

HOW TO SET AND ACHIEVE A GOAL

**Complete Step-By-Step
Goal Setting Tutorial**

II Edition

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How to Use the Worksheets in this eBook

You will find 9 worksheets at the back of “***How to Set and Achieve a Goal***”! (Pages 65-80)

They will help you implement the strategies in this eBook.

Before you begin using the eBook, print out all the worksheets.

If you print the worksheets on three hole paper, you will be able to create a looseleaf notebook to keep track of your progress on your goals.

Make extra copies of the the worksheets whenever you need them.

Introduction

I want to congratulate you with your smart decision to purchase this eBook. I don't know you personally but I can tell one thing about you:

You want more from life and you want to know the fastest and easiest way to get it.

That's what this eBook is about: **the fastest way to get what you want.**

I'm about to show you a step-by-step proven system how you can live the life you want and design your own future.

Are you ready for your adventure?

Well, then... say:



“Full steam ahead!”

It is not a thing to be waited for; it is a thing to be achieved."

William Jennings Bryan

How to Use this eBook

In the *“How to Set and Achieve a Goal”* you’ll find three parts:

- I. How to Prepare for Success
- II. How to Set a Goal
- III. How to Stay on Track

To view content [click here](#) or press **Bookmarks** tab on your left side on the screen.

The eBook has a lot of exercises and worksheets. **Use them!**

“How to Set and Achieve a Goal” really works - if you do. It really does show you how to make your wishes come true, but only those wishes you're willing to make come true. This book shows you **step-by-step** how to invest the time and effort necessary to get whatever you want from life. But you have to make that effort and invest that time.

So don't just read this book! Simply reading this book won't help you.

Follow simple step-by-step plan!

Take action!

Apply powerful techniques!

And I promise that all your wishes will come true.

Part I: How to Prepare for Success

I know what you're thinking...

"Oh, I'm ready for success; I can skip that part..."

The truth is this is **the most critical part** for successful goal setting. I know you think you're ready, but believe me, you're not.

The simple fact is that if you were ready for success you would be successful right now and wouldn't be reading this eBook.

So don't even think about skipping it!

Read it, do exercises, and fill in your worksheets. After you complete the first part you will learn how to accept responsibility and feel in control over every situation, how to get rid of negative emotions that are holding you back from being successful, and how to develop a positive attitude that will brighten every day of your life. You will become more self confident, and be ready to build the life full of actual accomplishments.

Even before you actually start setting your goals you'll be motivated and inspired! 😊

Success is a journey. It is the most important adventure in your life. So don't treat it like a trip to a local store for a gallon of milk...

Make sure you're ready for your success.

1. Accept Responsibility for your Life!

Most of us always blame someone else if things go wrong. Some people even turn this blaming game into art! No matter what happens it's always someone else's fault!



"Blaming others for our difficulties is the easy way out. That's why it's so popular."

Jim Clemmer

We blame our boss, parents, friends, kids, cat, dog, weather, traffic, bad economy, interest rate...

By blaming someone else you are taking the responsibility off your shoulders... Feels nice and easy... But the bad thing is that with responsibility you're also taking away your chance to fix it.

You can only change things you are responsible for!

Stop playing the "if only..." game. Accept that only you're responsible for your life.

Let's do a quick exercise. Open [Worksheet 1: "Accept Responsibility"](#) and print it. Now let's start answering questions.

Please answer them in writing! By writing your questions down you're increasing the efficiency of your exercises by more than 300%!

Learn to accept responsibility. **Your life consists of YOUR choices.**

Don't waste your energy on blaming and complaining how unfair life is. Instead, **concentrate on finding a solution** to your problem.

Don't be like a bad student who blames his teacher or education system for his failure.

Every time you catch yourself on blaming someone for your bad situation, take *Worksheet 1* and answer 4 questions. You will immediately see the light at the end of a dark tunnel.

**"The day you take complete responsibility for yourself,
the day you stop making any excuses,
that's the day you start to the top."**

2. Get Rid of Negative Emotions and Stress!

Emotions play a major role in goal achievement. Before you start setting goals you need to free yourself from all negative emotions. They are holding you down!

Negative emotions are your biggest enemies preventing you from succeeding...



Are you stressed out?
Are you worried all the time?
Do you often feel angry or frustrated?



It is a good idea to **check your stress level**. We are that used to stress that we don't even notice it.

[Click here to complete your free stress test and find out your stress level!](#)

Below you'll find three most effective techniques that will help you to get rid of your negative emotions and stress. Try all three of them and then pick one that works best for you. Do it every time you need to relax and clear out your stress.

2.1 Technique #1: “Throw Away Stress”

This is my favorite! 😊

Take a piece of paper and write down what stressed you out recently. (For example: “My son is having problems at school.” I had a fight with my coworker.” I’ve got a speeding ticket.”)

Then wad up this piece of paper and throw it away. Throw it at the wall, out the door. Write down another stressful situation and throw it away too. Enjoy the feeling of removing clutter from your mind.

Now on the sheet of paper write the word “STRESS” in big letters. Tape it to a trash can and go hunting for these wads. Shoot them a final time into the trash can.

After that light incense or candles with a pleasant smell, close your eyes and breathe deeply.

Doesn't it feel nice to be free of stress? 😊

2.2 Technique #2: “Erase Your Stress”

Sit or lie in a comfortable position. Close your eyes and breathe slowly and deeply.

Visualize a situation or a person that causes you to feel anxious and stressed out.

Try to make this picture as real as possible. **Feel** this situation. See a color, remember the smell, try to visualize every detail.

Then imagine that a large eraser has just floated into your hand. Actually feel and see the eraser in your hand. Is it heavy?

Take the eraser and begin to rub it over the stressful picture. Notice how this picture fades, shrinks, and finally disappears. When you can no longer see the stressful picture, simply continue to focus on your deep breathing for another minute, inhaling and exhaling slowly and deeply.

2.3 Technique #3: “Write a Letter”

If you're angry at someone write a long detailed letter that will never be sent. Tell this person everything you think about him/her right now.

Make your letter as comprehensive as possible. Make it rich with your feelings. Express every negative emotion this person evoked in you and describe how, when, and why.

Hold nothing back!

Be as angry and hateful as you want. The more the better! Keep writing it until you have nothing left to say.

Take a small break and then try to remember something good that this person has done for you. If it isn't the case, don't feel guilty...

