



good morning

**YOU GOT
GOALS**

Coachingwithpatricia

INSTRUCTIONS

Writing down your goals makes you accountable. Ensure you have a clear vision of the steps needed to achieve each goal.



Get a copy of this booklet and reproduce it for each of your long-term goals. Organize them into a binder and create tabs for each category.

Once you've established a deadline, avoid stressing yourself if you encounter challenges in meeting it; simply give your best effort.

Life inevitably presents obstacles, so learn to adapt by setting realistic timelines and avoiding overwhelming yourself.

You have the capability to handle it! Now, you're prepared to commence working on your goals.





Establishing Goals

Establishing goals is important in possessing and navigating the system that guides you to your intended destination.

It serves as a strategic plan, steering you from the initial point, Plan A, to your ultimate destination in the most efficient manner possible.

This approach provides a clear vision of anticipated challenges and facilitates the discovery of alternative solutions during the process.

The act of setting goals enables great planning, fostering the achievement of great accomplishments.



Short Term Goals

Short term goals can be added into your smartphone or calendar.

- This is considered a TO-DO-LIST. This approach fosters accountability for completing daily tasks on a timely manner.
- You have the option to assign colors to each task, establish timers, and set deadline dates for timely reminders. You can also colour code each task and set a timer and deadline date as a reminder.
- Upon completion, you can either remove it from the calendar or mark it as accomplished.

Long term goals need a plan and will take longer to accomplish.



Why Setting Goals are Importanttet goals.

Distinguish between two goal-setting categories: immediate objectives (short-term goals) and extended aspirations (long-term goals).

Download a copy of this booklet, insert it into a binder, and organize it into distinct sections.

With these preparations complete, you're now prepared to embark on the chapter toward accomplishing your goals.




List your top 3

Weekly goals







A wooden pair of glasses with a light brown frame is positioned at the top of the image. Below it, a spiral-bound notebook with a white cover and a brown back is open. The left page is a plain brown cover, and the right page is white with a black spiral binding. On the left page, there are several white daisies with yellow centers, some in full bloom and some as buds. A single white petal has fallen onto the brown cover. The notebook is placed on a dark blue, vertically-grained wooden surface. The handwritten text on the right page is in a black, cursive script.

You have the super
power to meet your
goals.

JL



List your top 3

Short term goals for the month.

1.

2.

3.

Additional Notes

ACCOUNTABILITY



Long Term Goals

Categorize your goals based on areas that are relevant to you, and subsequently, establish achievable deadlines as part of your planning process.

- Personal Goals - Healthy lifestyle
- Relationship Goals - Making a commitment
- Family Goals - Build a TEAM - working together
- Career Goals - Balance lifestyle
- Financial Goals - Financial stability
- Retirement Goals - Planning for your future

Personal Goals - Healthy Lifestyle

Make a list of your personal goals and prioritize them in a way that reflects a realistic approach to attain each one.







Additional Notes:

Personal Goals - Healthy Lifestyle

- What do I want to achieve for myself
- Am I happy in my current life
- What do I need to do to fix it
- Am I meeting my standards of life



Relationship Goals - Quality Time

Create a list of goals you want to accomplish in your relationship.







Additional Notes:

Relationship Goals - Quality Time

- What type of relationship you want (long-term partner, marriage, open-relationship, etc.)
- How will you prioritize the time spent with a partner
- What are the characteristics of a partner that make them a good fit for you

Family Goals - Build a Team

Create a list of goals you want to accomplish with your family.







Additional Notes:

Family Goals - Build a Team

- Create a happy home
- Create quality time
- Create family project
- Teach your children to become independent thinkers

Career Goals - Financial Freedom

Create a list of career development goals you want to accomplish.







Additional Notes:

Career Goals - Financial Freedom

- What type of job am I qualified for
- What steps do you need to take to get that job
- What are the roadblocks
- Do you need a specific degree or certificate



Financial Goals - Financial Stability

Create a list of financial goals you want to accomplish.







Additional Notes:

Financial Goals - Financial Stability

- Learn to save money to create a stress free home
- Financial security is important
- Educate yourself on a future financial plan



Retirement - Planning for Your Future

Create a list of goals you want to accomplish.










Additional Notes:

Retirement - Planning for Your Future

- What type of lifestyle do you want when you retire
- Find a hobby to keep you young and active during retirement
- Start planning 5 years before you retire to ensure financial security and lifestyle



POSITIVE MIND
POSITIVE VIBES
POSITIVE LIFE



Create a brief summary of your goal:

Goal # : _____



Scale of 1 - 10 how important is this goal .

1 - 10 _____

Is there anything stopping you to complete this goal?

Blank lined area for writing answers.



Breakdown what you want to accomplish.

Goal # : _____

Once you have broken down the task prioritize each (section) in order to complete the goal.

Goal # : _____



Biggest impact! List your obstacles that can prevent you from meeting your goals and how are you going to overcome them.

Goal # : _____



Write specific details on how you are going to reach your goals.

Goal # : _____



What does this goal look like to you when you have reached or completed your goal. What are the benefits?

Goal # : _____



REMINDER

*" Stay Confident.
You Got This"*

REMINDER

"Focus on the Present"

Once you complete your goal and your happy with the results.
Write down the process that was effective or not effective.

Goal # : _____



Additional Notes

REMINDER

" Focus on the End Results "



*Happy
Days*



Congratulations

I hope you found this exercise helpful.
If you would like to reach out don't hesitate to contact me.

Coachingwithpatricia