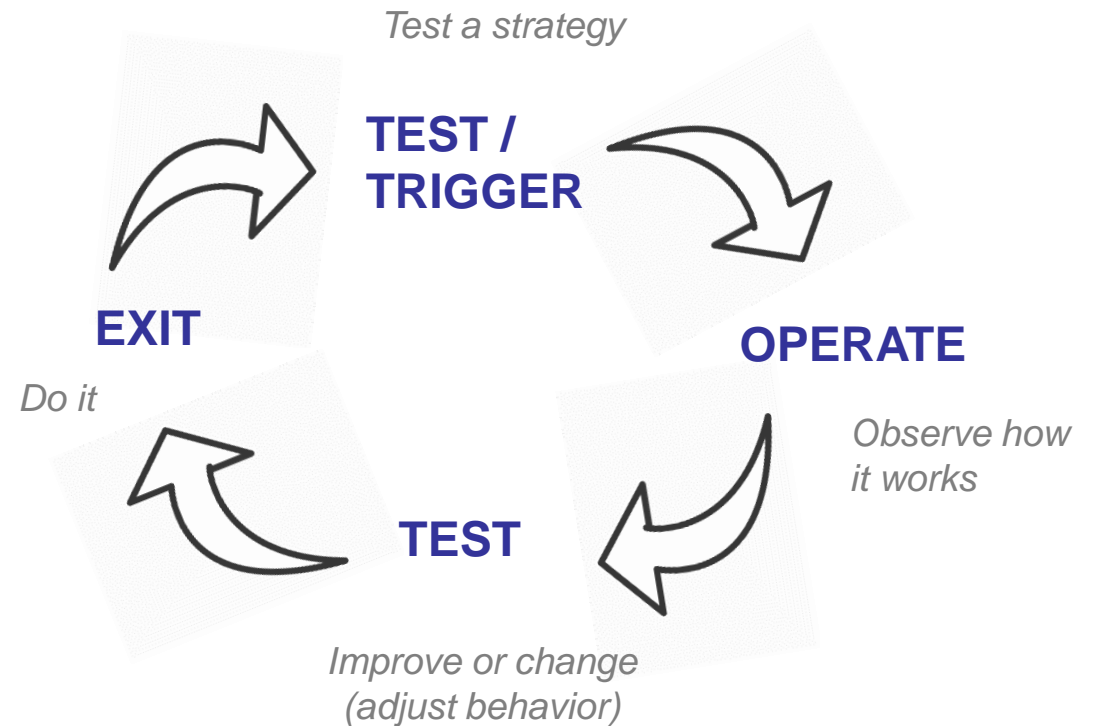
THE T.O.T.E. MODEL

T.O.T.E. stands for Test-Operate-Test-Exit. It is a basic structure of strategies.

The starting point is a specific actual state and the target is a certain desired state. We compare the actual and the desired state. If this test / comparison shows that the target has not yet been reached, we take this information as feedback and now make certain changes and improvements (operate). Next, we compare the result again with the desired state (test). When the goal is reached, this process is finished (exit). Again, if we find a difference, we operate and test again until the goal is reached. This model describes the basic structure of human learning in a simple way.

Example: Driving a nail into a wall with a hammer.

Someone has a hammer and a nail. The actual state is that he holds both in his hands. His goal is for the nail to hang on the wall. Therefore, he hits on the nail with the hammer (operate) and checks again whether the nail is now hanging on the wall (goal reached?). If this is the case, the loop takes its exit, if not, another operate phase is appended.



Desiring a rewarding and fulfilling life is common to us all. We all want the same things: good health, positive relationships, a fulfilling career, and enough money to live comfortably.

Often we get caught in a mental trap of seeing hugely successful people and thinking they are where they are in life because of some special gift that they have. Anyone with eyes to see will be able to recognize that a hugely rewarding life doesn't come effortlessly. The greatest gift that highly effective people have over those that watch the world go by is their ability to take appropriate action. There are those that want a life of unlimited prosperity. These are the ones who have dreams of achieving great things, building successful businesses, travelling to interesting places, having the ability to be as generous as they choose to be and meeting extraordinary people. If you want to enjoy a life like this, it will require taking action. Making a decision is always a great start, but taking action is always the next practical step. This sounds obvious, however, sometimes the obvious is regularly overlooked. You didn't get to where you are today without taking some kind of action and so it makes sense that if you've got a vision in your mind of where you would like to be in the future - action will be required!

