

WHEEL OF LIFE



MASTER DREAM LIST

List everything you have ever wanted – places to go, things to do, possessions to own, personality or character traits to develop, goals to achieve. Date each item when you enter it and indicate the area or areas of life involved. Add to your dream list regularly.

Date	Your Dream	Area of Wheel

CORE VALUES

Circle the VALUES listed below which speak to you.

On the list that follows write them in a random order, and add your own if you wish.

Next, choose the top five by circling the number next to them.

- | | | |
|------------------|--------------------|------------------|
| ■ Knowledge | ■ Risk | ■ Diversity |
| ■ Helping others | ■ Strength | ■ Relationships |
| ■ Mastery | ■ Trust | ■ Service |
| ■ Wisdom | ■ Integrity | ■ Spirituality |
| ■ Competition | ■ Respect | ■ Communications |
| ■ Autonomy | ■ Honesty | ■ Creativity |
| ■ Productivity | ■ Growth | ■ Freedom |
| ■ Beauty | ■ Self-Realization | ■ Family |
| ■ Power | ■ Tranquility | ■ Love |
| ■ Excitement | ■ Effectiveness | ■ Curiosity |
| ■ Prestige | ■ Challenge | ■ Trust |
| ■ Leisure | ■ Variety | ■ Devotion |
| ■ Structure | ■ Cooperation | ■ Peace |
| ■ Fun | ■ Innovation | ■ Success |
| ■ Quality | ■ Humor | ■ Equality |
| ■ Adventure | ■ Belonging | ■ Kindness |

