



TURNING IDEAS INTO ACTION

SETTING YOU UP FOR SUCCESS IN 2016

‘If you fail to plan, you are planning to fail’
Benjamin Franklin

WHY ARE GOALS IMPORTANT?

The average person spends more time planning a holiday than planning their lives.....

In the classic Harvard Study of 1979

3% of students had written goals and plans

13% had goals but not in writing

84% had no clear goals at all

10 years later, the 13% who had goals were earning **x2** the amount of those who had no goals

The 3% who had written goals were earning **10x** as much as the other 97% of the class!



TASK ONE - TAKING STOCK

1. List all the highlights of 2015 and what you're grateful for.

Note the achievements, the decisions made, the progress that's occurred. How did you celebrate these milestones?

Take a moment to acknowledge these

A large, light blue rectangular box intended for the user to write their highlights and reflections for the first task.

2. Now look at the stretches – the things that didn't happen, what was put off, what disappointed you and what were the kick up the bum moments. Contemplate the reasons why these things didn't happen

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TASK TWO: – BRAINSTORMING

This task is best done over a nice cup of coffee or wine even and perhaps in your favourite spot in nature. Allow plenty of dreaming and thinking time for each stage.

Brainstorm all the things you want **to do, have or be.**

What characteristics do you wish to have?

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How do you want to feel on a daily basis?

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How are you perceived by others?

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What are you doing on a daily basis?

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What special things would you like to do?

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What would you like to have?

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Where would you like to live?

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Write down absolutely everything, even the things that just pop into your head out of nowhere, or the ones that may seem ridiculous.

This is brainstorming and heart-storming time. Keep going until you have absolutely nothing left. Nothing.

Keep working on this goal list for one or more days. Keep adding things to it that just pop into your head.

You have given your unconscious mind permission to dream and it will keep giving you ideas.



TASK THREE – THE ‘WHY’

Now write down why you want each of the things on your list and Why it is a must.

Make sure you state your purpose in the positive, not the negative and that your reasons are compelling to you and have a positive emotional charge.

Associate into each goal and write about each goal in the first person as if you had to sell it to someone else.

1. What will having, being or doing these things give you?

2. Why is being that person important to you?

3. For what purpose is doing these things meaningful to you?

4. What will having these things give you?

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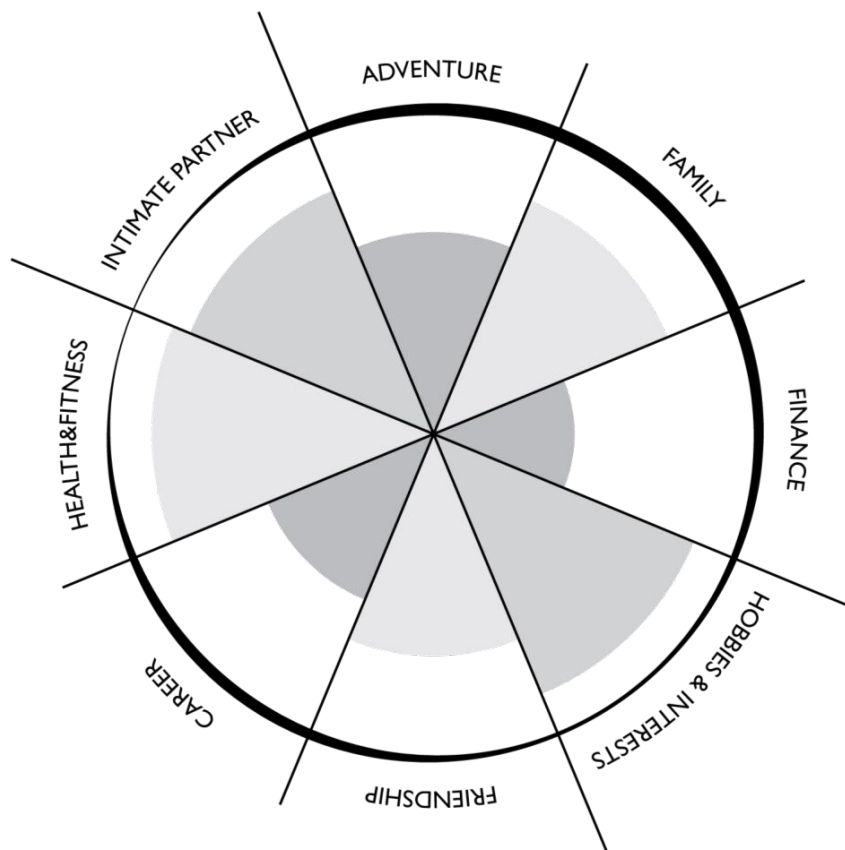
TASK FOUR – WHEEL OF LIFE - A SENSE OF BALANCE IN YOUR LIFE

