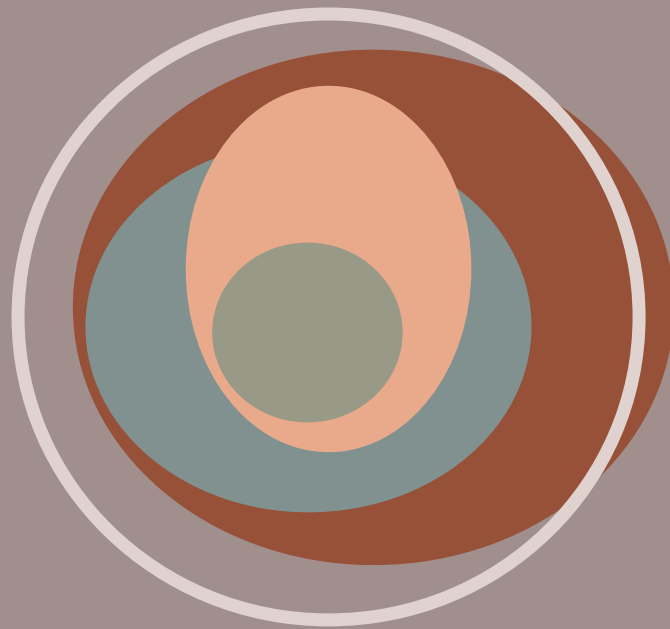


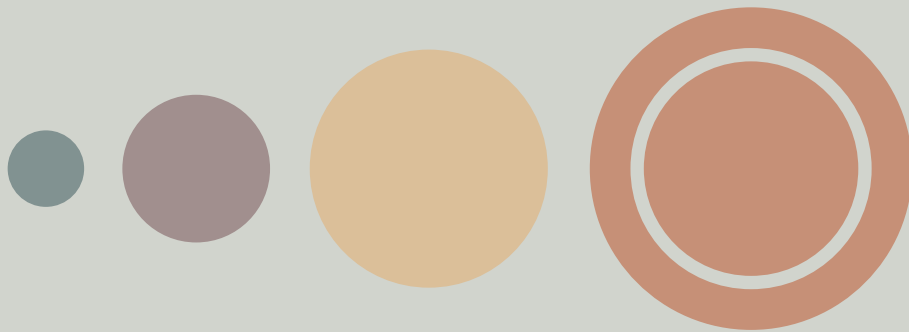
SETTING GOALS WORKBOOK



A Step-by-Step Guide to Setting Goals

MADEHAALAJROUSH

Welcome & Let's Get Started



This work sheet will help you to identify a goal and increase your potential for success. You will gain a solid clear goal in mind that you can make it happen.



*How Do You Set Goals &
Make Them Achievable?*



The following exercises will help you establish your goals, as well as identify and correct any negative habits that you are involved in which hold you back from reaching your goals.

Identify 3 goals you have in mind:

1. _____

2. _____

3. _____

Choose one of them as your new year resolution. Make sure that this goal really matters to you. Keep in mind this goal needs to be for yourself and not to please others. This will give value to your goal and have motivation that you can only get from a goal that matters to you.

Your goal is:

Write three reason why your goal is valuable:

1. _____

2. _____

3. _____

Remember these three statements can help you at times of doubt yourself or lose confidence in your ability to actually make the goal happen.



*To make this goal happen you really
must want it!*

How do you know you WANT IT?

Imagine how it feels when you accomplish the goal.

Write down your feelings:

Would you have regret at the end of the year if you
did not achieve your goal?

What are the stumbling blocks you will face? To reach your goal
you will face many difficulties, challenges and delays this is
normal, the key is how to overcome them. The more you know of
the obstacles you will be facing the more you are prepared in
dealing with them.

Write down as many obstacles you anticipate will happen:

What is your action plan to overcome these obstacles?



Visualize



Visualize what your life will be like at the end of the year when you achieve your goal. This visualization will help your motivation level during the year.

Close your eyes or write down the answers for these questions whatever feels comfortable for you.

- Put yourself in the situation where you're trying to reach your goal
- Imagine the details in this situation
- How does it look?
- What do you feel?
- Is there a smell to it?
- What do you hear?
- Describe the step-by-step... what is it you need to do?
- What obstacles came up for you while pursuing your goal?
- Imagine how you are handling it

Now you have imagined yourself doing your goal and hopefully reaching it.



The Behaviour That Gets In The Way

The number one behavior between you and your goal is PROCRASTINATION. We all procrastinate at times, especially if the work is boring, like cleaning your room or washing the dishes.

The kind of procrastination we are talking about here is putting off your goal, choosing to do something else instead of focusing on your goal, because it's much easier to choose comfort over discomfort.

In fact, the dominating feeling underneath procrastination is fear. Usually the fear is about fear of failure and feeling ashamed.

Procrastination shows up in five different personality traits. You may identify with one or more of these traits...



The Perfectionist

The perfectionist focuses on getting it perfect with high expectations of themselves, focuses on details, and does not finish the goal. Because of the high expectations, they can't bring themselves to start a particular task or finish it because they fear that it won't be good enough.