1 _____

8 _____

2 _____

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11 _____

5 _____

12 _____

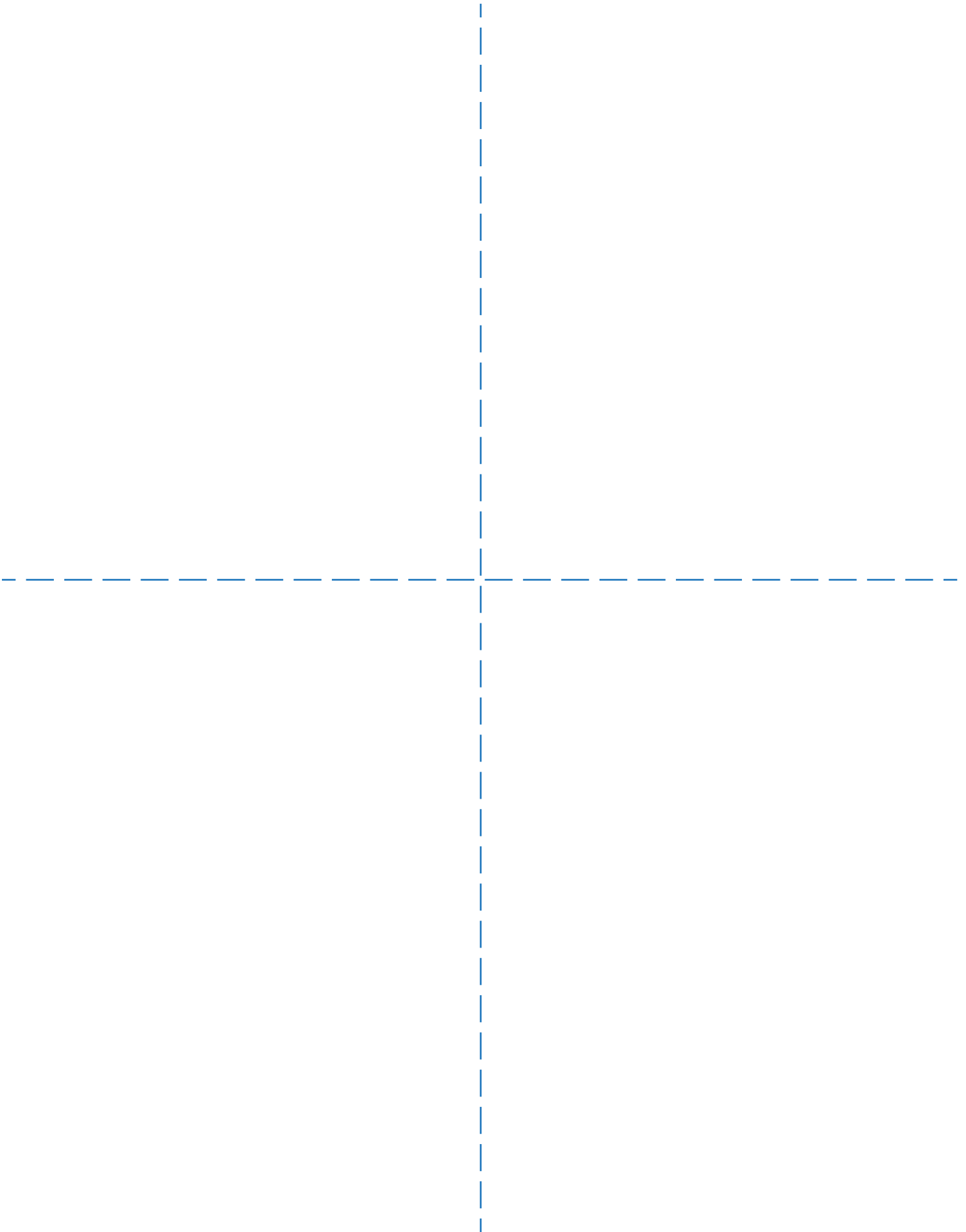
6 _____

13 _____

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14 _____

Cut this page into 4 equal parts to be used for the workshop.





Date Created

Goal Creation Worksheet

Write a goal that is Specific, Measurable, Attainable, Relevant and Timely

Target Date

Date Achieved

I will realize the following benefits when I reach this goal.

I will suffer the following losses if I don't achieve this goal:

Obstacles I believe stand in my way of achieving

Solutions to those obstacles

Order	Specific Action Steps for Achieving This Goal	Target Date	Date Reviewed	Date Done

AFFIRMATIONS TO SUPPORT THIS GOAL Positive Statements to Raise Your Confidence	VISUALIZATION	
	Items to Use	Where to Use Them

Process to Set an Achievable Goal

Thomas Huxley once said, "The great end of life is not knowledge but action." The Action Steps are designed to help you translate your new-found knowledge of how to become an achiever into effective action. Goal setting is the strongest human force for self-motivation. Use the form A Goal for Success to identify your most important goals and to plan for successful achievement of these goals.

Goal

State here, in as few words as possible, the exact goal you wish to reach. Remember to state the goal in a form that is specific, measurable, attainable, realistic, and t. Then you will be able to devise specific action steps. Consider these guidelines as you write your S.M.A.R.T. goals:

S stands for **SPECIFIC**. A goal is specific when it is clearly defined. A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal, ask yourself:

WHO: Who is involved?

WHAT: What do I want to accomplish?

WHERE: Identify a location.

WHEN: Establish a time frame.

WHICH: Identify requirements and constraints.

WHY: Specify reasons, purpose, or benefits of accomplishing the goal.

"Make more money."	"I will increase my sales by 5% a month over the next six months."
"Study more."	"I will set aside three hours per night, five nights a week."

M stands for **MEASURABLE**. A goal is measurable when it can be quantified. Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as... How much? How many? How will I know when it is accomplished?

A stands for **ATTAINABLE**. A goal is attainable when it is humanly possible to accomplish. When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set — when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far and out of reach eventually move closer and become attainable — not because your goals shrink, but because you grow and expand to match them. When you list your goals, you build your self-image. You see yourself as worthy of these goals and develop the traits and personality that allow you to possess them.

