

# SUCCESS

## IT'S YOUR TURN

Action Steps to Achieve Your

# ULTIMATE GOAL



PAM BROSSMAN

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## What You Need To Get Started...

1. Bright coloured folder to create your workbook - preferably one with clear front covers to insert your front and back covers from your ebook
2. A photograph of yourself, that you like, to stick in the front cover of your workbook – this gives you ownership of your workbook and goals
3. Separators with tabs (8) for each different section of your workbook (not necessary but helpful)
4. Pictures of the things that you would like to achieve (your small goals) and one for your Ultimate Goal. These can be photographs, pictures in magazines, pictures from brochures of real estate cars, boats etc - this is a great way to create a visual of what it is you want in your life
5. Action Wall - a place where you can stick your progress chart to keep you motivated and on track
6. A 'Can Do...Ready to Get Started Attitude!

# Success It's Your Turn Workbook

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# How to Use This Workbook

To accomplish great things, we must not only act, but also  
dream; not only plan, but also believe.

Anatole France

# Set Goals, Take Action, See Results

## Wikipedia's Definition of Success

Level of Social Status

Achievement of an Objective / Goal

The Opposite of Failure

## Success is whatever YOU choose it to be

No one can decide for you what success is because each individual has a different goal that they wish to achieve in their lifetime. The purpose of this workbook is to help you to figure out what it is you want to achieve and give you the tools and templates to help you get started on the road to achieving your own Ultimate Goal.

Everyone has dreams, wishes and goals but most people feel they are unobtainable. I believe the word 'unobtainable' is a programmed mindset that you have just accepted as being true. I believe that anyone's goal is achievable if they want it badly enough, but the key is wanting it so badly that you're willing to take the action required to make it a reality. Remember this workbook is only as good as the action you take after you have completed it, or even better, as you are working your way through it.

Success can be whatever it is that you choose it to be, financial, personal, physical, material or you can even want it all, there is no limitation to Your Ultimate Goal.

Success is something that not only makes you happy but it is also the personal satisfaction you feel when you finally reach your own Ultimate Goal.

I believe if you are reading this workbook than you are ready and willing to take action.

Let's not waste anymore time, I know that there is a goal just waiting to be reached and this workbook is here to help get you started.

## Let the Journey Begin....

# How to use this workbook

This workbook includes tips, action steps and examples of how to use the information to help you on your journey to reaching your **Ultimate Goal**.

1. **7 Keys to Success:** there are many key traits that successful people have I have listed 7 which I believe are a great place to start. Learn these traits and use them to keep you focused on achieving your desired outcome.
2. **Ultimate Goal:** creating Success is like a Road Map because people use road maps to get to their desired destination. Becoming successful is no different. You need to have a destination 'Your Ultimate Goal'. Once you know what that is, then the rest of this workbook helps you plot the road map each step of the way enabling you to get to your Ultimate Destination quicker.
3. **Your Why:** If you are to succeed in life, never give up until you have achieved whatever it is you want to achieve. Your Why is the driving force behind your success. Most successful people, who have reached their desired outcome, have said "The stronger 'Your Why' the stronger the determination is to succeed". The people who succeed in achieving their Ultimate Goal (and everyone's goal is different), always have an underlying 'Why'. The stronger the 'Why' the better chance you have of achieving your Ultimate Goal.
4. **Your Success Mindset:** Your mind is a very powerful tool. It creates your thoughts, that become your ideas, that creates your opportunities, which in turn becomes your success stories (those that don't become success stories lost their focus along the way). It is with this powerful tool that your success journey begins. Your Mindset is the key that starts the car on the road to your Ultimate Goal. Without it you are unlikely to succeed and if you do than it is unlikely to last. Because if your Mindset is not heading in the same direction as your Ultimate Goal you will have trouble arriving at your destination or, if you do arrive you will find it very hard to stay there.

**This is the most important part of creating Success that you will ever learn!**

5. **Setting Your Goals:** Goal setting is a great way to set yourself step by step targets to achieve. The purpose of these targets is to keep you focused on your desired outcome and to guide you in the right direction towards your Ultimate Goal. In this section we will provide you with tips, templates and tools to help you plot your own personal goals helping you stay focused and on track. Goals may change along the way and that is okay as long as they keep you headed in the right direction.
6. **Your Action Plan Templates:** As we said at the beginning of this workbook, knowledge without action creates educated underachievers. You cannot move closer towards your Ultimate Goal if you do not take action. No one is going to do it for you. In this section we give you templates, tools and tips to help you create step by step action plans working closely with your goals. It is like creating your own personal business plan with performance reviews along the way.
7. **Success Tips:** Some success tips and words of wisdom that I have learnt from other successful people that I hope will inspire you to keep going until you reach your Ultimate Goal
8. **3 Daily Positives - Worksheets and more:** It is important to recognise the positives, achievements and outcomes of each day. These worksheets are a great tool to use to finish off your day, keep on track and recognise your progress.

“The secret of making something work in your life  
is first of all,  
the deep desire to make it work,  
then the faith and belief that it can work,  
then to hold that clear definite vision in your consciousness  
and see it working out step by step,  
without one thought of doubt or disbelief”.

