

GOAL ATTAINMENT



TIME-TESTED 7
STEP PROCESS
FOR FINALLY
ATTAINING YOUR
GOALS

Kim Olver

Goal Attainment

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BEGIN AT THE END

Your Vision

Sometimes the best way to get started is to clearly define where you want to end up. The second habit Stephen Covey names in his book *The 7 Habits of Highly Effective People* is “begin with the end in mind.” He suggests doing so by imagining your own funeral and the things you want others to say about you—or, as Gay Hendrick suggests—what you want people to say about you at your 100th birthday celebration.

At my party, I want people to say things like, “She was a great friend...She always knew the right thing to say to help me feel better... She was a wonderful, caring and supportive life partner...She was a great mother, who taught her kids good moral values and then held them accountable for living true to their own beliefs...She was a courageous risk-taker who had a high level of integrity...Her ideas helped so many other people live healthy, productive, fulfilling lives...She lived the very concepts that she promoted...She held out a helping hand to anyone in need and didn’t turn anyone away... She was awesome at helping people get along better with the important people in their lives... She was generous and good-spirited...She had a sense of inner peace about her...She was patient and kind.”

When you think about what you’d like the people in your life to say about you, it’s an exercise to help you determine how you want to live: what you hope to have, do, and accomplish; how you want to take care of yourself and those who are important to you; and the character traits you want to be remembered for.

Your Life's Purpose:

Think about what your life’s purpose is—the thing you were put on this earth to do. Do you know what that is? There is something special and exceptional about every one of us—a unique

skill, talent, or ability that makes things better for other people.

From the time I was in fifth grade, I recognized my calling. I was the one everyone came to for advice about their personal relationships, whether it was about the boy or girl they liked or some fight they had with their parents. But even at that early age, and despite the fact I had no idea what I was doing, I intuitively knew how to help people with their challenging relationships—and it made me feel good.

It’s not common to know at such an early age what one is destined to do, and many of us have such a wide variety of skills and interests that it is difficult to narrow one’s focus.

If your mission eludes you, I invite you to stop reading for a minute after you complete this section and allow your mind to just free flow. Let yourself go back in time to when you felt good about yourself, you felt important, and you felt you had something meaningful to contribute.

If you have difficulty mining from past experiences, don’t be alarmed. Instead, allow your mind to drift forward. Take yourself to a place where you can imagine doing something significant for others. Please know that “significant” does not have to mean spectacular but simply that it contributes to the whole. There are some people whose mission is to help others achieve life lessons. There are some who are here to make life easier for others. I have known several people in my life who love to clean. Putting things in order, polishing and cleaning calms them and makes them happy. If it meets their soul’s purpose to provide a safe, clean, organized environment for their customers, then that may be their purpose, and they can and should be very proud of their work.

Your life purpose is not to amass great wealth, but perhaps great wealth is necessary to accomplish your purpose. I have a friend who just discovered his life purpose at age 47. He realized his purpose is to help the people of Africa, particularly the black Africans in Ethiopia, by creating commerce there. He needed a great deal

of capital to realize his dream, but his dream is not about getting wealthy. A true purpose always serves the greater good. You stand a much better chance of accomplishing your purpose when you have identified the greater good connected to it. The financing you need will be attracted into your life once you become clear about what you are supposed to do and how it will benefit others.

After spending a great deal of time working on this, I came up with my mission: to help people get along better with the important people in their lives, including themselves, at home and at work. You will want to eventually narrow down your mission into one simple statement.

Your Values:

Once you're clear about your mission, you can begin the process of clarifying the values that are important to you.

Here's how I rank the values I consider important in my life: quality relationships, honesty, fairness, passion for life and work, and personal choice and responsibility. I could go on, but I stopped at five. You may come up with anywhere from three to 10, but you want to rank them in order of importance.

One way to do this is to, one by one, cross your values off your list. Which is the first to go? Which one is left? Another way to do this is to imagine whether you would ever sacrifice one value for another. Your number-one value would be the one you would never sacrifice and so on until you have successfully ranked them.

Once you know what your passion is, it becomes easier to chart your life course. However, there will be external forces—whether circumstances or other people—that may try to sabotage your plans. Sometimes situations may appear insurmountable, but if you are truly following your purpose, what you need will be attracted into your life. People may be jealous of your success, or they won't want you to succeed. The expression "misery loves company" is what drives these people. Generally, they are not

following their life's purpose and may not even know what it is, so when they see you living yours, they want you to fail. They will attempt to undermine your confidence. Do not allow your confidence to wane, and don't deviate from your course.

It may become necessary for you to rid yourself of toxic people in your life and surround yourself with people who support you and people who are already living their life's purpose. I know when I left my job, moved halfway across the country and started my own business, most of my friends expressed support and spoke of how courageous I was. However, some seemed to relish when small steps along the way did not work out for me. I had to insulate myself from this negative energy so I could continue on the path I knew I was destined to travel. Perseverance and self-confidence need to become your constant companions.