The Dreamer

The Dreamer, unlike The Perfectionist, has many ideas and goals with no plan of action, doesn't pay enough attention to details. They usually have fear of beginning.

The Self-Sabotage

The Self-Sabotage has a deep fear of making mistakes and a fear of facing consequences if things go wrong. They find themselves in a loop of negative thinking which hold them back and remind them of the potential for failure, which they mostly fear.



The Crisis-Maker

The Crisis- Maker is usually optimistic in most cases about their own capacity. They will wait to the last minute to do things, and justify it by saying “I only can get motivated at the last minute.” This puts them in a place where they underestimate the effort needed or feels over commandant and expect thing go smoothly. The trigger is fear of spending time on the task.

The Always Busy

The Always Busy find themselves doing what they feel like they should do. Actively avoiding to prioritize the tasks. Therefore, they focus on small but “urgent” tasks first which consumes their time. Their fear is about spending effort.



Identify the personality trait you mostly use:

Select which procrastination you mostly use- it can be one or more:

1. _____

2. _____

3. _____

4. _____

5. _____

Think of the dominating fear or fears you have that get in the way of your goal:

1. _____

2. _____

3. _____

How real is your fear?

Is your fear rational?

Is your fear realistic?



Strategizing to Combat Each Personality Trait

The Perfectionist

Trigger: Afraid of finishing

Have a clear concrete objective & structure your objective into three categories:

1. List the must-have which are absolutely essentials to fulfill your objective:



2. List what you should have which is important but not critical:





3. List what feels like good to have but needs to be excluded because it has no negative impact on your goal:

-
-
-
-

4. Set a time when you begin when you end. The focus is time efficiency which helps with high quality performance with less time. When you're done, stop working.



The Dreamer

Trigger: Afraid of starting

1. Write your dream that can be realistically achieved:
2. What is the outcome you want?
3. List actionable steps to reach your goal, at least 20 steps:
4. Remove any action or thoughts of which you are uncertain
5. Visualize the steps that you will be taking
6. Set a deadline on when you will finish, based on your calculation on the breakdown of actionable steps. All the steps should be achieved.



The Self-Sabotage

Trigger: Afraid of mistakes

1. What is your intention for your goal?
2. What is the desire underlying your goal?
3. What are you afraid of?
4. What are the risks that will get in the way of your goals?
5. How can you make these risks as low as possible?
6. Take each risk and break them down into small pieces:
7. Take action each day, reward yourself for each improvement to build your confidence
8. Make sure you update your strategy so you prevent from developing another personality trait that can sabotage moving into your goal.



The Crisis-Maker/Always Busy

Trigger: Afraid of spending effort

1. Focus on actionable steps:

-
-
-
-

2. List the must-have which are absolutely essentials to fulfill your objective:

-
-
-
-

3. List what you should have which is important but not critical.

-
-
-
-



4. Set a time limit for things you feel good to have.

- When do you start?
- When do you finish?

5. Give each actionable step a score (this will help you to focus on quality not quantity)

- Must have: 4-5 points
- Should have: 2-3 points
- Good to have: 1 point



Action Is The Key To Reaching Your Goal!

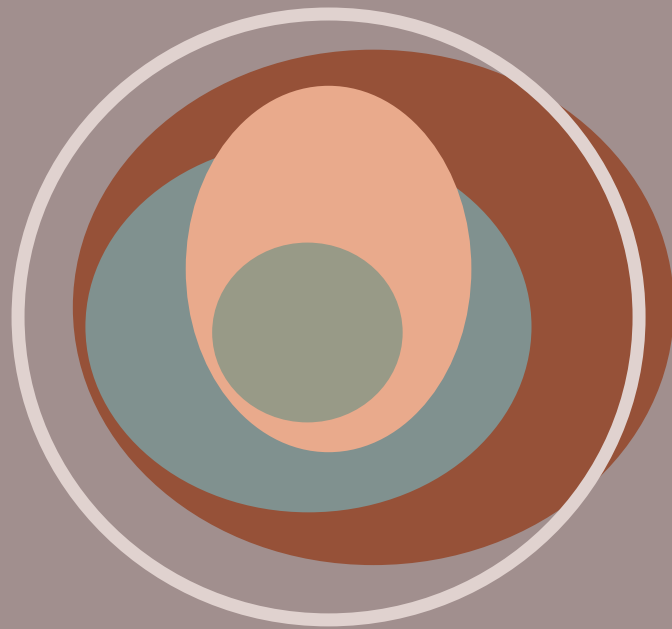
Goals give you a sense of purpose. And from the progress you make towards your goals, you also gain drive and enthusiasm. In other words, goals make you feel alive!

Take notice of your fear, most likely it is far greater than the reality of the task. Procreation feels like things are much bigger than they are or/and the task is catastrophizing. You can even rationalize why you don't want to work by seeing the task as boring, unbearable or impossible this attitude makes it easier to put off working on the task.

Remember always ask yourself 3 questions as you set your goal:

1. What is your tangible output?
2. Is it measurable?
3. How will you measure it?

Thank You!



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