Eileen Caddy

# 7 Keys To Success

“The best people to listen to are those who have already  
been successful accomplishing  
exactly what you are seeking to accomplish”

Brian Koslow

**1. Creating positive habits:** Habits can move you either closer or further from your goals. It is important to focus on positive habits and be able to notice when a habit is not helping you achieve your goals. **Take note daily, and ask yourself ‘are these habits on the right path to helping me achieve my goals’?**

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**2. Confidence:** Confidence makes life fun, cheerful and happy. Confidence includes **happiness, optimism, motivation and drive** and is a state of mind that you choose. It is a proven fact that **those with high levels of optimism and confidence are happier, healthier and more successful.** Confidence is about learning from your mistakes and having a go, and creating your own future. Focus on the positives in each situation because there is always a solution, you just have to have the confidence that you will find it.

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**3. Self-Discipline:** Without self-discipline, you lose focus, drive and find it hard to finish the goals you have set yourself to achieve. Self discipline soon becomes positive habits making it easier to get to where you want to go in life. There is a strong connection between **success, positive habits, confidence and self discipline** in achieving your **Ultimate Goal.**

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**4. Learning and Personal Development:** In life one never stops learning. **Every opportunity, situation and introduction is an opportunity to learn something new.** It is important to commit yourself, and be open to the teaching opportunities that present themselves to you on a daily basis. Whether it is a book, course, seminar or discussion group, make the effort to participate, share and grow.

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**5. You Are What You Think:** What you think about most becomes your reality **Successful people know what they want, they focus on it, truly believe it will happen and then create goals and targets and opportunities to make it happen.** It is all about having the right mindset. Are you focusing on what you want in your life?

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**6. Goals: Successful people set themselves clear and measurable goals** to make their dreams become a reality. They are open to all opportunities and understand that their goals and action plans may change as their life unfolds. As long as you are clear about what you **DO** want to achieve, you will find the opportunities will present themselves to you. Goals are a great way to keep you focused on the end result.

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**7. Take Action: Successful people think and act quickly making informed decisions so as not to miss out on fantastic opportunities.** Be open to new ideas, change, technology and situations and/or opportunities that come your way. Seize the day and have a go, don't spend your life wondering what might have been.

# You are Your Outcome

It is not rocket science. What you put in, the actions you take, the dedication and perseverance towards your goals will determine your end result each and every time.

## Create Your Own Personal KPI's

Every job I have ever had there's been some form of Performance Review or Key Performance Indicators (personal goals) that would enhance my business career and also benefit the companies bottom line. Your Ultimate Goal is no different except the only person who benefits from the outcome is YOU!

So there is no excuse for not being able to do this as I can guarantee that 90% of you are already setting and achieving goals, KPI's or action plans already only for the benefit of someone else. Why not reap the rewards yourself....

This workbook is here to help you:

- Create your own personal KPI's (goals that will benefit you and your life)
- Think about why you want to achieve these goals (your WHY)
- Figure out which one is the most important to you, (your Ultimate Goal)
- Create Action Plans and To Do Lists to follow and help you to stay focused
- Create the right 'can do' mindset. If the mind isn't working alongside the actions, chances are you will not succeed
- Monitor your progress – tweak your goals, add new ones and stay focused
- Reward your milestones – succeeding is hard work when you do reach a milestone reward your efforts as you deserve it
- Keep going until you succeed at your 5 personal goals or even better your Ultimate Goal

Now if you don't currently have an Ultimate Goal but you do have 3-5 smaller goals in different areas of your life that you would like to achieve, then that is the ones that you choose. Your goals are what are important to you, the things that you are passionate about achieving. The more passionate and determined you are the more chance you have of success.

And just like your performance review, every month do your own personal performance review. See how you are tracking, add more goals if you have completed your set tasks and really reward yourself when you successfully achieve one because sticking to a goal and achieving it is hard work and you deserve to be rewarded for succeeding.

Some people find it easier to do it with someone else, like a buddy system. Maybe you can get a friend to do monthly reviews with you to help you stay focused, on track and motivated to keep going. Remember **YOU are YOUR OUTCOME.**

# U ltimate Goal

“A goal is created three times.  
First as a mental picture  
Second, when written down to add clarity  
and dimension  
And third, when you take action towards its achievement”  
Gary Blair

# What is your Ultimate Goal?

It is that idea, dream, hope, absolute must have goal that would change your life forever. That is your Ultimate Goal.

Your Ultimate Goal is very much connected to your 'Why' which deep down you already know what it is. Your Why will be the reason that your 'Ultimate Goal' will be achieved. It is very important to understand that your Ultimate Goal must be something YOU want, not that someone else would like you to achieve. This is about YOU and what YOU want to achieve.

If you do not OWN your Goal than you are not likely to achieve your goal. It is YOUR Ultimate Dream, Passion, One in a Million Opportunity that you are striving for. If YOU OWN your dream, than only YOU are responsible for achieving it. Blame is a wasted past time. If something does not happen in your life it is YOUR responsibility. The sooner you take responsibility for YOUR outcomes the sooner your life will start to change.

Remember: There is no such thing as an impossible goal. Everything is achievable, you just have to figure out what is required and take steps to make it a reality. This workbook will help you through this process as long as you take the action required.

Most people find the big picture overwhelming and do not know where to begin which is when most people give up and never get started. This is where your **WHY** helps you to keep going. Once you break your Ultimate Goal into small bite size steps the tasks do not seem so hard and you start to realise that it is actually achievable.