When you're finished writing it's time to get rid of this letter. **Don't even think about showing it to the person you were writing to!**

Instead, do everything possible to destroy this letter. The best thing you can do is to **burn it**. If it's a file make sure you permanently delete it.

Let it go. There is no need to keep it.

Keep in mind that this technique helps you to release **your** negative emotions, but it can't modify anyone's behavior to prevent new conflicts. On the other hand you might also find that by releasing your negative emotions you begin to perceive this person differently, causing him or her to be more open towards you. So the future possible conflicts might be prevented. 😊

2.4 How to Get Rid of Muscle Tension

Do you know that emotional stress and muscle tension are close relatives to each other? They are actually so related that by relaxing your muscles you can get rid of your stress and negative emotions.

If you feel **tensed**...



...learn how to tense and then relax your muscles. This progressive relaxation technique was developed by a physician, Edmund Jacobson.

Complete relaxation is attained by going through groups of muscles in turn, tensing them for a few seconds, and very gradually releasing the tension. As well as deepening physical relaxation, this technique results in a more general state of mental and emotional calm.

Progressive relaxation works because of the relationship between your muscle tension and your emotional tension. When you feel emotionally distraught, you automatically tense your muscles. By relaxing your muscles you will feel your negative emotions fading away.

3. Develop Positive Attitude!

Have you ever heard the expression “*Attitude is everything*”? Well, that’s **not** an exaggeration!

Why do you think every single book on success identifies the positive attitude as a **key to success**?

What starts out as a thought, becomes a feeling, and then a **behavior**.

If your thoughts are mostly negative, it will result in a bad mood and poor performance.

- ⇒ Negative attitude keeps you focused on what you **don’t** have.
- ⇒ Negative attitude makes you **blind** to your own talents and abilities.
- ⇒ Negative attitude creates problems that **don’t exist** and exaggerates those that do exist.
- ⇒ Negative attitude is a guaranteed recipe for **low self esteem**.

Just try for one day to replace all your negative thoughts (such as “I can’t...”, “I don’t...”, “I won’t...”) with the affirmative and see for yourself.



**"Happiness is an attitude.
We either make ourselves miserable, or happy and strong.
The amount of work is the same."**

Francesca Reigler

Keeping positive attitude is not easy. But I'm going to share with you my **top three techniques** how to see a bright side in everything what happens to you.

3.1 Technique #1: “Start Your Day Right”

It's important to start your day right because how you start your morning determines your performance for **the rest of the day**. When you wake up in the morning, do you drag yourself out of bed and moan, *“Oh my God, another day. I sure hate to have to go to work. I sure hate to meet that mean old boss of mine.”*

If your thoughts in the morning are negative you will feel tired and unmotivated for the rest of the day! Below you'll find 4 tips on how to start your day right and make the rest of your day as positive as possible.

Tip #1: To wake up use pleasant **energetic music** instead of a loud and annoying alarm clock. Don't be woken up with a shock!

Tip #2: Don't leave it until the last minute to get up! Allow yourself enough time to take a shower, do some exercises and have a nice breakfast. If you're always running late in the morning, you'll be stressed out for the rest of the day.

Tip #3: Read a short motivational quote every morning. Nothing will inspire you more than a powerful motivational quote. You can buy a quotes book in the nearest book store or subscribe to Quote of the Day and receive motivational quotes every morning by email:

<http://www.goal-setting-guide.com/quote-of-the-day.html>

Tip #4: Review your goals. After you complete the second part of this eBook you'll have the index card with your most important goal. Read it first thing in the morning. This will keep you focused on your goal.

3.2 Technique #2: “It Could Be Worse”

This is simple, but **very effective** technique.

When something bad happens to you try to **imagine how it could be worse**.

Let’s say your boss told you to write 3 more reports by the end of this week. And it’s already Wednesday. And you have hundreds more extremely important tasks to do. Instead of freaking out and telling everyone how unfair your life is try to imagine how worse it could be.

Your boss could have told you to write 5 more reports. Or even 7. And it could be Friday. 4:30PM. And your computer could crash.

After you spend 2 minutes, thinking about how it could be worse, then your situation won’t seem so terrible. After another 3 minutes you’ll think that it’s not bad at all... After 3 more minutes pass you’ll have the strong feeling that all your tasks are actually a piece of cake. 😊

Try to remember that there is no “the worst situation ever”. It **always** could be worse.

"How you think about a problem is more important than the problem itself - so always think positively."

Norman Vincent Peale

3.3 Technique #3: “Listen to Yourself”

We’re constantly talking to ourselves, but have you ever paid close attention to what you are talking about?

Are your thoughts positive and optimistic? Or do you sound more like “Oh, I can’t do that...” “I don’t like that...” “It’s so bad...”?

Pay attention to what you’re thinking. Every time you catch a negative thought put a big red stop sign in front of it and turn it 180 degrees to **make it positive**.



Develop a habit of listening to your internal dialogue and correct all the negative thoughts.

Want to make this technique more powerful? Then **write it down!** Divide the piece of paper into two columns and write down the negative thought that just visited you. Then in the second column rewrite this thought in a positive way.

For example, “I can’t complete this project on time” will become “I can complete this project on time”...

Practice this technique until you’ll catch yourself changing your negative thoughts into positive **automatically!**

Part II: How to Set a Goal

I'm going to walk you through the complete 7-step process of setting your goal. These 7 steps are **critical** to successful goal setting.

Don't skip a single step! Believe me, they are all important.

Here's exactly what we're going to do:

1. Choose a Goal
2. Intensify Your Desire to Achieve Your Goal
3. Develop Strong Belief That You Can Achieve Your Goal
4. Set a Deadline for Your Goal
5. Write Your Goal Down
6. Break Your Goal Down to Mini-Goals
7. Define the Tasks for Every Mini-Goal

So if you're ready, let's start! 😊

Step 1: Choose a Goal

You should **start with one goal** and stay focused on this goal at least for 30 days. If after 30 days you feel you're doing well and getting closer to the desired outcome you can start with the second goal.

The simple rule is: Don't set a lot of goals at the same time. You won't achieve any. The key to goal setting is staying focused. And it is impossible to focus at many goals at the same time.

So let's start with the most important one.

But do you know what your most important goal is?

Well, that's what we're going to do now - figure out what you **really** want.

The easiest way to find out what you really want is to ask yourself. Specifically, ask your **subconscious mind** – the powerhouse of your intellect.

To find out what you really want from life we'll use a **brainstorming technique**.