R stands for **REALISTIC**. A goal is realistic when it represents an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished seemed easy simply because they were a labor of love.

A goal is realistic when you truly believe that it can be accomplished with the time and resources available to you. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past. Another way to help you determine if a goal is realistic is to ask yourself what conditions would have to exist to accomplish this goal.

T stands for **TIMELY**. When writing your goal, making certain that it can be accomplished in the time you wish to achieve it is important. Is it too far out in the future? Perhaps there are shorter term goals that can be achieved in order to prepare for the longer-range goal? Having goals in a shorter time range can also create a sense of urgency which can be motivational. Setting appropriate deadlines for the achievement of the goal is imperative to realizing the goal.

Benefits to be Gained and Losses Avoided by Achieving the Goal

List here all the benefits you will gain or losses you will avoid when the goal is achieved. Include concrete benefits such as improved income or items you will possess. List losses to be avoided like loss of market share, obsolescence of your company's product or service, or reduction of current income.

Also include intangible benefits to be gained and losses to be avoided. Examples of intangible benefits include the enjoyment of greater respect from your colleagues or family, a sense of accomplishment, or improved relationships with family and co-workers. Intangible losses could include increased negative stress, weakened health, or loss of personal respect.

Identifying both benefits to be gained and losses to be avoided is important because these are the two driving factors in human motivation. While benefits are probably the most long-term motivators, in the short term, people often act more quickly and decisively to avoid losses.

Obstacles That Stand in My Way of Achieving This Goal and Solutions to Overcoming the Obstacles

While you know what to expect, you can plan realistically for overcoming (or working around) an obstacle. Consider likely obstacles and formulate possible solutions or actions for overcoming them. Add these strategies to your Specific Action Steps for Achieving This Goal.

Imagine yourself working towards your desired goal and then imagine what might stop you from achieving it. Likely you have tried to reach this or similar goals in the past. Ask yourself, "What prevented me from being successful." Then brainstorm a solution for overcoming the obstacle. This is a good place to work with a coach or trusted friend.

Evaluating currently existing obstacles also increases your awareness of the constraints within which it is appropriate to function. To choose the most effective course of action, you need to consider constraints like budget, preferences of other team members, and market conditions. Deciding how to handle these constraints logically and effectively should impact the action steps you choose.

Specific Action Steps for Achieving This Goal

List the exact daily actions you must take to bring your goal into reality. Many goals depend upon completion of a series of action steps that must be taken in consecutive order — one after another. So, after listing the steps, indicate the order they are to be taken. Some of these steps might even be broken down into a few smaller, more detailed action plans. Set a target date for each action. When you study each action step, record the date in the Date Reviewed column. As you act, enter the date you completed it in the Date Completed column. This gives you a clearly visible check on your progress.

Target Date

After you have completed your list of Specific Action Steps for Achieving This Goal and their order, you can predict how long it will take to do the entire job. Go back to the top of this form and enter the Final Target Date into the space provided.

When you decide to pursue a goal, write some special affirmations to support your decision and help you take action with enthusiasm! Make your affirmations positive. Express them in the first person and in the present tense to give them the impact of your commitment.

Read or repeat them several times a day to encourage yourself in using the attitudes they describe. Reading or repeating affirmations raises your confidence in your ability to lead and succeed.

Visualization

To strengthen your commitment and belief in your ability to achieve your goal, use the last section of A Goal for Success to decide how you will incorporate Visualization into the pursuit of your goal. Decide on the visualization items you will use and how you will use them. You may also find it helpful to use the full-sized Visualization form provided in your Action Steps. Remember, seeing is believing!

Affirmation

Write a positive statement, in the first person, present tense; as if your goal has already been achieved. Write this statement(s) every day. Read it out loud. Put it around your house.

Date Achieved

When you have accomplished your goal, record the date in the space Date Achieved. Celebrate your success and enjoy the benefits that are yours for setting a goal and working until you reach it. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.