



the workbook series

Five Steps to Effective Goal Setting

- Reflect
- Dream
- Set Goals
- Take Action
- Measure

purpose:

to assess where you've been, where you are and where you want to go
to future focus on what is really important
to identify your dreams
to turn your dreams into goals into reality

expectation:

- Be "prepared"- relaxed, rested, open-minded, focused, and honest.
- Allow yourself uninterrupted time. It will take you a couple hours, maybe longer, to go through this workbook. Set aside the necessary time. Your future depends on it!
- Do the steps in order and complete each exercise before moving ahead.
- Be committed to change.
- Be ready to dream and believe more is possible for yourself.

A Side note: When doing this with a partner, (a spouse, child, or in a group) follow the rules of improvisation.

- always say yes
- be flexible
- make your partner look good
- no one dies

Improvisation (noun)
something performed
or done without any
preparation or set text
to follow.

outcome:

to set tangible, identifiable goals
to create a system to keep you accountable
to continue on the path of living your life at performance level

The difference between a dream and a goal is a deadline.

-Curtis Zimmerman

Step One: Reflect

Reflect over the last year. Focus on what you have done well- give yourself credit. Also ask yourself, how do I want to improve?

Affirm:

Reflect (verb): to bring credit or discredit, to show something

List 5 things you are good at regarding

Your family

Your self

Your work

Your friends

List 5 things to improve regarding

Your family

Your self

Your work

Your friends

Helpful Hint: Don't over think, just write, and don't edit yourself.

Reflect:

Thinking of this past year, what is the most memorable moment?

With your family?

With friends?

In your career?

By yourself?

In your spiritual life?

How did you spend your time?

With whom did you spend your time?

To what did you give your energy?

What have you accomplished?

What was your greatest accomplishment this past year?

What haven't you accomplished?

What things do you wish you had done more of?

What direction do you want to head toward?

What are you doing for you?

What influences do you have in your life?

What influences do you want in your life?

Or do not want in your life?

What things are important to you?

What tasks are important to you?

What was your primary purpose this past year?

What do you want your primary purpose to be from this day forward?

Step Two: Dream

Now the fun part!

Write 100 life goals. Allow yourself at least 30 minutes yet no more than 1 hour to dream. Be lofty, dream big, don't hold back, and remember that nothing is off limits!

Dream (noun): something that somebody hopes, longs, or is ambitious for

Dream about...

- Self
- Family
- Relationships
- Professional
- Financial
- Spiritual
- Community
- Social
- Legacy

Remember the goal is 100 dreams!

*The biggest mistake when setting goals is not setting them high enough.
Dream big! Set big goals! Achieve big things!*

-Curtis Zimmerman

My Dreams

Deadline

Priority

1

2

3

4

5

6

7

8

9

10

My Dreams

Deadline

Priority

11

12

13

14

15

16

17

18

19

20

My Dreams

Deadline

Priority

21

22

23

24

25

26

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28

29

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My Dreams

Deadline

Priority

31

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My Dreams

Deadline

Priority

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My Dreams

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My Dreams

Deadline

Priority

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87

88

89

90

My Dreams

Deadline

Priority

91

92

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98

99

100

Congratulations!

You are one step closer to setting goals that matter and making your dreams a reality.

Once you have finished writing your 100 dreams, read them out loud! Perhaps even share them with someone you trust!

Helpful Hint:

No one knows how important a dream is to you.
No one knows what you are willing to give or give up for a dream.
No one is an authority on your dreams but you.

Don't let others negativity stop you!

Side note: When doing this with a partner, (a spouse, child, or in a group) share them with each other!

Helpful Hint: Don't feel the need to justify or explain a dream – just say it out loud. Take ownership of your dreams.

Step Two: Set Goals

Goal (noun): aim, something that somebody wants to achieve

1 Set Deadlines:

Now go back over your list and assign every dream a deadline. Is it a 1 year, 3 year, 5 year, 10 year or lifetime goal? (1, 3, 5, 10, L)

Allow yourself 15 minutes to do this- don't over think, just assign!