The problem with most people is that even though they have the knowledge to do a particular thing, they lack putting the required action behind that knowledge.

We often hear that 'knowledge is power.' However, knowledge is really just power in reserve. It remains useless if it is not tapped into by applying action. Knowledge that is not put to action will remain just knowledge in your head and provides no benefit. It's completely wasted.

To accomplish results, we must partner up our knowledge with the necessary and appropriate action to achieve the results that we want. The formula for achieving results is:

Ability + A Strategy + The desire to get a result = A Result

If we applied massive action to our knowledge, it would have a faster, and even greater impact on our lives. Why do most people find it so difficult to put the required action behind their knowledge? I believe it is nothing more than lack of belief. Our belief system is the driving force behind our behaviors and the results we get in life. If we change our beliefs, we will change our behaviors. When we change our behaviors, we will change our results. Then, when we change our results - we will change our lives! It all starts with our belief system. A wise man once said, 'If you can believe, all things are possible to him who believes'. This always has been and always will be true. There are many things that can keep someone from believing. However, it seems the biggest factor that keeps people from believing is fear. It's a fact that it takes courage to succeed. But, let's not forget, that courage isn't the absence of fear - it's the capacity to press on despite the presence of fear. Usually, the solution to any fear is simply just to do the thing we fear. It's amazing how the fear then disappears!

The smallest of actions (even those that seem insignificant and trivial) can lead to great success. It's been said that 'Actions, like pictures, are worth a thousand words. We could have the best idea and the greatest plan in the world, but without action, we would still fail.' However, a modest idea and an incomplete plan will often produce success when accompanied by appropriate action.

We just need to get moving. Sir Isaac Newton's principle that states a 'body at rest tends to remain at rest and a body in motion tends to remain in motion,' certainly applies to the action principle. After we've taken the first step, the next one seems easier to take. It's a natural law that if we do nothing, nothing will happen; if we take minimal action, results will be minimal; however, if we take massive action, then we will be rewarded with massive results. Hugely successful people (those who go from mediocre to millions almost overnight) know that the key to their success was taking massive action. If we want to become hugely successful, we must start at the beginning. Most beginnings are small, and appear insignificant and trivial, but in reality, they are hugely important.

It's not just the right beginning that's important; it's beginning in the first place. It's about applying that powerful little six-letter-word called 'ACTION.'

'Our real problem, then, is not our strength today; it is rather the vital necessity of action today to ensure our strength tomorrow.'

~ Dwight D. Eisenhower

'Doing nothing gets you nothing.'

~ Sean Reichle

'Remember, a real decision is measured by the fact that you've taken new action. If there's no action, you haven't truly decided.'

~ Anthony Robbins

Answer the seven questions below to boost your motivation and take the first few steps towards fulfilling the decision you've just made:

- 1) What action can I take immediately?

- 2) What specific goal is it that I want to accomplish?

- 3) For what purpose do I want to accomplish this goal?

- 4) If I don't take action now, what might happen in the long term?

- 5) If I do take action now, what will be likely to happen in the long term?

- 6) What steps have I already taken?

- 7) If you were Richard Branson or Donald Trump, what would you do?

THE EXPRESS PLANNING MODEL

There is one primary factor that determines the overall quality of the lifestyles that people lead, and this is the willingness to take hold of a vision (for one's life) and turn it into a reality. Historically, those who live the most inspiringly successful lives are just those who have found an effective way to utilize their resources, manage their time, strengthen their relationships and embrace the main lessons that they've learned throughout life.

When it comes to living a fruitfully effective life, the only real problem that people will ever face is an emotional response to something that either has or hasn't happened (yet). If you think about it; there are countless people all around the world, who live in a happy marriage, have money in the bank, a good job (or a sustainable business) but yet still exist in a constant state of anger, anxiety, fear or stress. Most people spend their whole lives focusing on what they don't have rather than on what they do. If you're guilty of this (worrying about what you don't have rather than appreciating the things that you do), you stand at risk of living a highly stressed life in a constant mode of striving, busyness and stress (like a pressure pot that's waiting to explode).