Brainstorming is a little magical, because it removes all the limits you've set for yourself, while at the same time **exposing the secret desires** you have kept tucked away.

Don't skip over it!

You may **think** you know what you want, but don't take a chance on limiting yourself. You'll be surprised.

Open the [Worksheet 2: "Discover your Wishes"](#).

Ask yourself: **“What do I want to have, be and do in my life?”**

Write down **every thought** that comes to you about what you want in your life.

Don't think about whether you can do these things or whether you can have them - just punch them out as fast as you can.

Don't even think about the word "realistic"!

Each idea that comes to you will bring out other things. Write every thought down even if it sounds silly or outlandish. The silliest one may lead to the most important one. This exercise should take twenty minutes or more. Don't stop until you have exhausted your imagination.

Just let the thoughts flow and write them down without qualification.

This will be the most important step you have ever taken to become the person you want to be in life. This is the point in your life that you can exercise your greatest power, the **power of choice**, to choose whether you want to live your life by accident, or **make it what you want it to be**.

You'll have thoughts about what you want to look like, how much money you want to make, what kind of mate you want to find and what your career will be. You'll think about what kind of family you want to have, what "things" you want to have, where you want to live and what kind of house you want.

When you're done, **take a break**. Stand and stretch; go to the bathroom, take a walk. When you come back, we're going to figure out what is the most important goal for you, and you'll need to feel fresh enough to take on a new challenge.

How to find the most important wish:

Take a look at your completed *Worksheet 2* (“Discover your Wishes”). This is your first honest-to-goodness **Wish List**. What we have to do now is to find that one wish, which is the most important for you.

Look at the first two wishes on your list and ask yourself:

“If I had found the magic lamp and I could ask for only one wish, which of these two wishes would it be?”

Choose one that is more important to you and cross off the second one. Then compare the wish you chose with the third item. Answer the same question and cross the one which is less important to you.

Repeat this process with every wish on your list. At the end you will have one wish that you want to achieve the most.

It’s the first wish you’re going to make come true, the wish you’re going to work on for the rest of this eBook.

Step 2: Intensify Your Desire to Achieve Your Goal

Have you ever failed to achieve your goals?

Do you know the single most important reason why you couldn't reach it?

The answer is simple: **Because we did not have a strong enough desire.**

Some may argue with that. *"But I did have a strong desire and still I didn't get there."*

Sorry, but if you didn't reach your goal your desire was still **not strong enough**.

So what is the intense desire, passion?

It's what keeps people working all hours, up early, late to bed. **The desire dominates conversation, thinking, actions.**

Take a moment to think about the goal you've set for yourself.

- ⇒ How **committed** are you to achieving this goal?
- ⇒ Under what conditions would you give up?
- ⇒ What if you wanted them **so badly** that you knew with absolute certainty that you would absolutely, positively **never ever give up**?

**“If you want something badly enough,
then quitting is simply not an option.**

**You either find a way or make one.
You pay the price, whatever it takes.”**

How to Intensify Your Desire:

There is a simple technique how to intensify your desire.

Open [Worksheet 3: “List the Benefits”](#) and list all the personal benefits you’ll experience from reaching your goal.

Identify exactly WHY you want to achieve this goal. List **all the ways** how will you benefit personally.

The more you’ll write, the more details will pop up in your mind, the stronger your desire will become.

Once the list gets past 20 or 30 benefits your **goal becomes unstoppable**.

You’ll move towards your goals like a guided missile to its target, and you’ll **enjoy** the process because you’ll be focused on the **positive rewards** instead of the difficulty of the tasks.



Step 3: Develop a Strong Belief That You Can Achieve Your Goal

If you don't believe you can reach a goal you won't.

If there is **any doubt** in your mind that you can achieve something, you don't give it your all. In fact, you may very well just set it aside. In order to fully achieve anything, you must believe it is possible **at a cellular level**.

There's one very simple technique that will evolve your belief in your abilities to accomplish your desired goal.

In your mind **create your own movie theater**.

Imagine it now. Imagine the walls, the seats, the stage, the screen. Put yourself in the front row. Sit back, press a button and start the movie.



See yourself on the screen in vivid color as **you've already accomplished your goal**.

Watch yourself **enjoying** the benefits of having reached your goal. Try to add as many details as possible. Add emotions to your movie! Bring your friends and family there too! What are they saying? How do you feel?

Rewind. Play it again!

“Believing is seeing. Seeing is believing.”

Every time you want to feel a surge of motivation, in your mind, slip into your own movie theater and just **play it again**.

(We’ll discuss the visualization technique in more detail a little bit later.)

If you believe that **you can be successful**, that **you'll enjoy being successful**, then you **will be successful**.

**"Whether you think you can or whether you think you can't,
you're right!"**

Henry Ford

Step 4: Set a Deadline for Your Goal

Set a realistic date when you plan to accomplish your goal.

Don't commit to "as soon as possible"!

"AS SOON AS POSSIBLE" = "NEVER"

If you don't have a specific deadline for your goal, you won't have a sense of urgency and you'll start to put things off. What's the hurry, if you don't have a deadline?

Deadline will move you to action!

Make sure that your date is **realistic**... Not too soon that it's impossible, but not so delayed that it's not interesting.

Setting a deadline by saying, "*In seven days from now I will have made an extra \$50,000*" is not going to perform a miracle and throw down an extra \$50,000 on you, unless you have a strategy and a realistic plan based on your present circumstances.

Set **specific** deadlines. Saying "*I'll achieve my goal by the end of July*" is good. But "*I'll achieve my goal by July 31st, 2004*" is better.

"Deadlines clarify thinking and increase motivation."

Step 5: Write Your Goal Down

You've probably heard hundreds of times that it is crucial to write your goal down.

But do you know why this step is so important?

When you put pen to paper you turn your thoughts into something **tangible**. You can actually see it, touch it, and even smell it if you want to. 😊

Your goal is no longer just a thought!

It becomes something, what **motivates us** and creates a gut feeling inside.

Even the act of using the eye in coordination with the hand holding the pen makes a much stronger impression on our mind as we write out the phrase or expression.

Now when we read and re-read that phrase or sentence the impression on the mind becomes **deeper** and deeper.

There is something semi-magical about writing one's goals down which makes achieving well-written goals an almost certainty. The real trick is to write ones goals down in a **special way** which helps guarantee their achievement.

