How to Set and Achieve Your Goals Consistently

An Overview!

The Course Overview
It is important to start with the end in mind, so we do not get sidetracked along the way.

The Course Objective
To show you how to live the life you always dreamed of living by setting and achieving the goals that will make it happen.

The Course Objective
It is important to keep in mind that setting and achieving your goals are simply a means to an end.
The Course Objective
If you set and achieve goals that do not move you towards the life you want, it was a waste of time and effort.

The Course Objective
The objective of this goal-setting system is NOT to turn you into a highly structured person that just gets things done.

The Course Objective
The objective is to give you the freedom to create the life you want.

The Course Objective
As you go through this course, there will be times you feel overwhelmed, times you seem lost, and times you are frustrated!

Module 1.1
How To Set and Achieve Your Goals Consistently!
This is the Place You Must Start
Learn From Your Past!

"The unexamined life is not worth living” - Plato

Exercise:
Write out a list of both your successes and failures, and any significant events that occurred during the year.

Exercise:
Then ask what you can learn from each one? Given the chance, what would you do differently? Why?

Exercise:
Write out what you learned from that experience. Try to boil the learning down to a one-sentence statement that encapsulates what was learned.
Example:
You realize you have not exercised the way you meant to and you never actually went on the diet you promised you were going to start at the beginning of the next month. Also that you put on 18 extra pounds over the year.

Learning Summary:
In order to maintain the weight and health I want, I must exercise and eat healthy food the majority of the time.

Exercise:
Look at each area of life on your balance wheel and ask yourself if you have an experience in this area that you learned something from this past year?

Exercise:
Ask what you learned? Write out your answer. A great place to write this is in Evernote so you can keep them together.

Exercise:
Did complaining to your spouse change their behavior? Did it improve your relationship?
Exercise:
Summarize what you learned. Look at every part of your life and simply go through the process.

But eventually I came up with seven things I felt I had learned from my experience in the last year.

Exercise:

But eventually I came up with seven things I felt I had learned from my experience in the last year.

Learn From Your Past
To show you how to live the life you always dreamed of living by setting and achieving the goals that will make this happen.

Exercise:

Now next to each learning summary I want you to give it a rating of how much you believe this is a fundamental truth.

Learn From Your Past
To show you how to live the life you always dreamed of living by setting and achieving the goals that will make this happen.
Learn From Your Past

I am here to help you along the way. If you have questions please send them to me and I will try to respond within 24 hours.

Questions?

Please type your questions into the Comments box.

Module 1.2

Tap into Your Full Potential

How to Make this Your Best Year Ever Training Course

Tap Into Your Full Potential

How to Stop Making the Same Mistakes

My Past does not Determine my Future!
Tap Into Your Full Potential

My future is determined by the goals I set and the actions I take, starting now!

Question to Answer!

What do you think you are truly capable of accomplishing if you tapped into your full potential?

Action Step:

Write out a list of what you truly believe you are capable of accomplishing in the next year if you had the right support?

Action Step:

Write out what you truly believe you are capable of for each area of your life from your balance wheel.

Action Step:

Stop Right Now and Do this Action Step: Don’t watch to any more until you are done with each area of your life.
**Action Step:**
Stop Right Now and Go Do this Action Step: When you are done. Email your work, just so I know you really did it. I want to hold you accountable so you get the results you want.

**Tap Into Your Full Potential**
How long have you had the potential to accomplish all the things you have written down?

**Tap Into Your Full Potential**
How long do you think you have had the potential to accomplish all the things you believe you are capable of achieving?

**Action Step**
For each area that you have more potential, write out a list of everything that you believe is stopping you from tapping into your full potential.

**Action Step**
Stop do the exercise and email your work. Don’t skip the step. You have to do the work if you want the results.
Tap Into Your Full Potential
Look at the items that you feel are holding you back. Those are your limiting beliefs, that are holding you back.

Tap Into Your Full Potential
Ask Yourself. Are you willing to give up, or at least reconsider these beliefs and the cynicism and self doubt that come with them.

Tap Into Your Full Potential
The first step to tap into your full potential is to accept total responsibility for everything in your life.