Now that you understand what your Ultimate Goal is, let's create a list of your dreams, passions and desires and rank them in order of importance to you. Slowly you will see that one goal outshines all the others as the most important goal that you would like to achieve in your lifetime. This will be your Ultimate Goal. Use the table on the next page to list and rank your goals. Below are some tips to help you think about what it is you really want to achieve.

- Does this goal excite you?
- It is something that you dream of or think about constantly?
- Is it something that you are passionate about?
- Is this something YOU want or is it something someone else wants for you?
- Is it something you are prepared to take action until it becomes a reality?

# SMART Goals

When you set your goals, think of the word, “SMART.” You should have SMART goals. That is, your goals should be:

- **S**pecific,
- **M**easurable,
- **A**ttainable,
- **R**ealistic, and
- **T**ime-bound

It is important for your goals to be **Specific**, so you will know exactly what you’re shooting for. Your goal should be clearly defined and identified so you not only know what you are trying to accomplish, you’ll also know when you achieve it.

Whatever your goal, there should be no doubt about what you wish to accomplish.

Your goals should be **Measurable**. That is, there should be a system, or method of determining how you are progressing in your efforts for attainment. By clearly defining your goals as discussed in the previous step, you will be more able to measure them. It’s important for you to be able to see your current status, as well as progression towards your goals.

Next, your goals should be **Attainable**. If your goal is too high... if there’s no hope for you to reach it, it won’t take long for you to become discouraged, and you will either lose concentration and the drive necessary to pursue your goal, or you will abandon it altogether. Your goal should be something you can reach with just a little extra effort.

Most importantly they must be **Realistic**. If your goal isn’t realistic, that is, if it’s not something within your realm of achievement, it’s just a matter of time before you’ll become frustrated and give up. And that can have a negative effect on you as you begin to think of yourself as a failure, or not being good at setting goals.

Then, because of your negative image of yourself relative to setting goals, you will likely give up setting goals in the future. It’s a self-feeding mechanism.

The key to being good at setting and achieving goals is to be realistic in your expectations. Set attainable and realistic goals that can be reached with a small amount of effort.

That builds a success image, and enhances your self confidence in a positive way. Then, the next time, set a little higher goal. Not much higher, just a little higher. Again, one that you know you can achieve. And that adds on to, and builds your confidence, that much more.

The next step is to make your goals, **Time-bound**. That is, you should set a time limit for their attainment. This helps you keep on target, not be distracted, and encourages you to complete something you’ve started. Not only will this help you to realize success at a pre-designated time, but you will enhance your self image by accomplishing your goal.

Let’s get **SMART** today.

# Ultimate Goal List

Using the tips from the previous page, list up to 5 of your goals in no particular order and then rank them in order of importance to you (remember we are looking for your **Ultimate Goal**, that life changing, deep desire you've always dreamt of achieving, but always thought was beyond your reach). You can use this same process to list your smaller goals that you would also like to achieve using the action plan templates, but for this purpose we are looking for **Your Ultimate Life Changing Goal**.

As you list your goals also think about your underlying **WHY**. **Why is it so important to you** to achieve this goal? This will help you in the next section. It will also help you to decide which of the goals listed below is **Your Ultimate Goal**. The one that is the most important to you, the one that will change your life, the one that you are the most passionate and excited about achieving. That will be **Your Ultimate Goal**.

Goal	Ranking of Importance to You
1.	
2.	
3.	
4.	
5.	

My Ultimate Goal is:

# Y our Why!

“Do not dare to live without some clear intention toward  
which your living shall be bent.  
Mean to be something with all your might.”  
Phillips Brooks

## My Why:

Before you fill in **Your Why** remember this is the most important part of this whole process, I want you to really think about it. Below I want you to make a list of why achieving this goal would really change your life. **Think about how long you have wanted to achieve this goal, why achieving it is so important to you, how will it affect you, your family, your friends, your lifestyle.** Once you have thought about this, and listed them below, then I want you to write your **Ultimate Goal** and **Your Why** on the next page. Once you have done this I want you to place it somewhere that you will look at it every day. Because this one page will be the key to you taking action, staying focused and ultimately achieving your desired outcome. I don't care if you print it off 20 times and have it plastered all around your house, in your car, at work, in the shower, on the fridge, on the back of the toilet door. I want you to think about it every waking minute as this will form part of **your mindset and focus**, two major key elements to **Your Success**.

## Why I want to achieve this goal:

### Why do I want to achieve this Ultimate Goal?

**Example:** I want to purchase my 4 bedroom home in the next 12 mths so as to have a stable environment where my son can grow up, make friends, have his own puppy and live the lifestyle of every child's dream. ( My **Why** is my son and my dream of owning my own home. Because I want this so badly, and because I am prepared to do whatever it takes to achieve this Ultimate Goal, I know I will succeed. My **Why** is so strong that I will remain focused on the outcome).

1.

2.

3.

