



## Step by Step Guide

- The Why:** First, take time to think about the life you want to lead and what goals you need to set in order to meet them.
  - Your goals are your goal, they can be great big audacious goals or small goals that get you to your big audacious goals.
  - For me sometimes it's about getting those designer shoes or great piece of jewellery that I wanted.
  - Alternatively, it could be a big income goal that I want to achieve.
- The What:** Decide on the areas that you want to focus on. It doesn't have to be five, if you only want 3 priority areas then work with them. This is your document to use how you wish.
  - I don't always have the same priority areas each year, they change depending on what my focus is.
  - They may even roll over to the next year, if I haven't achieved them. I do always ask myself why though. Is it because it's a goal that's not that important or is it that I haven't achieved it out of fear.
    - If so, I start to work through why that is and take actions to overcome them, e.g. do I need more knowledge? Do I need an accountability partner or coach to help me achieve them?
- The How:** Next start to think about the goals that you want to achieve under each category.
  - For me sometimes there's more than 5 goals and I might collate 2 similar areas together as long as they are smaller achievable goals).
  - Sit and daydream, think about goals you would like to achieve. If a feeling of anxiety comes, sit with it. Just tell yourself, will I still be happy if I don't achieve this goal?
  - Write things down. I sometimes sit with pages of notes about the life that I want live or the goals I would like to achieve. I find it helps me get clear with specific goals.
- The When:** Break down the goals into bite size time chunks (by month or quarter).
  - Give yourself realistic timescales to work to. Some things may be achieved in a month others need longer.
  - I tend to work my goals over a 3-month quarterly period, with the aim to achieve them by the end of it. That way if I don't achieve it month 1, I am not feeling like a failure.
- The Plan:** Finally, to help make you more accountable and function as a reminder. Put your priority goals in your calendar or set a time each week to view your goals and plan.
  - I will set a reminder in my Google calendar to look at my goals plan.
    - That way I get a notification and it helps keep me accountable.
  - I will sometimes use a Countdown app, which notifies me daily how far off I am from achieving my goal date.