Tap Into Your Full Potential
The second key to tapping into your full potential is to remember is that you have more talent and ability than you think you do.

Tap Into Your Full Potential
Most people fail to tap into their full potential because they have a decent life.
Tap Into Your Full Potential
You have to give yourself permission to dream. Suspend disbelief. Self doubt is the biggest roadblock to tapping into your full potential. You have to move outside your mental boundaries.

Tap Into Your Full Potential
You must believe in yourself and tap into your special talents — you will find you have gifts to be opened and enjoyed.

Tap Into Your Full Potential
If you want to accelerate your rate of achievement rapidly, you must search out and vigorously employ new behaviors.

Tap Into Your Full Potential
Understand that struggle gives you strength. Failure is a resource that helps you find what you need to learn.

Tap Into Your Full Potential
You must start with a crystal clear vision of what you want. Only as you are moving towards goal will the solutions on how to get their reveal themselves.
Tap Into Your Full Potential
Stay focused on what you want and why you want it. You must find the “why” that lights the fire in your heart. That is the secret to achieving your goals and living the life of your dreams.

Tap Into Your Full Potential
I am here to help you along the way. If you have questions please send them to me and I will try to respond within 24 hours.

Questions
Please Type Your Questions into the comments box

Module 1.3
A Powerful Goal-Setting Process

The Goal-Setting Process
How to Stop Making the Same Mistakes
The Goal-Setting Process
Setting your goals is one of the most powerful things you can do if you are serious about creating the life of your dreams.

The Goal-Setting Process
Set aside a block of at least four hours to work on setting and clarifying your goals.

The Goal-Setting Process
Start with the end in mind. Imagine it was five years from now. Write out a description of exactly how you would love your life to be.

The First Rule of Goal Setting
A goal must be specific, tangible, and have a time frame for its accomplishment.

The Goal-Setting Process
Stop and do not go further until you have a five-year description for each area of your life.
The Goal-Setting Process
For each thing you have written down, answer why do you want this? What would having it in your life mean to you? How would having it make you feel?

The Goal-Setting Process
1. What are you willing to do in order to accomplish each specific goal?
2. What are you willing to give up in your life right now that you know is not moving you towards your goal.

The Goal-Setting Process
Stop the video now and go write out your list of what you are willing to do and what you are willing to give up to accomplish each of your goals.

The Goal-Setting Process
I know this one is not exactly fun, but it will help you accomplish your goals.

The Goal-Setting Process
Do you believe the long-term outcome or reward is worth the immediate effort and sacrifice?
The Goal-Setting Process
To have goals that drive you, you have to believe the joy of achieving your goals is worth the price you have to pay now in time and effort.

The Goal-Setting Process
The final step is to turn your vision of your ideal life into your goals.

The Goal-Setting Process
Write out both long and short-term goals for each area of your life.

The Goal-Setting Process
1. Every goal must be specific. (tangible)
2. Each goal must have a deadline for its accomplishment
3. For each goal write out why that goal is important to you

The Goal-Setting Process
It will inspire me if you send me your list of goals, the timeframes you have set to achieve them, and why they are important to you.
The Goal-Setting Process
I am here to help you along the way. If you have questions, please send them to me and I will try to respond within 24 hours.

Questions?
Please type your questions into the Comments box.

How to Set and Achieve Your Goals Consistently!

Module 1.4
Turning Your Goals Into a Game Plan

This is What Turns Goals Into Reality

Turn Your Goals Into a Game Plan
Game Plans turn your goals into action steps that allow you to make manageable and regular progress towards your goals.
Turn Your Goals Into a Game Plan

To create a game plan, you simply have to break your goals down into small action steps.

Key Insight: You don’t have to know or even understand every step you need to take to accomplish your goal.

Key Insight: All you need to figure out is what the next two to five action steps are that you think you need to take.

Use a spreadsheet to list your goals. Then, list the next action items. For each action item, give it a due date.

Creating a visual game plan that is very powerful at helping you accomplish your goals.
**Turn Your Goals Into a Game Plan**

If you want to get feedback from someone you respect, it is so much more powerful to show them your game plan.