What are the most important areas of your life?

A good place to start is with the Wheel of Life. The Wheel of Life is a simple yet effective tool for self-assessment.

It shows what are the areas in your life that currently receive your time priority - Are they the ones that are also most important to you?

Here's an example of a Wheel of Life

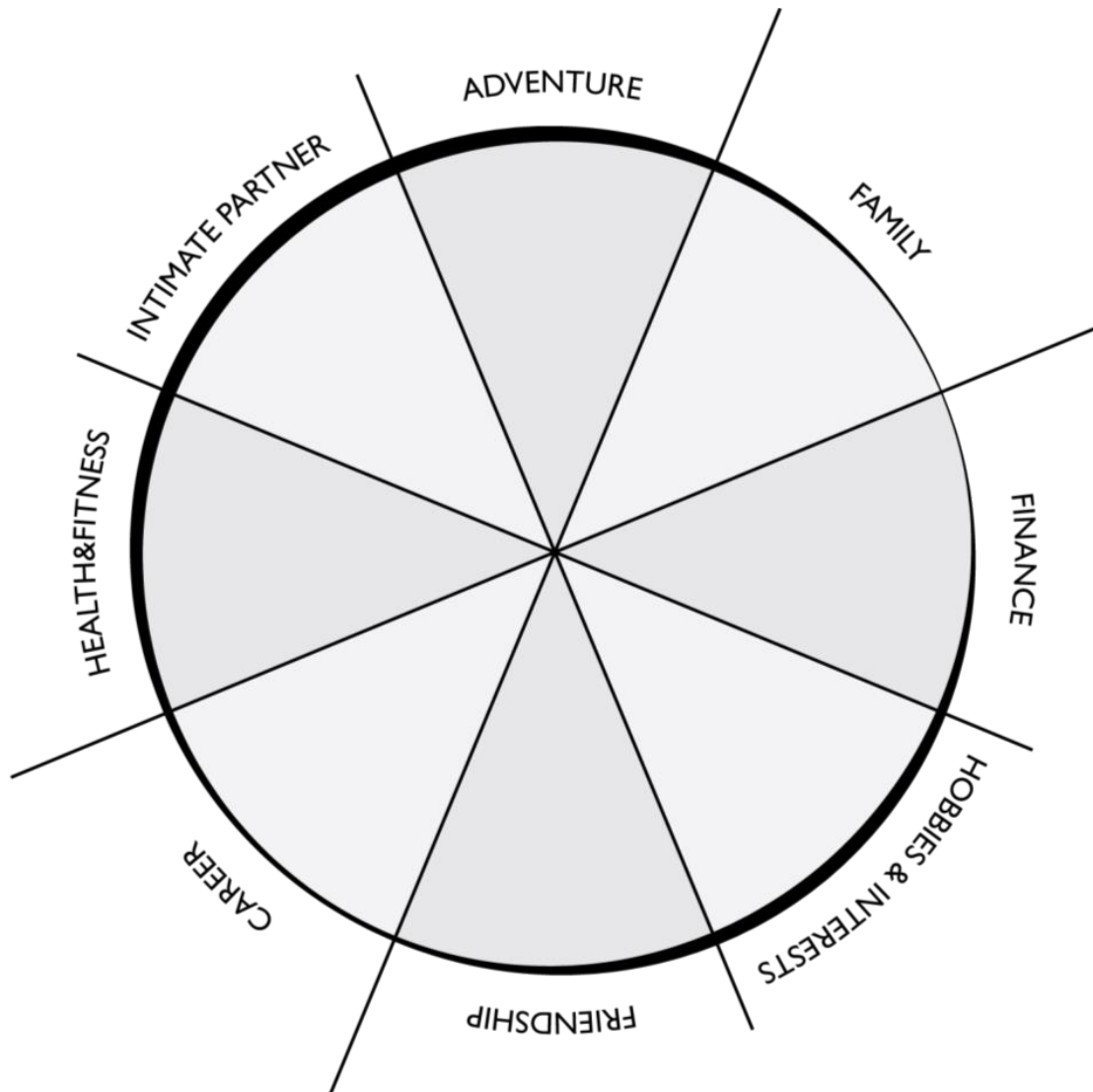


If the centre point was zero, and the outer edge was 10 out of 10 – zero being there is no success in this area, and no signs of progress, and 10 being 'it couldn't be better' – you can then assess where you're at with your own life. A line across the middle of the triangle in 'Career', for example, indicates average results and signs of progress. It also gives you an indication of what's currently important to you and your focus.

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You can do your own Wheel of Life here



You can personalize these wheels and create other sections such as

Career / work
Partner / significant other
Emotional well-being
Spiritual life
Growth
Contribution (ie volunteering)
Physical environment (your surroundings, your quality of life and location)

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The challenge is to have our life as balanced as possible and for this Wheel of Life to run smoothly on the road. This exercise is a great visual way of determining where you need to put your energy, focus and time in order to create balance.

- 1) Have a think about and write down what success in each one of these personalised areas means to you. You might want to start a separate page for each Wheel of Life area

- 2) When you think of those areas, and how they are, how would you describe them?

- 3) When you think of those areas, describe how you would want them to be, as their ideal...



- 5) What stories are you going to have to stop telling yourself about why you can't, or why you haven't, to bring about this reality?

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- 4) What is your new commitment in each of these areas... what are you now committed to changing? What are you giving up? What are you starting? What are you bringing so you know you're 100% responsible in each of these areas for the result you're achieving?

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TIME FOR A RECAP