2 Set Priorities:

Next, put each dream through the **final curtain test**. Imagine yourself older and now you are looking back on your life standing at your final curtain call. How would you feel if you had not experienced, reached, or achieved the dream?

Rate each dream on a scale of 1-5.

1 means that you wrote it down but ultimately if it didn't happen, you wouldn't care.

5 means that you could not live without fulfilling this dream. No matter what, in your life, you have to accomplish this. This is something you must achieve.

Helpful Hint: try to have more 1's and 5's—not 3's. Don't be lukewarm!

Allow yourself 10-15 minutes to do this.

3 Sort out and Define your one-year goals:

Once you have put each dream through the **final curtain test**, identify all the 1 year deadlines with anything you rated a 4 or 5.

Now take some time to review each one and make sure that you have

- Stated each goal in the positive
- Written each goal out in complete detail
- Not contradicted another goal
 - ie: If you have a goal to pay off your credit card debt this year but then have another goal to travel through Europe first-class. You need to consider whether you have the financial ability to accomplish 100% of both goals this year.
- Committed to each goal
- Decided if this goal really belongs on your one year list

Helpful Hint: you may want to rewrite the dreams you have moved on your one-year list into a more complete, detailed and positively written goal.

This is an excellent time to focus quietly on each individual goal. Why do you want this goal? Why **MUST** you achieve this goal? Imagine yourself already succeeding, how does this feel? What may you have to resolve, address or abandon in order to reach this goal? Can you do this? Will you do this? You must commit today.

Helpful Hint: I have created the following worksheet to allow you to answer the previous questions in more detail and for each goal you have recorded.

Just copy the sheet into the number of goals you have in order to answer the series of questions for each goal.

Another suggestion is to start a **goal journal**. A **goal journal** will give you a permanent record of goals. It is an excellent tool for measuring your progress week by week and then year by year.

Visit curtiszimmerman.com
for a "Living the Dream" goal journal and pen set.

Answer these questions for each goal.

Goal

Why do you want this goal?

Why **MUST** you achieve this goal?

Imagine yourself already succeeding, how does this feel?

What may you have to resolve, address or abandon in order to reach this goal?

Can you do this?

Will you do this?

You must commit today.

Future pacing (noun): The process of mentally rehearsing oneself through some future situation to help ensure that the desired behavior will occur

Step Four: Take Action

You must take immediate action.

Action (noun): doing something toward goal, the process of doing something in order to achieve a purpose.

Choose three of your one year goals that you will take one action toward this week. It can be something small like making a phone call or researching on the internet. It may be something big like starting to exercise or making a decision.

1 Goal

Action

2 Goal

Action

3 Goal

Action

We exist in a multi-tasking culture. You must put your dreams and goals into the mix. Stop and make room for what is most important to you.

-Curtis Zimmerman

Post your entire 2008 goal list on your refrigerator, computer, work-out space, bathroom mirror; maybe carry a copy in your wallet or purse. Read your goals each day! Spend time focusing on your goals. Imagine yourself already having achieved your goals. Feel the sense of accomplishment, the pleasure.

Step Five: Measure

The true success of goals comes when you choose to revisit, re-evaluate and measure your progress. Commit to reviewing and measuring your progress on a weekly or monthly schedule. Continue to add action steps to your review.

Measure: (noun) a way of evaluating something, or a standard against which something can be compared

A finalside note:

You can choose to move your three year, five year, 10 year and life goals each into their own list and record in order of priority (the 1-5 rating you gave). Remember that as you take action and measure your current year goals, future goals may adjust and evolve.

This is it! How awesome that you have chosen to *live life at performance level™* by turning your dreams into goals into reality!

Good luck on the journey,
Curtis

Notes

Notes