My Ultimate Goal is:

My Why:

Success Achieved By : \_\_\_/\_\_\_/\_\_\_

Signed : \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Reward: \_\_\_\_\_

# **Y**our Success Mindset

“Whatever the mind of man can conceive and believe,  
it can achieve.”  
Napoleon Hill

Everyone has a choice in life, they can go through their lives being the victim, always blaming others for their misfortunes and always complaining about how bad their current reality is. Or

They can be **smart** and understand that the only person who is responsible for their current reality is themselves. And **the only person who can change their current reality is them!**

I hear stories every day about people who inspire me. They have lost a limb, lost their partner, lost their homes or have just been diagnosed with cancer. These are the people who really have things to complain about. But these are the people who stand up and just get on with it. They understand blame is not going to give them a quality of life, or change their situation, they just decide to challenge themselves, set themselves targets and they just do it. That is what I call having a “**great success mindset**”. And these people succeed in life, because they never give up. Just one step at a time, target by target until they reach their **Ultimate Goal**.

3 days before Christmas, 3 years ago my sister lost her husband in a car accident. He walked out the door, said “be home in half an hour” and never came back. He left her with a 10mth old baby, no life insurance and a business that she had no idea how to run. Lucky for my sister she already had a ‘**can do**’ mindset and although it was hard, and at times she just wanted to give up, she never did.

My sister inspires me. 3 years on and she has turned that business around and is running it more successfully than before the accident. She is creating a place to help kids get off the street and she has just bought a place for her and her beautiful daughter to call home. Her “**Why**” is the happiness of her baby girl and keeping her husband’s dream alive. **Now how could you not succeed!** I am very proud of her, but I also know that it was hard work. The key message here is **she never gave up** on her **Ultimate Goal** and now she is seeing the **Success** she rightly deserves.

You do not have to face adversity to reach your own personal goals. You just have to have the **desire, want and belief** in yourself that you can do it. Once you have that it is just a matter of setting yourself action steps to get you where you want to go.

It took me a long time to figure out that **it is far quicker to become successful learning from those who are already where I want to be.**

## **Biggest Tip Ever**

**Find a MENTOR (even if you just volunteer your time and Learn from them)!**

## Your Current Mindset:

Changing the way you think takes time. It does not happen overnight, it is like a bad habit, you do not stop straight away but with persistence and the right mindset and attitude things start to change. Further in the book you have a template that will help you to stay focused on being positive by writing **3 Positive** things that happened the day before, then writing **2 Tasks** that you really want to happen each day, plus **1 Daily Rant** (only if required) for when you are feeling a bit grumpy (no one is perfect).

Forward thinking is a great way to progress with the right mindset. If you are forever thinking about how you want things to be, you will find that situations, opportunities and people will arise that will help to make your goals a reality.

Creating a Success Mindset is not hard but it does require persistence and the right attitude. Once you become aware of your 'negative self' and immediately start correcting to your forward thinking, **I can do it, positive attitude**, it'll become second nature.

Plus, most importantly

- people love to be around positive people
- opportunities present themselves to forward thinking people with the right outlook on life and a 'can do' attitude
- you become more open to ideas, people and suggestions that you would have never even contemplated when you were focused on your 'poor me' mindset

## Quick Tips

- Use your 3 Positives and 2 Tasks sheet each day to help change your current mindset
- Put things up around your house, office, bedroom that make you feel motivated, positive and focused eg photo's of that dream house, car, job
- Read 'how to books' on subjects that will help you get closer to your Ultimate Goal eg I am currently reading about 'marketing and copywriting' as it is a business skill that would help me to become more successful in my current business
- Use your 1 Daily Rant when you need to let off steam (no one is perfect, get it off your chest, get over it and then move on with the rest of your day)
- Make sure you have your Ultimate Goal sheet somewhere that you can look at it, when you feel like you are losing momentum, re-read your '**Why**' and refocus
- Most importantly "**smile**" just smile and be happy – and if your not happy do something that will make you happy (grumpy is not good for your complexion 😊)

# Visualise Your Success

Pictures can help you to visualise the kind of life you really want.

It makes it easier to:

- ✓ focus on exactly what you want;
- ✓ think about it every day;
- ✓ create belief, desire and dedication;
- ✓ help keep the momentum till it is a reality

There are many ways to visualise your Ultimate Goal and Smaller Goals. Choose the one that best works for you. Here are some suggestions:

- ✓ Take photos of places or houses you would like to live in, cars you would like to own etc and put them on your computer as a screen saver to look at every day
- ✓ If you do not have a computer, cut out pictures and put them on your fridge so you can look at them every day
- ✓ Laminate your goals and put them up in the shower to read everyday
- ✓ Take photos of what you want for your Ultimate Goal and stick them in your workbook it will help you with your goal and action planning
- ✓ If there is someone you want to become your mentor or your aspire to be eg put a picture of them on your desk/wall and put a label that says me in 2 yrs time

Surround yourself with likeminded people, find mentors that you admire and respect and learn from them. Move into the suburb where you want to buy your dream home, perhaps buy an older model of your dream car or volunteer your time with someone who is living your Ultimate Goal and learn from them.

Visualisation is easy and lots of fun to do it is not about dreaming it is about visually seeing where you want to be, focusing on it, setting goals and taking action in the right direction in order to achieve it.

For me the easiest way to visualise my goals was to have a journal by my bed that I used each night. I had a picture of my dream home on the cover plus photo's of my smaller goals eg a picture of the Street Sign where I wanted to live, a photo of the BMW I wanted to drive and the puppy I wanted for my little boy. Each night I would look at these photos before writing my 3 positives, 2 tasks and sometimes, 1 Rant (I am definitely not perfect). The point I am making is, this is what worked for me because I am a very visual person. Find what works for you, remember this stuff is fun there is no need to overcomplicate anything.