You might be starting to feel like this is a lot of 'wishful' or 'aimless' writing and thinking and be asking yourself when are we going to get down to the nitty gritty of an actual Vision & Action Plan for 2016.

Trust that this process is giving your unconscious mind permission to help you gain clarity and confidence around the things that really matter to you.

A lot of the hard work has already been done to get to this point. From now on it's a matter of finessing and scrutinising in order to get your goals humming!

What's really important now is that you start to lock in on the headings that you've chosen for your Wheel of Life as these become the categories around which you will be basing your 2016 plan and which will ensure a holistic awareness to your goal planning for the year ahead.

TASK FIVE - FINESSING

This is the time to scrutinise your goals and get them into the relevant 'Wheel of Life' areas. Go back through everything you've written so far and ensure that these lists are assigned under your relevant areas.

Go through each item on your list that you want to be do or have and ask yourself:

1. Will being, doing or having this item develop areas in my life that are important to me?
2. Will this make me a happier person?
3. Will this improve my financial situation?
4. Will this benefit my health?
5. Will this improve my relationship with myself and my friends and family?

Give each goal a tick every time you can answer any one of the above five questions with a yes. Add up the score and create a new order for your goals based on that score.

This process will give you greater clarity around what is important to you.



TASK SIX – FURTHER FILTERING

Time to filter the goals even further and identify which goals will ultimately serve and support you and your immediate environment. Ask yourself with each goal:

1. Will the achievement of each goal be in the best interest of all concerned or will it harm anyone?
2. Will each goal move you closer to your overall objectives?

Give each goal a tick every time you can answer either of these questions with a yes. Add up the score and create a new order for your goals based on these combined scores.

TASK SEVEN - PRIORITISING

Number your goals in order of priority within each area from your Wheel of Life. You don't want to have more than 7 goals in each area and in fact it's more realistic to just have 4-5.