**Turn Your Goals Into a Game Plan**

I have found it’s easy to stop problems in a game plan and fix them.

**Turn Your Goals Into a Game Plan**

It is impossible to fix a conversation. Don’t allow accomplishing your goals to just be thoughts and conversations. Create a game plan.

**Turn Your Goals Into a Game Plan**

Don’t over plan or plan so far out ahead that you are guessing about a lot of things.
Turn Your Goals Into a Game Plan

How to figure out solutions for the problems you don’t have any answers for.

3-Step Problem Solving Formula

1. What can I read, research, and learn about the problem?

2. What can I try? How can I test what I have learned to see if it is true?

3. Who can I ask? Make sure you do steps one and two before you ask an expert or someone you trust.

3-Step Problem Solving Formula

1. What can I read?
2. What can I try?
3. Who can I ask?
Turn Your Goals Into a Game Plan

As you are setting up your game plan, at times it will feel overwhelming.

This is true for everyone. It is normal.

Set aside four hours a month to update your game plan.

Set aside two hours a month to plan the month ahead in a general way.

Set aside 45-90 minutes each week to plan the week ahead in a fairly detailed way. Build in the unexpected.
Turn Your Goals Into a Game Plan
Set aside 45-90 minutes each week to plan the week ahead in a fairly detailed way. Build in the unexpected.

Turn Your Goals Into a Game Plan
Set aside 20 minutes each day to plan your day so you can get the most out of it.

Questions?
Please type your questions into the Comments box

Module 1.5
Taking Action: Setting Yourself Up for Success

How To Set and Achieve Your Goals Consistently!
Taking Action: Setting Yourself Up for Success

How To Set and Achieve Your Goals Consistently!
Keeping Your Goals in Front of You
3-Keys to Goal Accomplishment

1. You must think about your goals every day
2. You must make regular progress toward your goals
3. You must have a support system outside yourself

Setting Yourself Up for Success

Write a one-page letter outlining precisely what you want your life to look like. Give yourself a clear description of the outcome you want to create.

Setting Yourself Up for Success

Write your letter in present tense, as if it was a present reality. Make sure it is filled with words that resonate with you emotionally. Reading this letter should always make you feel good.

Setting Yourself Up for Success

Cut out 5 to 10 pictures that visually represent what you would have in your life after you have made your Quantum Leap.

Setting Yourself Up for Success

Each day read your letter. Look at the pictures and spend 10 minutes mentally picturing it as if you had already accomplished everything. Mentally create vivid details of how it will feel, taste, smell and look. Make it come alive in your mind.
Setting Yourself Up for Success

Spend five minutes writing down one or more insights, ideas, or action steps that come to mind about accomplishing your goals. Date your notes. During your weekly review, put the action steps into your game plan.

Warning:

Beware of the Negative Nelly’s who are waiting to rain on your parade.

3-Keys to Goal Accomplishment

1. You must think about your goals every day
2. You must make regular progress toward your goals
3. You must have a support system outside yourself

Setting Yourself Up for Success

No matter how big your goal, if you make small, regular steps you will accomplish it.

Setting Yourself Up for Success

Use the Game Plan sheet and complete the daily, weekly, and monthly planning to stay on track.
3-Keys to Goal Accomplishment
1. You must think about your goals every day
2. You must make regular progress toward your goals
3. You must have a support system outside yourself

Setting Yourself Up for Success
Share your goals selectively with people you know are supportive of what you are trying to accomplish.

Setting Yourself Up for Success
Find an accountability partner that you have to report to once a week on your progress.

Setting Yourself Up for Success
If you know someone is going to hold you accountable if you don't get it done, the chances for success go up dramatically.

Setting Yourself Up for Success
Come up with something that will be painful if you fail.
Setting Yourself Up for Success
If you want an reliable partner who holds you accountable, and who you can hold accountable, let me know and we will try and match you up.

Some Personal Advice:
You must learn to be happy with what you have, while you pursue what you want! Enjoy the journey.

Some Personal Advice:
Develop an attitude of gratitude. Focus on all the good in your life.

Questions?
Please type your questions into the Comments box

Thank You!