# S

## etting Your Goals

“Great things are done by a series of small things  
brought together.”  
Vincent van Gogh

In this workbook there are 2 Goal Setting Templates. One is for achieving your Ultimate Goal including 5 small goals that will help you to achieve your Ultimate Goal.

The other is for smaller Personal Goal Setting that covers every aspect of your life for those who may not have an Ultimate Goal at this point in time. eg Finance, Family, Health etc

Both templates work the same, you can use both or use the one that best suits what you want to achieve for yourself. Remember it is **YOUR** goals and there is no right or wrong, just whatever it is that will create success for **YOU**.

These templates and tools are here to help you get started, stay focused and get going.

Below are some helpful tips before you start setting your goals.

## Helpful Goal Setting Tips

1. **Write down your Ultimate Goal** from the beginning of this workbook – the Goal that you have wanted to achieve all your life, the one you are most passionate about and determined to achieve
2. **Understand your WHY** What is it that is going to ensure that you reach this Ultimate Goal no matter what hurdles you may face. Write this down underneath your Ultimate Goal on the template provided
3. **Write down 5 small goals that will help you reach your Ultimate Goal.** (We will use these small goals to start your action plan template to help you get started on your way to achieving your Ultimate Goal). There is a sample of how I did mine on the following page
4. **Write down next to each of your 5 small goals what the benefits will be to you achieving this goal** eg I want to work only 4 days per week because that will allow me to spend more time with my family
5. **Write down any obstacles that you foresee hindering your progress** and then write down how you can overcome them eg My boss said there is too much work to let me cut back to 4 days – solution: Ask him if you can start ½ hour earlier and stay back an hour later to overcome this obstacle
6. **Is there any up-skilling, learning** that would help me achieve my goal faster
7. **Is there someone who can Mentor Me or who I can volunteer my services to learn** or who can help me get started
8. **Set a target date for completion** – it is easier to work with an end date in mind
9. **Celebrate and Reward your achievements** along the way to keep you motivated

You will notice below that you are doing a small overview for each of your 5 Goals. The information that you provide under each goal will help you to create action plan to do lists to complete each goal. This is your step by step tasks that you will need to complete to achieve each goal and move onto the next one. Each one of these goals will lead you closer to achieving your Ultimate Goal. Sometimes these goals may change this may be from lack of prior knowledge, learning or a mentor's suggestion. Just keep tweaking and working towards your goals and be open to the opportunities, situations and people that pass along the way until you get your desired outcome.

## Sample Goal Setting Template One Ultimate Goal

<b>Ultimate Goal Details</b>	<b>Target Date</b>
Create a successful online business	June 2008

<b>My Why</b>
Because I want to stay at home with my son till he starts school

<b>Ultimate Reward on Completion</b>
Take my family on a 4 week overseas holiday

<b>Small Goal Details (create up to 5 small goals)</b>	
<b>Goal 1:</b>	Research viable options to sell online
<b>Benefit:</b>	I will know that there is a demand for what I want to sell online which I must know in order to achieve my Ultimate Goal
<b>Obstacles:</b>	Finding the time to do the research 2 days per week
<b>Solution:</b>	Ask my husband 2 help out so that I can spend more time doing the required research to get to my next goal
<b>Upskilling:</b>	Download information from the internet on how to find a niche market for selling products online.
<b>Mentor:</b>	Join social networks for internet marketing and find out and learn from those who are already selling online
<b>Complete:</b>	30 January 2008
<b>Reward:</b>	Go out to dinner

# Sample Goal Setting Template Two

## Personal Goals

There are 5 key areas in your life. This template allows you to focus on each area and set yourself goals that you would like to achieve in these areas of your life.

There is space for 5 goals once you complete those you can just print off another page and create more. If you do not have 5 for a certain area of your life that is fine you can add more later.

These templates are there to get you forward thinking and helping you focus on what you want to achieve or improve in those areas of your life.

You do not have to set goals for all of them if you are quite content with that area of your life. Just focus on the ones that are most important to you and that you wish to set yourself goals.

These templates are just a guide to help you get started.

Goal Details	Target Date	✓
Family/Relationships		
1. Get a puppy for the kids	Dec 2008	
2. Join a networking group	Feb 2008	
3. Go out to dinner with my wife once a fortnight	All year	
4. Do a family activity together every Sunday	All Year	
5. Buy a new family car	March 2008	

Goal Details	Target Date	✓
Career		
1. Finish my degree this year	Dec 2008	
2. Apply for the Manager Position	Feb 2008	
3. Do a course on leadership	June 2008	
4. Ask for a pay rise	Feb 2008	
5. Decrease my hours from 50 to 38 per week	Feb 2008	

# Ultimate Goal Setting Template

<b>Ultimate Goal Details</b>	<b>Target Date</b>
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<b>My Why</b>
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<b>Ultimate Reward on Completion</b>
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## Goal 1

<b>Goal 1:</b>	
<b>Benefit:</b>	
<b>Obstacles:</b>	
<b>Solution:</b>	
<b>Upskilling:</b>	
<b>Mentor:</b>	
<b>Complete:</b>	
<b>Reward:</b>	

## Goal 2

<b>Goal 2:</b>	
<b>Benefit:</b>	
<b>Obstacles:</b>	
<b>Solution:</b>	
<b>Upskilling:</b>	
<b>Mentor:</b>	
<b>Complete:</b>	
<b>Reward:</b>	