However ... if you've ever achieved anything significant in life, then you'll already understand how to be completely focused (and clear) about what it was that you specifically wanted. The greater degree of clarity you have about what it is you DO want from your life, the easier it will become for you to achieve and accomplish these goals. Today, there are so many countless demands that are clambering for your time, attention and focus. If you don't become clear on what you want in your own life, you might end up trapped, working for peanuts (or for a minimal salary) or helping somebody else to accomplish all of the goals, dreams and visions that they have for theirs. The imperative first step that we can take towards taking control of our lives, regaining our focus and achieving visions that we have, is to ask ourselves the following three questions. And just to note, that the sequence in which we answer these questions is essential to us actually getting what we want - so just go with the process here.

Why not use the following exercise as a framework for breaking down every goal that you set from this day forward & for the rest of your life – because it works!

Answer the following three questions, which make up 'The Express Planning Model' – you can use this exercise as many times as required to define the initial steps that you need to take in order to begin fulfilling any of your goals.

- 1) What is a specific outcome that I want? (e.g. There's a big difference between “I want to lose some weight” and “I'm going to lose 20 pounds.”)**
- 2) What are the main reasons why I want to accomplish this goal (in relation to my greatest life vision)? (e.g. Will achieving this goal get you closer towards fulfilling your greatest life vision?)**
- 3) What are the steps that I need to take that'll enable me to accomplish this specific outcome that I want? Write these steps in a relevant order.**

- Step 1:**
- Step 2:**
- Step 3:**
- Step 4:**
- Step 5:**
- Step 6:**
- Step 7:**
- Step 8:**

ACTION PLANNING – SETTING THE STRATEGY – EXERCISE

WHAT IS ACTION PLANNING?

Action planning is the process that guides the day-to-day activities that will enable you to fulfil your greatest life vision. Your action plan will determine:

- What needs to be done
- When it needs to be done
- By whom it needs to be done
- What resources and inputs are needed to do it

Action planning is the process of implementing each and every one of your goals. The action plan you produce for any of your goals must consist of the following:

- A statement of what must be achieved (the long, medium or short-term goal).
- Details of the specific steps that have to be followed to fulfil the goal.
- A time schedule for when each step must be completed by and how long it will take.
- Details of who will be responsible for ensuring each step is successfully fulfilled.
- Clarification of all the inputs and resources that are needed to fulfil the goal.

Exercise: Creating Your Action Plan

Choose a number of small or medium-term goals (perhaps goals that you've defined in the Wheel of Life or Life Balance Workbook exercises) and build them into one of the following templates. Then get creative about how you fill your Goal & Action Plan. Send a scanned copy of your action plan(s) to your coach.

Tip: Make each action step as simple and specific as possible, breaking down complex actions into single steps.

CREATE A TABLE WITH THE FOLLOWING HEADERS

- Action Step. What needs to be done?
- Responsible Person. Who should take action to complete this step?
- Deadline. When should this step be completed?
- Necessary Resources What do you need to complete this step?
- Potential Challenges. Are there any potential challenges that may impede completion? How will you overcome them?
- Result. Was this step successfully completed? Were any new steps identified in the process?

You may create a separate action plan for each area in the “Wheel of Life”, or for those specific areas where you desire a change.

ACTION PLAN TEMPLATE

Photo scan and
send to your coach



You may use below template for your strategy / change plan, or do it in any format of your liking. On the following pages you will find more templates and examples of action plans. The format you choose is up to you – go for what you like, or create your own.

GOAL # ___:	<i>(description of goal)</i>				
ACTION STEP <i>What needs to be done?</i>	RESPONSIBLE PERSON <i>Who should take action to complete this step?</i>	DEADLINE <i>When should this step be completed?</i>	NECESSARY RESOURCES <i>What do you need in order to complete this step?</i>	POTENTIAL CHALLENGES <i>Are there any potential challenges that may impede completion? How will you overcome them?</i>	RESULT <i>Was this step successfully completed? Were any new steps identified in the process?</i>

