



THE POWER OF GOALS

WORKBOOK SUPPLEMENT



The Power of Goals Workbook

The theme is TAKE ACTION!

Created by MACsWomen's Group

*This is a supplement to the: [The Power of Goals eBook](#)

How to use this workbook: This workbook was created to help you **TAKE ACTION** to make this your best year yet. Use the following questions to define and clarify your goals and the **ACTIONS** required to make them happen. Keep it simple, **ACTION**able and exciting. There is power in writing, so print this out and let's put pen to paper! No computers, no smart phones, just you, your workbook and your goals. BE AMAZING!

Success is available to all of us. You just have to want it badly enough.

Follow the process and watch it work!

ACTION STEP 1:

RE-DISCOVER YOUR MOTIVATION

In business and in life there are high points and not-so-high points. Your first action step is to rediscover your motivation. Think of all your accomplishments, those moments you are proud of and then those that you don't want to repeat.



Use these questions to guide you:

1. What accomplishments are you most proud in your personal life and/or in business?

2. What does it feel like to think of those times, list your feelings (i.e. confident, happy, fearlessness..)

3. What unfinished business / project do you want to resolve and when will you do it? (i.e. lingering relationships, apologies, goals yet to achieve)

4. When were you most excited about life? What were you doing? Who were you with?

5. What new dream for yourself did you achieve during this exciting time?

6. What is your motivation, your why?



ACTION STEP 2

CREATE GOALS THAT EMPOWER YOU!

Make a list of goals that empower you! List the core areas of your life where you want to get results. Examples include: Health, Continued Learning, Helping Others, Marriage, Business. Use creative names when making your list. The more creative you can get with your naming, the more committed you'll be (i.e. Expand the Mind instead of Continued Learning). Anything goes. Don't list any more than 8 (ideally fewer).

The point here is to nail the areas in your life that matter and have fun with it. Also, check to be sure these are goals you really want – no shoulds, obligations, or have tos.

Areas of Attention

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.



Action Step 3

Define Habits You want to adopt

Before we start thinking through our massive goals, it's good to start with general themes of improvement or change you want to work on. Habits you want to adopt. These differ from goals in the sense that goals are things you eventually accomplish or check off your list. Habits are things you want to adopt as a part of your life going forward. Some examples of habits I've focused on include: being early, scheduling less, slowing down, spending less time on email, simplifying/decluttering, single-tasking or getting more sleep.

Try focusing on a max of one new habit at a time (ideally no more than one a month). If we do that one thing for a month straight, it will likely become a part of our routine. The good news is that for the super ambitious, this still allows for 12 new habits a year!

List up to 12 habits or resolutions you'd like to focus on for the Year:

Habits and Resolutions:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.



Action Step 4

Create a Core Goal in each area

Now it's time to think big. These don't have to be massive, just have to be meaningful to you. It's not necessary to pick something for every single category but I encourage you to do so or else we're at the risk of sacrificing parts of our life that matter. Balance is key.

List 1-3 goals per Area of Attention:

Area One:

- 1.
- 2.
- 3.

Area Two:

- 1.
- 2.
- 3.

Area Three:

- 1.
- 2.
- 3.

Area Four:

- 1.
- 2.
- 3.

Area Five:

- 1.
- 2.
- 3.

Area Six:

- 1.
- 2.
- 3.

Area Seven:

- 1.
- 2.
- 3.

Area Eight:

- 1.
- 2.
- 3.



Action Step 5

Get Specific - Define what you really want

It's not enough to say, "I want to be healthier" or "I want to make more money". They must be quantifiable and measurable. And you need to be in control of whether they happen. For example: You can control what you eat and how often you exercise, which usually leads to losing the weight. Define what you want exactly. You want to write a book, then how many words a day can you commit to?

If you don't know the rules of the game, then how could you ever expect to win?

List the quantifiable outcomes and the specifics of each goal.

<u>Goal:</u>	<u>Quantifiable Outcome & Specifics:</u>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.



Action Step 6

Find a Compelling and Emotional Reason Why

Leverage can come from one of two places. You can focus on the wonderful things you'll experience if you complete your goal (i.e. happiness, personal freedom, finding the love of your life). Or you can focus on the awful things that might happen if you don't (i.e. loneliness, a heart attack, or financial hardship). Positive or negative, discover what will make it an absolute must to accomplish your goal.