## Goal 3

<b>Goal 3:</b>	
<b>Benefit:</b>	
<b>Obstacles:</b>	
<b>Solution:</b>	
<b>Upskilling:</b>	
<b>Mentor:</b>	
<b>Complete:</b>	
<b>Reward:</b>	

## Goal 4

<b>Goal 4:</b>	
<b>Benefit:</b>	
<b>Obstacles:</b>	
<b>Solution:</b>	
<b>Upskilling:</b>	
<b>Mentor:</b>	
<b>Complete:</b>	
<b>Reward:</b>	

## Goal 5

<b>Goal 5:</b>	
<b>Benefit:</b>	
<b>Obstacles:</b>	
<b>Solution:</b>	
<b>Upskilling:</b>	
<b>Mentor:</b>	
<b>Complete:</b>	
<b>Reward:</b>	

# Personal Goals Setting Template

## Family/Relationships

Goal Details	Target Date	✓
1.		
2.		
3.		
4.		
5.		

## Career

Goal Details	Target Date	✓
1.		
2.		
3.		
4.		
5.		

## Finance

Goal Details	Target Date	✓
1.		
2.		
3.		
4.		
5.		

## Health

Goal Details	Target Date	✓
1.		
2.		
3.		
4.		
5.		

## Personal Growth

Goal Details	Target Date	✓
1.		
2.		
3.		
4.		
5.		

## Assets

Goal Details	Target Date	✓
1.		
2.		
3.		
4.		
5.		

# **A**ction Plan, Worksheets and To Do Lists

“At the end of each day, you should play back the tapes of your performance. The results should either applaud you or prod you.”

Jim Rohn

# Action Plans, To Do Lists, Worksheets

There is no right or wrong way to setting goals. People work differently eg

- Some people are more relaxed and might like to set monthly goals
- Some people think weekly goals are easier to achieve and follow without being overwhelming
- Some people are very structured and like operating in a very structured environment where their whole day is diarized with action plans, schedules and To Do Lists

I have included some templates for you to use that may help you to set your goals, create action plans and stay focused on achieving your end result.

These are only a guide. If you have a template that you like to work from or would like to create your own systems that is fine. The whole purpose is to make setting goals a fun, actionable and achievable task that anyone can do.

Set yourself a goal and deadline, decide on the actions that need to be achieved within the timeframe and then set yourself actionable tasks to achieve your desired outcome within the time set.

Below is an example and suggestions for setting your own goals:

- Create **1mth/3mth/6mth & 12mth Goals** (the 12 month is usually your Ultimate Goal). I personally do not like to set goals further than 12 mths as I believe too much unforeseeable things occur that change my direction and desired outcomes along the way.
- Create **Weekly Goals** based on what you need to achieve your 1 mth goals (work backwards it is the easiest way)
- Then use the **Daily To Do Lists** to help achieve your Weekly Goals (anything you do not achieve gets carried over the next day or week until it is completed)
- Each morning use the **Daily Worksheets** for staying focused and in the right mindset – plus getting any gripes off you chest so as to have a positive and productive day

I personally work from home so this system works well for me. I understand a lot of people have a day job or their own business/office. These worksheets can be used in the office as well (see sample of how to incorporate your business tasks into your own personal daily worksheets).

Whatever system you use, as long as it helps you to stay focused, take action and reach your desired goals, it is the right system for you.

Remember, goal achievement is a process – you can't take action just once and hope it works. Most goals will require **consistent effort, specific action steps taken day after day, week after week, month after month!** Identify the things you can do on a regular basis to keep your plans moving forward.

### **Daily actions**

Are usually small to moderate in scale but hold the power of duplication and accumulation. The more you do them, the more effective they become.

### **Weekly actions**

Are usually a bit larger in scale, take a little longer to complete, and involve an element of risk. They are usually the most proactive in the sense that they help you face your fears and push forward determinedly.

### **Monthly actions**

Are things you do to keep yourself on track, like evaluate your progress and readjust your plans if necessary. Monthly actions can also include extra activities not vital to your goals. This can include networking, expanding your market reach, working on your personal development, reading, learning, researching, etc.

### **Good Idea to Have a Plan 'B'**

If you've ever come to a screeching halt with a goal because you encountered a big obstacle, you know the importance of having an alternate plan. As much as we'd like to hope that things will always go according to plan, we know better.

Having a "Plan B" for every step of your journey can save you a lot of time, not to mention frustration!

Don't be hooked completely on the timeline as long as you are moving forward and towards your goal and you are achieving results you are on the right track. If something does not get completed don't feel bad just add it to the next month and be determined to complete it within the next 4 weeks.

There are always unforeseeable changes, setbacks or even changes of direction all together. Just make sure that you are happy, positive and changing your life for the better and your mindset and actions will get you there in the end.

The following templates should help you to get started and on your way to the desired success you have set for yourself.