ACTION PLAN TEMPLATE

MY GOALS

Name: _____

8 categories for a clearer picture of your NEEDS and WANTS	S List down your goals SPECIFICALLY	M How would you MEASURE your success?	A Describe your ACTION PLANS	R Are your goals REALISTIC? Doable? Attainable? (Yes/No)	T What is your TIME frame for these goals?	E EXPECTATION MANAGEMENT Under what circumstances will you consider adjustments?	R REVELATION Write a promise or verse from the Bible that supports these goals
Spiritual Life Bible, Daily Devotion, Church Ministry, Scout-Winning							
Family & Friends Improve Relationships, Marriage, Quality Time							
Health Weight Loss/Gain, Physical Fitness, Cholesterol Level, Body Mass Index							
Emotional, Psychological Growth Control Anger, Increase Risk-Taking, Handle Depression							
Education, Intellectual, Professional Promotion, Skill Training, Reading, New Courses							
Material New Car, Home Upgrade, Finance, Investments, Debt Reduction							
Leisure More time for Sports, Vacation, Hobbies, Sleep & Rest							
Creativity Taking up Painting, Gardening, Drama, Creative Arts, New Business Ideas							

<h2>My Action Plan</h2>			
SMART Goal (Specific, Measurable, Attainable, Relevant, Timed)	Actions / Strategies Planned techniques, actions and behaviours to be used to achieve goal	Obstacles / Challenges What will get in my way if I try to implement this strategy? How will I overcome these?	How will I know I have achieved this goal? What will the Goal look like when successfully achieved

ACTION PLAN "RULE OF 3"

NAME

DATE

- Choose 3 goals you would like to achieve this year
- Break down action steps to work towards your goals: Monthly, Weekly and Daily

	MONTHLY	WEEKLY	DAILY
GOAL #1:			
GOAL #2:			
GOAL #3:			

ACTION PLAN TEMPLATE

Life Plan of _____	
Life purpose	
Metrics of success by 2050	
How I'll make it happen	
My desired way of being	
Lifetime goals	10 year goals
1 year goals	90 day action plan
I will be known in my community as the _____ person.	
Signed on _____, 20__ X _____	

LIFE PLAN TABLE

	SHORT TERM < 1 YEAR	MEDIUM TERM 1 TO 5 YEARS	LONG TERM 5 YEARS TO LIFE
SPIIRITUAL			
FAMILY			
EMOTIONAL			
FINANCIAL			
CAREER			
PHYSICAL			
SOCIAL			

ACTION PLAN EXAMPLES

One example of a strategy for a 30-year old person whose major life goal was to improve his health / physical wellness:

<p>Goals My life's aspirations</p>	<p>Physical Wellness Be physically fit, regularly active, and free of injury or ailments for as long as possible</p>			
<p>Strategies My approach to achieving my goals</p>	<p>Diet Prioritize whole foods - allow room for indulgences</p>	<p>Activity Have a balance of activities - focus on enjoyment</p>	<p>Rest Get consistent, quality sleep and waking rest</p>	<p>Care Ensure regular checkups & ongoing holistic treatment</p>
<p>Objectives & Key Results What I focus on, How I measure progress</p>	<p>Improve food choices</p> <ul style="list-style-type: none"> • Eat paleo 80% of the week • Eat freely 20% of the week <p>Improve my cooking</p> <ul style="list-style-type: none"> • Try a new recipe once a week 	<p>Enhance my fitness</p> <ul style="list-style-type: none"> • Run or walk 60 mins a week • Do 40 push-ups & sit-ups daily <p>Increase mood boosting activity</p> <ul style="list-style-type: none"> • Play hockey once a week 	<p>Improve my sleep consistency</p> <ul style="list-style-type: none"> • Bed at 10pm • Wake at 5am <p>Encourage stillness</p> <ul style="list-style-type: none"> • Meditate once a day 	<p>Establish a balanced care regimen</p> <ul style="list-style-type: none"> • Get an annual doctor checkup • Go for dental checkup every 6 months • Book quarterly massage treatment
<p>Habits My regular practices</p>	<ul style="list-style-type: none"> • Plan meals on Sunday • Avoid the grocery aisles • No alcohol in the house 	<ul style="list-style-type: none"> • Put running shoes on right after waking • Auto respond "yes" to game attendance 	<ul style="list-style-type: none"> • Shutoff electronics by 9pm • Meditate right after morning exercise 	<ul style="list-style-type: none"> • Book next appointment during current appointment