Now go through and highlight what your top 10 goals for the next 12 months would be across all your categories. Perhaps make a note next to the goal which Wheel of Life area it's from. Ideally there's at least one goal from each area.

i.e. Goal 3 It's Dec 7th 2016 and I'm at my ideal weight of 60 kilos (Health & Fitness)

A large, empty rectangular area with a light blue background, intended for users to write their notes or list their goals.



TASK EIGHT – TRIFECTA GOAL SETTING

If you have only one level of goals you can be setting yourself up for failure. If you don't achieve that exact target you can think that you've failed without acknowledging all the great progress.

A great tip for goal setting is the notion of Trifecta Goals (thanks Angela Raspassi!)

Review your goals list and next to each goal create three levels of goal achievement:

1. An Acceptable Level
2. A Stretch Goal
3. A Unicorn Goal – a Goal on Steroids!

Therefore 60 kilos might be your Stretch Goal but if you get to 65 kilos and actually lost 5 kilos then well done you! And if you have 60 kilos as the goal in mind but half way through the year start feeling like this is achievable then start to hone in on the Unicorn goal weight of 57 kilos!

There's surprising potency to be found in this task and it allows you to celebrate achievements along the way!



TASK NINE - GREENLIGHTING

Write two to-do lists for each one of your top ten goals.

1. What am I prepared to do to achieve this goal?

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2. What am I required to do to achieve this goal?

A large, light blue rectangular box intended for the user to write their response to the second question.

Write down everything you can think of. Don't worry or assess whether or not you are going to do it. This is just a 'green light' thinking session. Make sure you are fully associated into your goals and clear on your reason why you want to achieve this.

The reason why this is important is because people fail to achieve their goals if they don't fully explore why they are important to them. This means that the Why is far more important than the How. In fact it counts for 90% in the process of achieving your goals.



TASK TEN – DIGGING DEEPER

You're nearly there on all the thinking around your goals before we get started on the time framed plan itself!

Create a list to answer the following questions for each of your goals:

1. What do I need to learn?
2. What do I need to understand?
3. What skills will I need to develop?
4. What actions will I need to take to close the gaps to achieving this goal?
5. Who are the people that can help me?
6. Who are the people that I can work for or with?
7. What else am I missing?

A large, empty rectangular area with a light blue background, intended for the user to write their answers to the seven questions listed above.



TIME FOR A RECAP

Well done!

You've now got a set of goals that will be covering off all aspects of your life and that have involved a great deal of thought around the Why, Purpose and Reason. You've also identified with the Wheel of Life the areas of your life that you want to put more focus into for the coming year ahead.

"GOALS ARE DREAMS WITH DEADLINES" Diana Sharf Hunt

Goals stay in the dream landscape of the mind unless they have clear measurable action steps and time frames. As long as you have a very clear purpose and reason why, the how becomes easy to do, because your mind will be focused on the rewards of achievement.

Now for the fun bit – the actual nuts and bolts of the breaking these goals down into timeframes that ensure they get achieved....

Create a time frame for your action points.

What does each end point look like?

How can you measure?

When will you have achieved it?

Simply think about creating **Great Goals!**

- G – Gather** Gather your thoughts and ideas
- R – Review** Review why these goals are significant and important
- E – Evaluate** Evaluate your goals against your values and wheel of life
- A – Action** Determine what you will do to achieve them and by when
- T – Timed** Decide upon when you will take action. Schedule it into your diary.



THE PLANNING TOOLS THEMSELVES

How do you eat an Elephant? One bite sized chunk at a time!.....

CALENDAR BLOCKING

Attached is a template for a calendar for the next 12 months.

Its important before you get started with your planning to visualize the coming year and note important dates like Holidays, Course start and finish dates, Travel plans, Work conferences, major work deadlines etc.

You'll keep adding to this once you get into the next section but its important to start with an overview.

Also if you work for yourself then before you start to breakdown how you're going to earn the target goal you've set yourself you need to first identify how many weeks of the year you actually want to be working in order to achieve this.

90 DAYS OF BRILLIANCE!

Over the coming year you're going to break your goals down into what can be achieved in 90 Day sections. I call these 90 Day Goal plans your 90 Days of Brilliance!