The four rules of writing goals down:

1. Be specific.

Instead of writing "A new home," write "A 4,000 square foot Victorian style house with 4 bedrooms and 3 bathrooms and a view of the mountain on 20 acres of land".

Once again we are giving the subconscious mind a detailed set of instructions to work on.

**The more information you give it,
the clearer the final outcome becomes.**

Can you close your eyes and visualize the home I described above?

Walk around the house. Stand on the porch off the master bedroom and see the fog lifting off the mountain. Look down at the garden full of beautiful flowers. Can you see it? So can your subconscious mind.

2. Write it in positive

A goal should sound positive.

"I have to try to exercise more because the doctor said otherwise I'll drop from a heart attack" **isn't** exactly the best way to phrase things. The goal's an admirable one, but the statement's hardly a positive affirmation — it sounds more like a prison sentence!

Here's a possible alternative: *"I'm going to make time in my week to go swimming because I've always enjoyed it."* Much better! Note that there is **no "try"** the statement makes it clear that this is what's going to happen. The reason has been internalized — this is something to do because it's enjoyable, not because it must be done.

Goals must be written in the **positive**. That is instead of writing, "I am not fat," write "I am slim."

Wish for what you want, not what you don't want.

3. Write in the present

Write your goals down **in the present tense**. This is because the unconscious mind chooses a path of least resistance. If you write, "I will be slim" the unconscious mind does nothing thinking that the will may be postponed until later.

Write goal in present tense, first person, as if they are currently true.

4. Re-write your goals

When the words are written and then repeatedly **re-written** they have **maximum impact**.

So don't be content with the first draft.

Write down your goal. Then **rephrase** it, compact it, add motivating adjectives, make it stimulating.

Open **Worksheet 4: "Write Your Goal Down"** and walk through three easy steps to express your goal in the most powerful way.

Once you have your goal written, write it down on the small index card and put it in your wallet. It's also a great idea to stick a yellow note with your goal on the refrigerator or on your computer; somewhere you can see it often. This will help you staying focused on your goal all the time.

Putting your goal in writing breathes life into it
making it a force which cannot be easily stopped.

Step 6: Break Your Goal Down To Mini-Goals

Now is the time to start planning the route towards your goal!



We'll start by breaking up your big goal into smaller mini-goals. Most people fail to achieve their goal simply because they don't break them down into smaller steps. All they can see is this big overwhelming goal they've set for themselves and they don't know where to start working on it!

- ⇒ Mini-goals let you **track your progress** more efficiently
- ⇒ Mini-goals are **not** so overwhelming
- ⇒ Mini-goals are **easier** to achieve
- ⇒ Mini-goals let you **feel** the progress.

Every goal can be broken into mini goals. Mini goals should never be too difficult or too long. You don't want to be overwhelmed by them.

Ask yourself: “**What steps do I need to take to achieve my goal?**”

These steps will be your mini-goals.

Open [Worksheet 5: “Break Your Goal Down To Mini-Goals”](#) and start planning your route towards success!

Let's say your goal is to lose 10 pounds in two months. Your mini-goal could be losing 1.25 pounds in a week.

Your mini-goal should always have a deadline! A date you plan to accomplish the mini-goal by, a **realistic date** that not only motivates you into action but also ensures progress towards your goal.

Some of the mini-goals will not be clear at the start, with others coming about when certain existing mini-goals are achieved.

By making sufficient and reasonable mini-goals, and always accomplishing them on time, you'll find yourself making **great progress** towards your goals, which may look intimidating, or even impossible, by themselves.

Step 7: Define Your Tasks for Every Mini-Goal

We're going to make it even easier. We'll break down every mini-goal into small easy-to-accomplish tasks.

Tasks are usually the **simple things** you must do to accomplish a mini-goal.

If you've set a mini-goal, for example, to have a complete understanding about investing in bonds by June 15th, you will have to accomplish a number of tasks for acquiring that knowledge.

- ⇒ Choosing to go to the library and get a book on bonds would be a task.
- ⇒ Reading the book for one hour on Monday, Wednesday, and Friday, could be three separate tasks.
- ⇒ Visiting the Investors Skills' website for their bond information would be another task.
- ⇒ Calling your buddy who's had success in the bond market would be a task as well.

All of these tasks must be set with a **deadline**.

Open the [Worksheet 6: "Define the Tasks"](#) and start working towards your first mini-goal. You'll have a separate list of tasks for every mini-goal.

By focusing your mind on the **easy-to-accomplish tasks**, and completing those tasks, you'll be making great progress towards your mini-goals without feeling overwhelmed.

Make sure to write down ALL tasks, even those that take only minutes to complete.

Then, when they're accomplished, **check them off**.

As more and more tasks are **successfully accomplished**, and checked off, you'll find yourself becoming more encouraged, and more confident about your abilities.

And the more tasks you complete on time, the closer you'll be to success.

Part III: How to Stay on Track

Staying on track and keeping yourself motivated is usually the most difficult part of goal setting. But it doesn't have to be.

In the third part you'll find numerous techniques on how to keep yourself motivated and inspired, how to effectively solve problems, how to stop procrastinating, and how to follow your plan till the end **no matter what**.

Once you apply the techniques you'll move towards your goal with the speed of light. ☺



1. The Secret of the First Step

Do you know the secret word of success?

NOW!

Act now!

Do you remember the **law of inertia**? A body in motion tends to remain in motion; a body at rest tends to remain at rest.

Inertia is the single greatest barrier to success. It's also the **easiest** to overcome. All you have to do is to **act now**. Any action you take, no matter how trivial, will do the trick. You will become the body in motion and will tend to stay in motion.

The important thing is to take some kind of action **right now**, before you lose the moment, and with it your chance to **make your wish come true**.

Now, when you have a list of tasks ready, pick up one and do it! **Right now!**



This is the step, when you change yourself from a dreamer to a doer.

A journey of a thousand miles begins with a single step.

2. Top 7 Leading Motivation Techniques

Only motivation can "keep you going", help you to stay on track and don't quit.

The truth is that...

...you can achieve ANYTHING you want as long as you can keep yourself motivated.

Simply apply these techniques and **nothing will stop you from reaching your goals:**

2.1 Use Quotes for Inspiration

2.2 Visualization Technique

2.3 Reward Technique

2.4 Start Success Journal

2.5 Be a Cheerleader for Yourself

2.6 Surround Yourself with Motivational Things

2.7 Look for Success Stories

2.1 Use Quotes for Inspiration

Nothing can inspire more than a powerful motivational quote. Motivational quotes can be phrases, biblical passages, inspirational ideas, or positive thoughts you've read somewhere, or came up with yourself. The quote must be capable of **motivating you into action**. Action that leads towards your goals.

