



Goal Writing Worksheet and Tips for Success

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*"If you don't know where you are going, any road will get you there."
-Lewis Carroll*

Here is a tool that will help you stay accountable to your goals. Print out the goal setting sheet at the end of this document and use it daily.

Having a good intention to do something only takes you so far. The hard part is putting that intention into action, and making it a habit or something you actually accomplish. For me the hardest part is getting started. I have outlined 10 tips that I have used to make my goals become a reality.

10 Tips For Success *(absolutely necessary you start here!)*

- Write your goal down in **DETAIL**

Many of us know **writing down a goal makes it more tangible and real**, enabling us to be more likely to accomplish that goal. But just the act of writing down that goal is not enough. You must describe it in detail. For example: "I want to have more energy" would not be a specific goal. "I want to drink a green smoothie a day, for one month to increase my energy." Or, "I want to be able to run for 3 miles without walking." My current goal is, "I want to break 3 hours in a marathon."

- **You MUST answer this question**

Why do I want to accomplish this goal? **Anything worth accomplishing takes effort and hard work.** Without pinpointing the reasons behind your goals you will lose motivation and stop following the plan.

There are reasons you have picked the goals you have. Pinpointing the exact reasons you are doing something is a powerful motivator. Make a list of them.

The longer the list the more powerful of a motivator it becomes.

Example:

I want to handle situations calmly and not yell.

- I don't want my kids to yell at their future kids.
- I want my kids to learn how to handle frustrations calmly by watching my example.
- I want to have a close relationship with my kids.
- I want to feel good inside about what I am teaching my kids.
- Etc.

- **Remove all barriers**

In steps one and two you have written down your goals and why you are doing them that is the easy part. Actually accomplishing those goals is the real work. This tip and the ones to follow are practical ways to keep you motivated, and not thinking of starting tomorrow or getting discouraged and giving up.

Think of all the possible barriers, real or made up, that could stop you from accomplishing your goals. "I am tired," would be one barrier.

Write all the possible barriers down. Now shift the way you think of problems, barriers or challenges as opportunities, it will change your entire thought process and energy surrounding them. Focus on what overcoming those challenges will enable you to do.

Example: I feel overwhelmed with my kids. I want to play with them, but I am too tired to give them the attention they need.

Solution 1: Set aside 30 minutes for yourself to recharge your batteries.

- Solution 2: Go to bed earlier. Put a timer on at night for social media. Once the timer goes off shut off all social media.

• Trick Yourself Into Getting Started

Once you have a vision in place, write the big over-arching goal, sometimes it feels so big it is hard to know where to start. You get home from work, or get the kids to bed, and you just want to sit on the couch and do NOTHING. Instead of focusing on the BIG goal, and feeling overwhelmed, **pick one thing you can do to move you toward your goal** that takes 15 minutes, just 15 measly minutes. For example, if your goal is to be a better mom, pick one thing that you learned attending the conference that you can implement today. Don't try to implement everything that you learned from the conference at once. Just start with ONE thing. Once you master that one thing, move on to the next thing.

• Easy Tip To Keep You Motivated

Keep a success journal. Write down the differences you notice every day. Give yourself credit for your small successes like, "I handled that melt down calmly," "I de-cluttered my junk drawer," or "I took time to relax and read a book for 15 minutes." Even if you are exhausted, just write down one success you had that day. Make sure to only write down successes and not what you didn't do, or still have left to do. **This helps you see your progress and stay motivated.**

• The Perfect Time

Can I let you in on a little secret? The perfect time to start is RIGHT NOW. Not Monday, after school starts, or when x or y happens. **Take action right now** toward your goals, be it the smallest step. Start moving and you will find that taking the next step is that much easier. Too often we wait for this magical time when things will be easier or more ideal. Those times don't exist. Successful people are dynamic; they take action. Write down a time line for accomplishing your goals. Do you often procrastinate? The next tip is for you decide to act now!

Stop Procrastinating and Turn Into a Productive Person That Gets Things Done

Okay, a little self-disclosure ^ I have the tendency to procrastinate on things I don't want to do. On the other hand, I have plenty of time for experimenting with recipes, because I love it. Sitting down and writing or organizing — anything sounds better than that. Here is a little trick to get past those things that road block or inhibit you from taking action.

Write down three sentences:

- Where are you?
- What do you want to do?
- How will you feel when doing it?

Sit down and start writing:

It is Tuesday night at 7:45 p.m. I want to clean and organize my fridge. My fridge will be clean, organized, and it will be easier to find ingredients or healthy foods.

You will automatically WANT to start doing that project because you want to feel energetic, organized, and you have already pictured yourself doing it!

- **Pick A Partner In Crime**

Choose a good friend, spouse, coworker or anyone that will hold you accountable. This is HUGE for success. A lot of times people undermine the importance of having someone that will help them stay on track.

Reward

You earned it, so what are you going to give yourself? I like to create a vision board that has a picture somewhere on it of my reward when I accomplish that goal. It is incredibly motivating. When it starts to get hard, or requires work to get my goal, I picture myself with that reward and how it will feel. I am currently working toward a new mountain bike, a really big reward for a big goal.

This Little Tip Will Improve Your Results 125%

Yep that is right! It has been proven that making a game out of a mundane chore or task you must do will increase your productivity by 125 percent. If you want to make healthier meals, but the thought of cooking large batches and freezing them sounds like such a chore to you, make it into a game! See how fast you can wash and chop the lettuce and time yourself. See if you can beat your time the next go around. Or put on fun music while you are prepping food and sing along to it, have fun!

We are what we repeatedly do. Excellence, then is not an act, but a habit.

Aristotle

Goal Worksheet

Step 1: What is my goal(s)? (write it down in detail)

Step 2: Why am I doing it? Why is my goal important? What will my goal enable me to accomplish?

Step 3: What are my barriers?

Challenge 1

Solution 1

Solution 2

Challenge 2

Solution 1

Solution 2

Challenge 3

Solution 1

Solution 2

Step 4: What is my STRATEGY? Write down 15-minute actions you can take today and in the days to come that will get you the results you want. HOW are you going to accomplish your goals?

Step 5: Who is my ACCOUNTABILITY PARTNER? Pick someone that will help you stay motivated to accomplish your goals. Share with them what you want to accomplish and why. Check in with them weekly. When will you check in with them, and who is your partner?

Step 6: When you feel lazy or stuck, answer these questions:

What am I doing right now?

What do I want to do?

How will I feel when doing it?

7. What is my reward for accomplishing my goal(s)?