There's been plenty of research done to show that 3 months is an ideal time frame to move something into habitual behavior and is also perfect for planning as its not too long and not too short.

During the 90 Days itself there's ample time to review and modify your goals and things can always be shifted into your next 90 Day Goal Plan if not completed in this timeframe.

If you can find yourself an Accountability Buddy to share your plans with then this is a great way to help your achieve your goals!

Attached is a separate template for you to fill in for your first Jan – Mar 90 Days of Brilliance plan.

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PERSONAL COACH & PROFESSIONAL MENTOR

Here's some key things to note:

Set yourself a **theme** for this quarter which will more than likely be aligned to your most pressing and immediate goal. i.e. if 2016 is all about study and your course starts in late January or February then your Jan-Mar theme might be 'Getting Organised' so that you're completely in the flow by the time your next 90 Day Goal Plan comes around

It's important to identify **one big project** for this quarter so that this is front of mind.

My Trifecta Goals for this quarter is where you take your top 10 goals and then break these down into what is realistically achievable this quarter. For example your annual goal is to be 60 kilos on Dec 7th. Lets say you're currently 75 kilos. What is realistic in 3 month goal? Now break this down further into 3 levels ie lose 2 kilos / 3 kilos / 5 kilos.

Note that if you've already done your Calendar Blocking then you'll have clocked the 3 week trip to Italy in August and will hopefully accommodate for all that pasta and cheese in that Quarter's goals! Life is all about balance.....and planning!

The **Core Strategies to reach my goals** section is where the real gold is starting to happen. Too often people want to jump straight from Goals into Tasks – they want to get 'on with it' without any real consideration of the big picture thinking behind it. If they're not clear on the objectives and the strategy their chances of success are limited.

The **Strategy** is all about what you are going to do to achieve with this goal with the inherent 'Why' of this goal built into the answer.

So if your Trifecta Goal is losing weight then your strategy for the first Quarter could look like this 'Consistently participate in habitual exercise and healthy eating patterns'.

The next section of your Plan is all about the **Tactics** that you need to list for each Strategy.

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Back to the losing weight example....In your Jan-Mar plan under the Strategy of 'Consistently participate in habitual exercise and healthy eating patterns' you're now going to list all the things to undertake just in this timeframe to achieve this Strategy and Goal i.e. sign up with a local boot camp, declutter the pantry and remove all tempting and fatty foods, set up a weekly meal plan and create a grocery list based on this etc etc You can list as many tasks as you can think of – get right down into the specifics of it and put them on the page!

My definite self-care plans this quarter is included on your 90 Days of Brilliance plan because you need to keep this front of mind even if some of these things are covered elsewhere in your Trifecta goals.

The other sections are pretty self explanatory:

What do I commit to doing on a monthly basis

What do I commit to doing on a weekly basis

What do I commit to doing on a daily basis

What do I need assistance with

Are there deadlines or dates to note

Are there any other considerations

How will I celebrate my success



WEEKLY PLANNING WORKSHEET

Attached is your Weekly Planning Worksheet which becomes your bible and which must be completed without fail by lunchtime every Monday! Have it printed out and carry it with you everywhere. It will become your talisman to the secrets of your successful 2016!

Note that the first few sections are about reflection, acknowledgement and lessons learnt. It's vital to review as we go rather than only ever looking forward.

The last page of your Worksheet is your Catch Net where you jot down all the other things that come up so that nothing ever gets lost!

DAILY DILIGENCE

And lastly....now that we're finally down to just a 24 hour block of beautifully planned time! Also start your day by setting yourself up with a specific intention or theme for the day.

Don't have more than 3-5 things on your 'to do list' and work out which of these tasks would cause you the most grief if you got hit by the proverbial bus at lunchtime and it wasn't completed. Do this task first and don't get distracted with anything else till its done!....that includes checking Facebook!

Towards the end of the day or at anytime you're getting flustered, create in your mind or write down, a gratitude list of everything you've achieved that day. You'll be amazed about what an instant pick me up this provides for you! And yes – hanging the washing on the line before work – deserves to go on this list!

Above all be kind and compassionate to yourself and start to enjoy the fruits of a life planned by design!