Many successful people post inspirational messages in their workplace, and read them when they need motivation.

It is a great idea to write your motivational quotes down on blank business cards, for carrying with you to review whenever you feel the need for a little inspiration.

Take a blank flash card or just small piece of paper and write down your favorite quote. Then put it into your wallet. Every time you need motivation, just take a look at it.

Instead of one quote you can write your Top 5 favorite quotes. Or Top 10. (Just don't write Top 250 'cause it will take you forever to read them!)

Pick your favorite motivational quotes here:

<http://www.goal-setting-guide.com/quotes.html>

2.2 Visualization Technique

The brain often thinks **in pictures**.

The human eye captures an incredible amount of information with just one glance and relays it all to the brain which then translates that information into a form we 'see'.

The success technique to which I am referring is **visualization**. Visualizing is your key to success for two reasons:

1. Your mind thinks **in pictures** and images;
2. Your subconscious mind **drives** your behavior.

When something is hammered into your mind in clear detail, it becomes part of your reality.

Your subconscious mind doesn't know the difference between something that is real and something vividly imagined. Whatever picture (goal) you consistently think about will **drive your actions to create that exact picture**.

When you continually see yourself in possession of your goal, your subconscious mind will **move you into actions** that align with the mental image you hold.

Visualization step-by-step:

1. Create a clear mental picture.

You must associate a picture to your goal. You should **picture yourself in your vision**, rather than watching yourself achieve your goal. This "fine point" separates the masters from the masses.

You must create a picture that is so real you believe you already have achieved your success.

2. You must "experience" your vision.

You must be in your picture, looking through your own eyes, **seeing, hearing** and **feeling** everything as if you have already achieved your goal. You must create the emotion of the moment in your body.

The more **realistic** you make your mental practice, the more firmly you fix the "experience" in your brain.

3. Visualize your goal at every opportunity.

Bring up your mental picture while...

- ...waiting at a stoplight,
- ...when you're on a break,
- ...before your next meeting.

The more frequently you plant your picture into your subconscious mind, the more rapidly **you will begin to realize increased results** in your life.

4. Visualize first thing in the morning and last thing at night.

The best time to visualize is in the morning right after you wake up and at night just before you go to sleep. These are the times when your subconscious mind is **most open to influence**. When your conscious mind relaxes, your subconscious becomes very receptive to your thoughts, dreams, and ideas - particularly ideas with high emotion.

So make a commitment right now to **create your picture of achieving your goal**.

“We become what we constantly think about”

2.3 Reward Technique

In order to achieve any goal you have to take **a lot of small steps** toward it. First you have to break your goal down to mini-goals, and then break mini-goals into smaller steps.

Don't forget to **reward yourself** after you achieved your mini-goal or accomplished any important task.

Let's say you're trying to save \$5,000 a year. Reward yourself every time you saved \$300.

Or maybe your goal is to lose 20 pounds. Have you lost 5 pounds in two weeks? Reward yourself!

- ⇒ You don't necessarily have to spend money on your rewards.
- ⇒ You can make your favorite meal.
- ⇒ Or take a stroll along the lake.
- ⇒ Or call your good friend on the phone and share your small achievement.
- ⇒ Or you can make yourself a hot bath.

Do something that you don't ordinarily do, some small things that you **enjoy**.

If you reward yourself along the way, it will give you **incentive to keep moving forward**. If you know you get a reward at steps along the way, you'll continue to be **fired up!**

2.4 Start Your Success Journal

Start your own success journal! **Write down everything positive that happened to you today.** Make it a habit: at the end of each day devote 10-20 minutes writing down what you have accomplished, what steps have you taken towards your goal.



**Don't write what you didn't do or what you still have to do!
'Cause only what you DID matters.**

Keep it positive!

If your goal is to lose weight write down that you exercised for 20 minutes this morning. Or used stairs instead of the elevator. **Write down every small thing!**

The Success Journal will help you to maintain a positive attitude. It will help you to keep focused on your goal.

Start your Success Journal now! Yes, right now! **It's fun!** And it will boost your motivation and **bring you a few steps closer to success.**

2.5 Be a Cheerleader for Yourself!

Sometimes we all need **encouragement**. If there is no one around you, you can encourage yourself... Often just a simple "C'mon, you can do that!" is enough.



If it's not working try to close your eyes and imagine yourself in a cute **cheerleader** dress. (Yes, even if you are a guy, it doesn't matter). Picture yourself jumping and screaming "Go (your name), go (your name)!"

If one cheerleader is not helping - imagine a bunch of them. Make it 10! Imagine all your family and friends. Bring all your cousins and all the relatives you can remember. And don't forget about your coworkers!

Actually, bring your boss as well! Imagine your boss up front with bright yellow pom-poms and the entire crowd behind him. And they all are jumping, dancing and screaming "Go (your name), go (your name)!"

Don't forget to design dresses for them! Pick your favorite color and let your imagination run wild.

Use this simple technique whenever you feel discouraged or you need motivation. **Try to make your picture as real as possible.** And after that do what you have to do. Because you can't let your cheerleaders down, can you? 😊

2.6 Surround Yourself with Motivational Things

There are a lot of small things that can motivate us. A poster on the wall, a picture at your desktop, a coffee mug with an inspirational quote...

Surround yourself with these little things!

Here are just a few examples what you can use:

➤ Computer Desktop Wallpaper

Take a look at your computer desktop. Do you like it? Does it motivate you? Does it make you think about your goal?

If not, pick motivational wallpaper you like and put it on your desktop immediately!

If your goal is to make \$200,000 a year, put a picture of a luxurious house you could live in. Or an expensive sports car you would drive. Or a luxurious resort you would like to go to.

You can find free inspirational wallpapers here:

<http://www.goal-setting-guide.com/motivational-wallpapers.html>

Just pick your category!

➤ Motivational Pictures and Posters

Nothing can be more motivational than a beautiful inspiring picture. Put it in your office. Or in your bedroom. Or wherever you spend most of your time...

Posters are not expensive (about \$10.00 - \$20.00) and come in a wide variety. They will do the **magic** whenever you feel discouraged or depressed.