What massive reason can you find for making your goal a must? It could be fitting into your wedding dress or being successful at business to fulfill your life's passion. It's your call. Just be sure there is major emotion behind it.

List one WHY for each goal.



<u>Goal:</u>	<u>Leverage—Your massive reason why:</u>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.



Action Step 7

Fill in your baby steps to take

Thinking of a long-term goal as a single item to accomplish can be massively overwhelming. But every goal has all kinds of 5-minute or one-hour tasks leading up to it.

Take each core goal and divide it into 3-5 Minor Steps. Then create 3-5 Baby Steps for each minor step. You may need more or fewer steps depending on the size of your goal. Feel it out.

Goal: Minor Steps: • • • Baby Steps: • • •	Goal: Minor Steps: • • • Baby Steps: • • •	Goal: Minor Steps: • • • Baby Steps: • • •
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Action Step 8

Put them on Your Calendar

Everything we do takes up physical time in our lives. Without putting things on the calendar, it's easy to plan way too much. Too much then leads to overwhelm which leads to the opposite of progress. Not good.

Now look at the goals and habits you've created. Begin to place each into various months. Be conscious of your life. If you know you'll be traveling all of April then don't expect huge results that month. If some of your goals will take the whole year to complete then fill in your Minor tasks in the months where you will take the action.



Goals, Habits and Outcomes by Month:

January	February
March	April
May	June
July	August
September	October
November	December



Action Step 9

Get Some Accountability Partners/Goal Buddies

We tend to keep our word much better with others than with ourselves. Pick at least four people close to you to tell about your goals. Or join a online group / professional organization. They'll be your Accountability Partners/ Goal Buddies. Walk them through your process. Explain why it's so deadly important to you and even give them a copy of your goals and plan (Just photocopy this when complete). Ask for their help.

<u>Accountability Partner ?Goal Buddy:</u>	<u>How they'll keep you accountable (weekly checkups, whip cracking, etc.):</u>
1.	1.
2.	2.
3.	3.
4.	4.



Action Step 11

Review your progress regularly – weekly or at least monthly

To see massive progress you must keep your plans front of mind. Create a routine that allows you to review the progress on a weekly basis. Anything more infrequent than weekly makes it too easy to keep the ideas and dreams just that - ideas and dreams. They become reality when we consistently address them and make small gradual progress. In a year that can become enormous.

Write down when you will review your goals on a routine basis:

Day of Week:

Time of Day:

Action Step 12

TAKE ACTION NOW! – No Matter How Small

Never leave the site of a planning session without taking some ACTION to get you closer to victory. It could be the tiniest thing in the world. Maybe send a short email or make a quick list. Pick something that only takes 5 minutes or less. And do it. Let the momentum build.

Pick one small task for your top few goals that you can do right now to get you closer.

- 1.
- 2.
- 3.
- 4.



TAKE ACTION! Become Your Dreams - Just Implement!

Congratulations! The fact that you've finished this process means you are nearly guaranteed to experience your dreams. As long as you do one thing...

TAKE ACTION! Implement!

Dreams don't become reality by dreaming. That is the very first and simplest step. The magic happens when a consistent process of dedicated ACTION is applied to the things that matter most in your life, no matter how small. Massive hard work is required.

When you get committed on such a level, the sky is literally the limit. That is what has turned the impossible into the possible and is what makes the difference between an Epic Life and an ordinary one.

Everyone can achieve success with a goals and a working ACTION plan!

Here's to you creating your success!





About Us

Motivators and Creators (MACs) Women's Group specializing in connecting women entrepreneurs with a focus on business success and achieving positive results through support, education, growth and celebration. Through empowering meetings, educational resources and celebrative social networking events, MACsWomen's Group provides a productive home for aspiring and professional women with an innate focus on creating supportive and nurturing alliances for women ages 21 and up. As the most progressive women's group in Westchester County, NY, MACs Women's Group is an innovative resource offering a wide range of robust initiatives aimed at creating sustainable growth for you and your business!