Whatever you do with this Goal Attainment eBook, please remember the importance of writing it all down. You can either use a journal you purchased or type your answers in the forms provided at the end of each chapter. Remember that Harvard study I mentioned earlier? There is something magical about writing down your goals. Do not skimp on this step, for it is critical to your success.

EXERCISES

100th Birthday:

In the form on page 22 or wherever you prefer, write down your visualization of what you hope your loved ones say about you at your 100th birthday party with regard to your accomplishments, good works and personality traits in the areas of family, friends, work, spirituality or community service, self-development and leisure.

Mission Statement:

In the form on page 24 or wherever you prefer, write down your answers. At first, you might believe you don't have any answers to a particular question. Challenge yourself to come up with at least three answers to each question before moving on. If you are truly drawing a blank, continue to ponder the question and come back to it later.

Vision, Mission and Values:

In the form on page 25 or wherever you prefer, write your completed visualization, your final mission statement and your rank-ordered list of values, with no. 1 being the most important and no. 10 being the least important.

THE BALANCING ACT

Balance is the key to attaining your goals. If all your focus is on one area of your life, other areas will suffer. Some people recommend setting goals for work, finances, home and community. Others will have you planning around health, spiritual, financial and vocational. I think of balance in a different way because of my training in Choice Theory psychology. I like to look at attaining goals in the area of our five basic needs.

When it comes to balancing all the areas of your life, there is one crucial consideration—your basic need-strength profile. According to Dr. William Glasser in Choice Theory® psychology, we all have five basic human needs, and to be happy and satisfied, we need to meet all of them each day.

Dr. Glasser believed these needs were genetically programmed and stay pretty much the same throughout a person's lifetime. I also believe the strength of a person's needs is genetically programmed, but it is challenging to discern how genetically predominant each one is, as our perception of a need's strength is

related to how satisfied it is at any moment. Let's say you have a very high need for Freedom; you might think your need is low because all is well in that area. If your Survival need is genetically low but you are struggling to meet it, it will feel like your strongest need because it's causing the most pain.

Brian Dyson, CEO of Coca-Cola Enterprises from 1959 to 1994, gives some excellent advice about work-life balance: "Imagine life as a game in which you are juggling five balls in the air. You name them work, family, health, friends, and spirit... You will soon understand that work is a rubber ball. If you drop it, it will bounce back. But the other four balls—family, health, friends, and spirit—are made of glass. If you drop one of these, it will be irrevocably scuffed, marked, nicked, damaged, or even shattered. They will never be the same. You must understand that and strive for balance in your life."

I would advocate for naming those balls Safety & Security, Connection, Significance, Freedom and Joy. Allow me to explain these needs in the context of Mental Freedom and the rationale for changing some of the names:

- I renamed Survival as Safety & Security because it's unlikely that people who are struggling with "survival" would be taking a goal attainment program; "Safety & Security" better defines our modern-day survival when the basics of shelter and food are covered.
- Love & Belonging is now the need for Connection. It's awkward to speak of "love" in the workplace, as Connection also encompasses our relationships with our jobs and coworkers, friends and pets, and values and ideologies.
- Power has become Significance because the word "power" has a bad reputation. People rarely hear "power" without thinking of the bully on the playground, a control freak or the boss that takes credit for other people's work.

- Freedom remains as-is because it's the perfect descriptor.
- I renamed Fun to Joy because many people believe they have outgrown the need for Fun since they don't play anymore. Joy encompasses several categories that speak to people of all ages—play, humor, relaxation and discovery learning.

Imagine, as Dyson explained, you're juggling these balls. Now imagine that the size of each ball corresponds to how strong each need is. In my lifetime, most of my decisions have been made in service of Connection and Freedom, my largest and most important needs. That doesn't mean that my lesser important needs might not rise to the top if I am having difficulty meeting them. For example, if I learn I have a serious illness, Safety & Security might feel more important to me because the ways I normally meet that need have been compromised. It doesn't mean the need has grown larger; it's just harder to satisfy, so it is most frustrated.

When you are juggling and balancing your needs, what is balanced for you might be imbalanced for me. Typically, we work to fulfill our most important needs first before making our way down to the least important need.

I once worked with a girl named Rachel who was upset because she thought she needed to give up the job she loved. When I inquired why she thought that, she said it was because everyone who loved her told her that she didn't have any work-life balance. She was thinking she needed to find something else. She was a teacher and realized she spent a lot of time at work, long after the children had gone home. Even when she finally went home, she often found herself thinking about her students. To most people, this can sound like a work-life balance issue. When I asked Rachel what her highest need was, she said it was Significance. She admitted work is where she met that need. It was easy for me to see that spending a huge amount of time at work

was exactly how Rachel balanced her needs.