Here you will find a collection of motivational posters:

<http://www.goal-setting-guide.com/inspirational-posters.html>

➤ **Listen to the music**

Music has a big influence on your mood. Listen to the music that inspires you! Doesn't matter if it's Mozart or Metallica. If you like it, it will do the trick.

Listen to the music while driving or while cooking a dinner, doing laundry or working out... Music will always cheer you up and boost your motivation.

➤ **Be creative!**

If you want a 2004 Porsche Carrera GT, go to the dealership, find your dream car and ask someone to take a picture of you and your future car. Then frame it and put it on your desktop.

Surround yourself with inspirational and positive things. They will make you feel **motivated and inspired**.

2.7 Look for Success Stories

If you feel stuck it's always a good idea to read some success stories of other people. These stories are extremely inspirational and can **boost your motivation in minutes**.

Just tell yourself: "If they can do it, then I can do it too!"

It's easy to find success stories online. My favorite inspirational places are:

- **Total Life Success Forums**

<http://www.success-forum.com/>

Great forum where everyone can share their success stories.

- **Afterhours Inspirational Stories**

<http://www.inspirationalstories.com>

Collection of motivational and inspiring stories, poems, parables, and jokes.

- **Motivational and Inspirational Corner**

<http://www.motivational-inspirational-corner.com/>

An ever growing collection of motivating and inspiring stories that have been contributed by readers.

Another good idea is to read biographies of famous people. Learn how they succeeded and what it took for them to succeed. Patience? Persistence? Belief in themselves?

You will find a lot of **biographies** of famous writers, artists and actors here:

<http://www.biography.com/>

The Academy of Achievement (<http://www.achievement.org>) is another great resource of inspiration.

Always remember:

If they can achieve their goals, you can too!

3. Form a Success Habit

The **easiest actions** for us to take are the ones we perform out of **habit**.

The easiest way to grant yourself a wish is to make a habit out of the actions you must take to cause that wish to come true.

If you want to be successful, you must first develop the habits that will cause success.

What habits will it take to reach your goals?

Do you need to rise at 6am every day so you have time to work on your wish?
Or do you need to stop eating junk food?

Remember, all your habits are formed by **you**, and only **you** can form new habits.

How to form a new habit?

In **thirty days** you can turn almost anything into a habit!

All of our habits are formed the **same way**. Every habit you've got you formed by going something over and over again until it became second nature. To form a new habit, all you have to do is to **repeat** the same action over and over again.

To form a habit, all you have to do, is perform the same action every day, for thirty days. On the thirty first day you won't have to force yourself to do it, because it will already be a habit!

The trick is - you can't afford to skip a single day.

If you do you'll have to **start over again**. During the first thirty days, if you miss **one day** of practice, reset your thirty-day clock to Day One and start from the beginning.

Open [Worksheet 7: "Form a Success Habit"](#) and write down which habit you want to develop. Then every day mark off one square after you have completed the desired action. When you've marked all 30 days, it will have become a habit! If you miss a day you'll have to start all over from day one.

But what if it's too difficult to form a new habit?

Let's say you want to develop a new habit of rising at 6 AM, so you have some free time to work on your goal before you head to the office. The problem is, you hate to get out of bed that early. Just thinking about your alarm going off at 6 AM fills you with dread.

First, let's think WHY you don't like to get up early.

At home, you probably set your thermostat to turn on the air conditioning if the temperature gets too high, say 78 degrees, or to turn on the heater if the temperature falls too low, say 68 degrees. These settings create what is known in the heating-and-cooling business as a "**comfort zone**".

Whenever the temperature moves beyond the zone, the thermostat automatically makes the adjustments necessary to bring it back within the zone.

The human mind works much the same way. Each of us has our own internal "**comfort settings**" by which we tend to operate, like the upper and

lower settings of a thermostat. We regulate our behavior by these settings, the way a thermostat regulates the temperature of a room.

How to adjust your comfort zone?

To adjust your comfort zone, you have only to change the settings in your mind. Once you change yourself on the inside, the outside will soon catch up.

**“Change your idea of how you should live,
and you will soon change how you do live.”**

That's the way human beings operate.

Your comfort zone is determined by the **mental movies** you show yourself by force of habit. To change your comfort zone, simply change your movies. Your mind will then **regulate your actions** according to the new settings, the way it used to regulate your actions according to the old settings.

Your movies are **habits**, so you can change them the same way you can change any other habit - **with practice**.

Show a movie in which you can't wait to bounce out of bed at 6 AM, energized for the whole day. Fill yourself with expectation instead of with dread. Feel the exhilaration of having the world by the tail because you've become the master of your own sleeping habits.

Practice a new movie for **thirty** days, **without missing a day**, and you will begin to play it **automatically**, the same way you used to play the old one. Keep practicing until your new movie feels as natural as the old one.

Watch your new movie as if you were seeing it through **your own eyes**, rather than as a spectator. Play the movie over and over - **at least five times a**

day - and make doubly sure you roll it whenever you find yourself thinking about how early you have to get up the next morning.

When you turn this new movie into a **habit**, you will have successfully adjusted the settings of your comfort zone. At that point, rising at 6 AM will seem like the most natural thing in the world to do, more natural than sleeping late.

“When you change your comfort zone, you change your life.”

4. Overcome Obstacles Standing in Your Way

Making your wishes come true is a matter of solving whatever problems stand in your way.

But there is good news – **every problem has a solution.**

You just have to find it. Here is a **simple four-step process** that will help you to overcome all the obstacles standing on your way. You can open [Worksheet 8: “Overcome the Obstacle”](#) to walk through these steps in writing and make the process more effective.

Step 1: Define the problem

What is the real problem to be solved?

It is very important that the problem should be fully and adequately defined. If you don't know what the problem is how can you find a solution?

Sometimes actually identifying the problem *is* the key to its solution.

Ask "Why did it happen?" to discover its underlying problem; then ask "Why?" again to go deeper by another level until you reach the root cause. Asking "why" repeatedly helps you to define the real causes so problems can be solved permanently.

In the beginning, what appears to be the problem may be just a **symptom** and not the **REAL** underlying problem.

Step 2: Find possible solutions

There is always more than one way to solve the problem. **Be creative** here and put yourself in the case.

Write whatever pops into your head.

Generate as many possible solutions as you can think of. Do not evaluate them yet.

Write down anything that occurs to you, no matter how odd it may first appear.

Step 3: Choose the best solution

Some solutions may have to be eliminated because they are unrealistic. Others may have to be modified.

