**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Today’s Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Part 1 - Set the Stage

## My Theme for this Year is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Where do you want to be in 10 years?**

If you've done visioning exercises, now is a great time to review them. So, it's 10 years from now. Think big picture: Where, ideally, do you want to be? Be realistic but also inspired - think POSSIBILITY not probability. Take a moment to really visualize success, what will it will look like, feel like, what might you be hearing, seeing?

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**2. What do you WANT, but don’t have yet?** Anything from financial success to a type or number of projects, promotions, certifications, clients, joint ventures, equipment, employees.

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

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

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

**3. What do you HAVE, but don’t want?** Eg. things that waste time, money, get in the way of business success - anything that adds stress or cost without reward.

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

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

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

**4. What's most important to you in the next year? My Top 3 Priorities are:**

1.

2.

3.

Part 2 - Set your Goals!

**Goals to be completed no later than** \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_ (one year from now)

**6. Identify 5 Secondary Goals - Notes for setting Secondary Goals:**

* These goals are a secondary focus. They may be small things that have been 'niggling' at you for some time, they may be stepping stones to longer-term goals, or they may be large goals in themselves.
* The key here is that they are important enough to you to be worth writing down and working towards.
* These goals must be distinct from the primary 3 goals.
* You must be able to state the goal in one sentence.
* The goals need to be specific, and measurable in some way - with the measure as part of the goal.

**Goal 1:**

**Goal 2:**

**Goal 3:**

**Goal 4:**

**Goal 5:**

## Part 3 - Preparing for Success

**7b. Smash those Obstacles**

What could get in the way? If you were going to sabotage yourself how would you do it?

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**7c. What is the best advice I could give myself to achieve these goals?**

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

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

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**7a. Success Accelerators**

What can I start doing, stop doing, do more or less of that will help me achieve these business goals?

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## Part 4 - Taking Action

**8. So, what ONE thing will you do to get started on EACH goal in the next month?**

Write out just ONE action that you will complete towards EACH goal in the NEXT MONTH. This is the FIRST STEP. Break the action down into a smaller step or action until you can commit 100%. If you want to do more than one action, great, but there must be a minimum of ONE.

GOAL 1 Action \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GOAL 2 Action \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GOAL 3 Action \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**And finally, what ONE action could I take tomorrow?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Part 5 - Support and Commitment

**9. WHO will help & support me? What KEY support do I need?**

Eg. Your personal trainer, coach, a friend, gym-partner, family, a work colleague. Get specific as to how they can support you.

1. Who \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HOW Specifically? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Who \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HOW Specifically? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Who \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HOW Specifically? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. Who will you have to BE to achieve these goals?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11. How likely OUT OF 10 do you feel it is that you will achieve these goals?** \_\_\_\_ / 10

**WHEN your score is 8 or more – you have a plan.**

**12. IF your score is LESS THAN 8 ask**,"What, that I perhaps haven't mentioned yet, might stop me from achieving this goal?" **Then ask**, "What am I prepared to do about it?" **until you reach 8 or more**.

❑  **I am committed to achieving these goals Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_