## 1 Month, 3 Month, 6 Month and 12 month Action Plans

Using the Goals Section of this workbook you can create action plans for the goals that you have set for yourself. Below are the instructions and a sample on how to best use the action plan templates:

Mth	Goals	Due Date
12 mth Goal (Ultimate Goal)	To Own My Own House	Dec 08
6 mth Goal	To Have The Deposit saved and loan approved	Jun 08
3 mth Goal	To Start looking for houses and streets I want to live	Mar 08
1 mth Goal	To start applying for home loans	Jan 08

Create month by month action plans working backwards and anything that does not get achieved in that month carries over to the next month until it is completed. (see example below)

### 1 mth Goal: Start Applying for Home Loans

Week	Actions
Week 1	Get online and do my research for home loans available
Week 2	Get all my paperwork together to meet loan requirements
Week 3	Start ringing home loan providers and pick preferred 3
Week 4	Haggle to see which provides the best deal and put in application
Notes:	

Use the templates on the following pages to give yourself detailed weekly and daily tasks and also the daily positives sheets to start each day. By looking at the bigger picture and then breaking each goal into bite size actionable chunks and setting yourself weekly and daily tasks you will be amazed at how quickly you start achieving the goals that you have set yourself

You will also find that you use these techniques for everyday tasks because it is so much easier to organize your life and your day without any stress.

## 1 Month, 3 Month, 6 Month and 12 month Action Plans

Use your Goal Sheet to help fill in your Ultimate Goals or Small Goals

Insert your Goals below If you want to cover more than one goal at a time then print off the template for each of your goals. I highly recommend not doing too many at a time unless they are small goals as you will become overwhelmed and find you are not achieving your set tasks. Better to do one well then lots not so well.

Mth	Goals	Due Date
12 mth Goal (Ultimate Goal)		
6 mth Goal		
3 mth Goal		
1 mth Goal		

### 1 mth Goal:

Week	Actions
Week 1	
Week 2	
Week 3	
Week 4	
Notes:	

### 2nd mth:

Week	Actions
Week 1	
Week 2	
Week 3	
Week 4	
Notes:	

### 3rd mth Goal:

Week	Actions
Week 1	
Week 2	
Week 3	
Week 4	
Notes:	

### 4th mth

Week	Actions
Week 1	
Week 2	
Week 3	
Week 4	
Notes:	

### 5 mth

Week	Actions
Week 1	
Week 2	
Week 3	
Week 4	
Notes:	

### 6 mth Goal:

Week	Actions
Week 1	
Week 2	
Week 3	
Week 4	
Notes:	

### 7 mth

Week	Actions
Week 1	
Week 2	
Week 3	
Week 4	
Notes:	

### 8 mth

Week	Actions
Week 1	
Week 2	
Week 3	
Week 4	
Notes:	

### 9 mth

Week	Actions
Week 1	
Week 2	
Week 3	
Week 4	
Notes:	

### 10 mth

Week	Actions
Week 1	
Week 2	
Week 3	
Week 4	
Notes:	



# Weekly To Do List

If you prefer to set weekly instead of daily tasks use this template.

Week 1	Task	✓
1		
2		
3		
4		
5		
Week 2		
1		
2		
3		
4		
5		
Week 3		
1		
2		
3		
4		
5		
Week 4		
1		
2		
3		
4		
5		
Plan B if required:		

## Sample Daily To Do List

Date:

Goal: To Market my business on the Internet and increase my daily visitors to my website by 30 people per day by the end of the week.

No./Time	Task	✓
1.	Write 3 articles	
2.	Distribute those articles to free articles websites	
3.	Create a squidoo page	
4.	Do an article on some social networks like adsense	
5.	Create a blog and start writing articles about my products	
6.	Ensure my meta tags and keywords are the best ones for my topic	

Whatever you don't complete each day add to your next day's to do list unless you believe the task is not necessary. Don't give yourself too many daily tasks because then you may not achieve them. I tend to stick to 3 key tasks each day and 10 tasks each week to work towards your main goals.

You can also use this daily task sheet to incorporate tasks that are not associated with your goals as long as they are included in your daily tasks. Some people feel that they cannot include them in their daily tasks due to work commitments so you may wish to put times next to your tasks so you know when you are going to complete them. eg If your Goal was to lose 5 kg and your daily tasks included different forms of exercise and eating changes you may wish to incorporate this as part of your working day (see example below)

No./Time	Task	✓
7.30am	Go for a walk for 20 mins (personal task)	
8.00am	Have 1 tall glass of water before work (personal task)	
8.30 am	Start my day (work time)	
	Insert your daily tasks for your job and then include your goals as well	
12.00	Go for a walk at lunch time and buy a salad (personal task)	
1.00pm	Have another tall glass of water make sure to walk up and down the stairs when going between floors (personal task)	
Note: People who have outlook at work can use their diary to insert their daily tasks so that they pop up and remind them during working hours.		

# Daily To Do List

Date:

Goal:

No./Time	Task	✓

Goal:

No./Time	Task	✓

# Sample Daily Worksheets

- **Daily Rant:** use this space to get things off your chest before you start each day. If you have had a fabulous day then you will not need to fill this in but if you have had a bad day (and we all do) Use this section to get it off your chest and then move on with the rest of your day.
- **3 Daily Positives:** use this to write down 3 positives from the previous day. This helps you to stay in the right frame of mind and recognise what you achieved the previous day.
- **2 DailyTasks:** set yourself 2 personal daily tasks that you want to achieve each day – these sometimes follow through into your daily positives the next day if you achieved what you set out to do. It helps with your forward thinking and planning for each day.
- **Print off as many as you need.** If you don't wish to set yourself daily tasks but prefer weekly tasks you can use the weekly template instead.