Be specific in defining the possible solutions. Try to be **creative** when considering options.

Mix and match various ideas just to see where they lead.

Try to define what you would consider to be the **ideal solution**. Many alternative solutions may emerge in the process. In fact it is helpful to have as many alternatives as possible.

Step 4: Take action!

The best solution in the world won't solve a problem unless you take the action necessary to put that solution to work.

5. Resist Any Temptation That Stands in Your Way

Your goal is the **ultimate desire** that may from time to time conflict with something you want to do right now – let's call that **immediate desire**.



Suppose your ultimate desire is to lose 30 pounds in six months, but your immediate desire is to eat a hot fudge sundae that is melting in front of your eyes. Chances are you'll be inclined to satisfy your immediate craving at the expense of your ultimate dream. That's human nature.

You can try to **overcome** human nature, through iron willed self-discipline, but that's the hardest work on earth. Why not be smarter? There is a little trick how to resist the temptation.

Make your ultimate desire and immediate desire **change places**. Turn the sundae into something you can put off. Then turn your ideal weight into something you insist on **right now**.

Simply ask yourself a preference question: “**At this instant, would I prefer to be at my ideal weight or have a hot fudge sundae?**”

If you choose the sundae, you might as well give up your wish to lose weight. If you don't prefer your ideal weight to a sundae today, when will you?

But if you choose your ideal weight over a sundae, **you're on the right track**.

6. Stop Procrastinating

So, are you a procrastinator?

Indeed this is a very silly question because we all are. Procrastination is fundamental to human beings. Procrastination is simply the habit of **putting off** for tomorrow what you can do today. The fact is that nine out of ten of us have this habit. We tend to postpone jobs and tasks.

The thing about procrastination is that we tend to put off only those tasks that seem unappealing to us. If the task is boring, or monotonous, or involves too much hard work, then it stands a very good chance of getting postponed.

It is **not** because of the lack of time that we do not do the task. On the contrary, we might have plenty of time to do it but we tend to postpone it and justify ourselves saying that we do not have the time for it.

The truth is the job becomes more unpleasant the more you postpone it.

Fortunately there are two simple techniques that will help you to stop putting things off. Try both of them and choose what works best for you.

Technique #1:

Next time you catch yourself putting an important task off, **take a piece of paper and answer three simple questions**. (You can also open [Worksheet 9 "Stop Procrastinating"](#))

1. **Where** you are?
2. **What** do you want to do?
3. **How** will you feel while doing it?

While writing down what it is you want to do you will already **imagine** yourself doing it. And it won't be very difficult for you to get up and do it.

Let's say you've been putting off organizing your closet. You always find more important tasks to do and there's never enough time to clean it and put everything in place.

Just sit down, take a piece of paper and begin writing: *"It's Saturday, 3:45pm. I'm sitting in the kitchen, drinking coffee. I want to organize my closet. It will only take me about 1 hour and I will feel energetic and satisfied that I finally got it done. My closet will be clean, everything will be sorted and in place..."*

Just as you're writing it you feel the desire to get up and do it. Because you want your closet organized, you want to feel satisfied and you've **already imagined yourself doing it.**

Remember, all you have to do is to answer three questions. Where you are, what do you want to do, and how will you feel while doing it. It's a very simple technique but it works like a magic!

Technique #2:

Break big jobs down into small manageable tasks. Something that would take only 5-10 minutes to complete. Make it as tiny as you can.

Let's say your goal is to lose weight and you decided to work out every day for 30 minutes.

You could write down your assignment:

"Do one exercise for lower abs 10 times."

Yes, just one exercise, just 10 times. It would take you about 1 or 2 minutes.

The secret is that the **most difficult thing is to get started**. Once you get started you're 95% most likely to finish the whole 30 minute work out!

Even if you do one exercise 10 times, it is better than nothing. You wouldn't feel guilty and depressed – you've fulfilled your assignment! And if you do more you'll feel even better!



The trick is to give yourself a really **small** task:

To make a phone call, or to read one page of a textbook.

And once you get started you will actually find out that you won't mind doing more than you planned!

7. Find Time for Working on Your Goal

Success takes time. And you probably feel you don't have time to work on your goal every day.

What are you doing each day that doesn't have to be done? Are you watching any TV? Reading the paper in the morning? Stopping by the water cooler for a chat with your friends at the office? If so, **do you have to do these things?**

All you have to do to find time for things that **have to be done** is to stop doing things that **don't** have to be done. That scares a lot of people. They don't want to give up their morning paper, or evening TV, or visits to the water cooler.

If you feel like that, then try a different approach. Instead of eliminating unnecessary activities, simply **cut back** on them. For that matter, why not cut back the time you spend on everything?

Think of it as a *time tithe*. The idea is to **trim by 10% the amount of time you spend on each of your daily activities**. Then invest that extra time in achieving your goal.

You might think that someone as busy as you are can't possibly trim any time from your daily activities. **But you can.**

Start tithing your time with the activities that make up your daily routine. For example, you don't have to give up the morning paper; just trim 10% from the time you currently spend reading it.

Trim 10% from the time you spend taking a shower, getting dressed, commuting to work, and then watching TV when you come home. Trim 10% from the time you spend sleeping.

Whatever activities you perform each day, give yourself 10% less time to perform each one. **They'll still get done.** And you will **free 2.4 hours** every day to devote to your dream.

Conclusion

Almost everyone knows the power of goal setting, and almost everyone ignores it.

The question is not “*Why?*”; the question is...

“What are you going to do about it?”

Are you going to make your wishes come true, or are you going to keep on doing what you've been doing?

Only **YOU** can change your life.

Only **YOU** can decide what you want to be.

This eBook shows you step-by-step **how to make your dreams come true**. Now you know **all the techniques** and you have **all the tools** to achieve your goals.

It's time for you to decide...

to do it or to do it not.

I hope all your wishes will come true!

Yours,

Arina Nikitina

P.S. Do you have any questions? Comments? Success stories? I'd love to hear from you. My email is: arina@goal-setting-guide.com

P.P.S. Be sure to print and use the worksheets on pages 65 - 80 to help you achieve success.

Worksheet #1: Accept Responsibility

1. Describe one aspect of your life that you don't like. (*low income; problems with kids; you don't like your job...*)

2. Why do you find yourself in this situation? (*Try to find the reasons of your bad situation.*)

3. How you are responsible for this situation? (*Think what have you done that caused this situation OR what you haven't done to prevent it*)

4. What can you do to change this situation?

Worksheet #3: List the Benefits

Answer the question: **WHY do you want to achieve your goal?**

Write down all the benefits of accomplishing your goal. Try to list at least 10 - 15 ways how you will benefit personally!

1.

2.

3.

4.

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11.

How to Set and Achieve a Goal: Worksheet #3 – “List the Benefits”

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How to Set and Achieve a Goal: Worksheet #3 – “List the Benefits”

25.

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34.

35.

Worksheet #4: Write Your Goal Down

Step 1: Write your goal down! Remember, it should be: **specific, positive** and written in the **present** tense.

First Draft:

Step 2: Now, let's try to rephrase it and add more impact to it. Make it more **emotional**.

Second Draft:

Step 3: Let's make it even more powerful! Add some **motivating** adjectives and **exciting** details.

Final Draft:

Worksheet #5: Break Your Goal Down To Mini-Goals

Write your goal down and set a deadline when you want your goal to be accomplished:

<i>My Goal:</i>	<i>Deadline:</i>

Now ask yourself: “**What steps do I need to take to achieve my goal?**”

<i>My Mini-Goals:</i>	<i>Deadline:</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Worksheet #6: Define the Tasks

Write your mini-goal down and set a deadline when you want your mini-goal to be accomplished:

<i>My Mini-Goal:</i>	<i>Deadline:</i>

Now ask yourself: “**What steps do I need to take to achieve my mini-goal?**”

<i>My Tasks:</i>	<i>Deadline:</i>
<input type="checkbox"/> 1.	
<input type="checkbox"/> 2.	
<input type="checkbox"/> 3.	
<input type="checkbox"/> 4.	
<input type="checkbox"/> 5.	
<input type="checkbox"/> 6.	
<input type="checkbox"/> 7.	
<input type="checkbox"/> 8.	
<input type="checkbox"/> 9.	
<input type="checkbox"/> 10.	
<input type="checkbox"/> 11.	

How to Set and Achieve a Goal: Worksheet #6 – “Define the Tasks”

<i>My Tasks:</i>	<i>Deadline:</i>
<input type="checkbox"/> 12.	
<input type="checkbox"/> 13.	
<input type="checkbox"/> 14.	
<input type="checkbox"/> 15.	
<input type="checkbox"/> 16.	
<input type="checkbox"/> 17.	
<input type="checkbox"/> 18.	
<input type="checkbox"/> 19.	
<input type="checkbox"/> 20.	
<input type="checkbox"/> 21.	
<input type="checkbox"/> 22.	
<input type="checkbox"/> 23.	
<input type="checkbox"/> 24.	
<input type="checkbox"/> 25.	
<input type="checkbox"/> 26.	
<input type="checkbox"/> 27.	
<input type="checkbox"/> 28.	

How to Set and Achieve a Goal: Worksheet #6 – “Define the Tasks”

<i>My Tasks:</i>	<i>Deadline:</i>
<input type="checkbox"/> 29.	
<input type="checkbox"/> 30.	
<input type="checkbox"/> 31.	
<input type="checkbox"/> 32.	
<input type="checkbox"/> 33.	
<input type="checkbox"/> 34.	
<input type="checkbox"/> 35.	
<input type="checkbox"/> 36.	
<input type="checkbox"/> 37.	
<input type="checkbox"/> 38.	
<input type="checkbox"/> 39.	
<input type="checkbox"/> 40.	
<input type="checkbox"/> 41.	
<input type="checkbox"/> 42.	
<input type="checkbox"/> 43.	
<input type="checkbox"/> 44.	
<input type="checkbox"/> 45.	

How to Set and Achieve a Goal: Worksheet #6 – “Define the Tasks”

<i>My Tasks:</i>	<i>Deadline:</i>
<input type="checkbox"/> 46.	
<input type="checkbox"/> 47.	
<input type="checkbox"/> 48.	
<input type="checkbox"/> 49.	
<input type="checkbox"/> 50.	
<input type="checkbox"/> 51.	
<input type="checkbox"/> 52.	
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<input type="checkbox"/> 59.	
<input type="checkbox"/> 60.	
<input type="checkbox"/> 61.	
<input type="checkbox"/> 62.	

How to Set and Achieve a Goal: Worksheet #6 – “Define the Tasks”

<i>My Tasks:</i>	<i>Deadline:</i>
<input type="checkbox"/> 63.	
<input type="checkbox"/> 64.	
<input type="checkbox"/> 65.	
<input type="checkbox"/> 66.	
<input type="checkbox"/> 67.	
<input type="checkbox"/> 68.	
<input type="checkbox"/> 69.	
<input type="checkbox"/> 70.	
<input type="checkbox"/> 71.	
<input type="checkbox"/> 72.	
<input type="checkbox"/> 73.	
<input type="checkbox"/> 74.	
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<input type="checkbox"/> 76.	
<input type="checkbox"/> 77.	
<input type="checkbox"/> 78.	
<input type="checkbox"/> 79.	

How to Set and Achieve a Goal: Worksheet #6 – “Define the Tasks”

<i>My Tasks:</i>	<i>Deadline:</i>
<input type="checkbox"/> 80.	
<input type="checkbox"/> 81.	
<input type="checkbox"/> 82.	
<input type="checkbox"/> 83.	
<input type="checkbox"/> 84.	
<input type="checkbox"/> 85.	
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<input type="checkbox"/> 91.	
<input type="checkbox"/> 92.	
<input type="checkbox"/> 93.	
<input type="checkbox"/> 94.	
<input type="checkbox"/> 95.	

Worksheet #7: Form a Success Habit

What new habit would you like to form to reach your goal?

Every day after you have completed the desired action mark off one square.
After you mark all 30 days it will be a habit!

Note: If you miss a day you'll have to start all over from the Day One!

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Day 7	Day 8	Day 9	Day 10	Day 11	Day 12
Day 13	Day 14	Day 15	Day 16	Day 17	Day 18
Day 19	Day 20	Day 21	Day 22	Day 23	Day 24
Day 25	Day 26	Day 27	Day 28	Day 29	Day 30

Worksheet #8: Overcome the Obstacle

Step 1: Define the problem:

Step 2: Brainstorm for possible solutions:

1.

2.

3.

4.

5.

6.

Step 3: Choose the best solution:

Step 4: Act upon your solution!

Worksheet #9: Stop Procrastinating

Where are you now?

What do you want to do?

How will you feel while doing it?