Daily Rant::

My Manager made me stay back till 8.00 last night and I am really tired and I was unable to complete my tasks for yesterday.

---

### 3 Daily Positives: (There is space for a couple more if you have a great day)

- 
1. I really enjoyed my 20 min run this morning

---

  2. I managed to get 2 of my 4 tasks done

---

  3. I got a phone call from a client who loved my work - YEEEEAH

---

  - 4.

---

  - 5.

---

### 2 Daily Tasks: (If you want to add a couple more feel free)

- 
1. Finish yesterdays 2 tasks

---

  2. Send out some flyers about my graphic design specials

---

  3. Leave work early and go for a run

---

  - 4.
-

# Daily Worksheets

Date:

Daily Rant:

---

**3 Daily Positives: (There is space for a couple more if you have a great day)**

1.

2.

3.

4.

5.

---

**2 Daily Tasks: (If you want to add a couple more feel free)**

1.

2.

3.

4.

---

Notes:

# Weekly Worksheets

Date:

Weekly Rant:

---

## Weekly Positives:

1.

2.

3.

4.

5.

---

## Weekly Tasks:

1.

2.

3.

4.

5.

6.

7.

---

Notes:

# Mindset + Action = Success

## Sample Progress Chart

Depending on when you start, put the first month in the first square and work forward 12 mths

### How to use the Progress Chart

Whether you choose to use ticks in the boxes below or different colours for different tasks or goals it is up to you.

You may wish to write next to your task the timeframe that you have given yourself to complete each task as that will help you to stay on track. This progress chart is the bigger picture. Just to help you with some sort of timeline for the goals and tasks you have set yourself.

I recommend sticking this on a wall with your week by week task sheets to stay on track working towards your goals. You may wish to just focus on one key goal one week so just stick that one up and give yourself daily 'to do' lists until you get to the end of the week. Whatever you don't complete in that week carry it over to the next week.

The main idea is to give yourself deadlines and try and meet those deadlines. But don't get depressed or upset if things don't go to plan as there will be many obstacles, set backs, change of direction and ideas that will change along the way, just work with them and stay focused and the results will happen sooner than you think. And if you need a new template just print another one off and update as you go. (see sample below)

Ultimate Goal : Have a successful online business selling 'How to' downloadable information products

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Do my research by 31 Jan	✓											
Create my business plan 14 Feb		✓										
Create a domain name Jan/Feb	✓											
Build a website 31 Mar												
Create my products 31 April/May												
Market my business June												

# Mindset + Action = Success

## Progress Chart

Ultimate Goal :

Task													

Goal 1:

Task													

# Mindset + Action = Success

Goal 2:

Task												

Goal 3:

Task												

# Mindset + Action = Success

Goal 4:

Task												

Goal 5:

Task												

# 8 Success Tips

“If it’s to be it’s up to Me”

# 8 Success Tips

## to your success and happiness

### 1. Know what you want

Take the time to carefully analyze where you've come from, where you are now and what you want to accomplish in your lifetime. Then set yourself some meaningful goals to help you accomplish your objectives. If you do not know where you want to go, then you will have no idea of how you are going to get there.

Meaningful goals are an essential requirement for success. With goals you have a target to aim for, a purpose for being and a direction to travel. Without Goals it is easy to wander aimlessly getting sidetracked with any little thing that comes along.

---

### 2. Have the ability to remain focused

Many people hesitate to go into business because they think that they lack the talents and abilities necessary to succeed. They look at others who are successful and think that they must have unique talents or capabilities.

The main difference is that the successful person has developed the ability to focus. A person of average intelligence who is focused on a clearly identified and specific goal will consistently outperform the brightest people who are not focused on anything specific.

---

### 3. Determine the price your are willing to pay to become successful

You must determine the price your are prepared to pay to be successful. For everything in life there is a price. And it must be paid for you to realise the rewards. In many instances it takes sacrifice, time, dedication and determination.

---

### 4. Take self responsibility – You are Your Outcome

You are totally responsible for your success. There are no excuses. There may be set-backs or economic downturns, or problems that affect your life. Just remember no matter how dramatic or hard your problems may seem there is always someone out there whose problems are worse and they still manage to pull through and you can do the same.

Remember 'If its to be... it's up to me!'

---

## 8 Success Tips cont...

### 5. **Be Committed**

Make a total commitment to your success. Once you have made the decision to become successful get into it with both feet. Don't let anything hold you back. Make a commitment that you are going to succeed no matter what.

---

### 6. **Be prepared to go the extra mile**

If you are always willing to do more than what you get paid for or were asked to do, the day will come when you get paid more than what you actually do!

---

### 7. **Control and manage your time**

You must master and take control of your time. Time is an expendable commodity. Each one of us has the same 24 hours in each day. When the hours are gone they cannot be replaced. They are gone forever never to be recaptured. You must treat your time as precious and guard it wisely and selfishly. Don't let anyone disrupt you or take it away from you, your focus and your goals. If you are really serious about becoming successful then this is one of the most important and critical areas to defend.

---

### 8. **Be persistent and determined to succeed**

Develop persistence and determination. From time to time you will encounter set-backs or reach plateau where it seems nothing is going right. You just have to make the resolve in advance **that no matter what, you will never give up until you succeed!**

**Wishing You a Lifetime of**

**Health**

**Happiness**

**Prosperity**

**& Success**

# SUCCESS

## IT'S YOUR TURN