I don't ascribe to the idea that we have work in one camp and the rest of our life in another and our job is to balance the two. We have five needs of varying strength, and our job to attain balance is to meet our needs in the best ways we can.

Put the balls away and imagine your five needs are different-sized containers. Your largest need has the biggest container and the smallest need has a little one; the three in the middle range in size between your largest and smallest. Your goal is to fill these containers to the top without overflowing. You want to have as much of each need as you require. When you have more than you need, it tends to interfere with another need. For example, having more Freedom than you need might compromise your Connection need. Having more Significance than you need could compromise your need for Joy. Having too much Safety & Security could compromise your need for Freedom. Perfect balance means your containers are full but not overflowing. Of course, maintaining a perfect balance is a worthy goal, but it is something that needs to be consistently maintained throughout your life.

Unfortunately, there are no balls or containers—no scientific way to measure how satisfied our needs actually are. It's one of those things that you know when you experience it. There is a simple joy and satisfaction to living when one's needs are met, which implies a level of discomfort and unhappiness when one's needs are not met.

My highest needs are Connection and Freedom. I no longer have to work to meet my Freedom need because of the way I've constructed my life. I live alone, so I have a lot of alone time. I own my own business, so I work when I want to—the kind of work I enjoy that lets me travel often while other people pay for it. I have all the Freedom I need. However, I need to put in more work to satisfy my Connection need. My family lives 800 miles away from me. I have many friends, but they are scattered all over the

world. I get a lot of Connection from my work—as I get to meet new people all the time—but I have to reach out for the intimacy I want. That requires effort, but it's effort I'm happy to put in to balance my needs. When my Connection and Freedom needs are satisfied, I can concentrate on my need for Significance. Typically, I get that met through my work and the creation of new, exciting programs to help people live freer. At the end of my list, the least important needs for me are Safety & Security and Joy. Fortunately for me, I often satisfy Joy through my Connection need, as I have Joy when I'm with people I care about. I also receive Joy from traveling and the work that I do. Recently, I had a health concern that emptied the small container I have for Safety & Security. Now that it's empty, it requires attention, making it more important to me. The bucket hasn't grown bigger, but it's empty and requires effort to satisfy.

Balancing our needs is a practice that never ends. Take time to rank your needs in order of importance, then calculate how satisfied they are. From this analysis, you will learn where you should start. Determine the need that's most neglected or frustrated. Where are you unhappiest? Begin there, then go on to the next need that requires attention. Avoid working on things that will predominantly benefit a need that is already satisfied, and don't ignore your biggest needs in favor of another because, for example, someone told you that you need more work-life balance. You are the only one who will be able to understand your unique need-strength profile.

To find ways to meet your needs, start by exploring your Quality World, that place where everything is perfect and you have everything you want. What are the things that help you feel safe and secure, loved, important, free and joyful? List them all, and if some needs are left uncovered, it's time to explore and discover new experiences.

Allow the following six categories to guide you when setting goals, keeping the intention to

invite more balance in your life. Balance doesn't mean you need goals in all six areas; it means none of your needs has too much or too little attention. If one need is extremely frustrated, be careful you don't focus on it so much that you neglect others. It's a balancing act: Experiment with it until you find what feels right for you.

1. Physical health, safety and security

- How can be healthier, safer and more secure in your daily life?
- Are you tired of playing it safe and want to take some risks this year? What does that look like?

2. Relationships

- Are there relationships you would you like to pursue, some you want to deepen, or ones you decided must come to an end?
- Do you need to create boundaries with someone?

3. Work and accomplishments

- Are there accomplishments you want to tackle this year, personal or work-related?
- Are you looking to increase your impact or make a bigger difference in the world, or are there things you want to let go of in this area?

4. Spirituality and community involvement

- Do you have goals you want to achieve with your Higher Power?
- Are there ways you'd like to become more involved in your community?
- Are there responsibilities you need to step away from to balance your needs?

5. Emotional wellbeing

- Are there goals you want to set in the area of self-growth and development?

- Do you want to practice healthier thoughts that lead to healthier emotions?

6. Leisure and learning

- Do you want to establish some learning goals for yourself?
- Do you need more leisure time in your day?
- Do you need to decrease the joy in your life so you can focus on some of your other needs?

EXERCISE

My Balancing Act:

In the form on page 26 or wherever you prefer, draw a mind map. Place yourself at the center. Write the six categories somewhere on the map, circle each of them and connect them to the center with a line. This will be an important step as we move into the next chapter.

TAKING STOCK

Your Current Reality:

Consider where you are right now in all the areas you have decided to balance. You might have a tendency to be hard on yourself, giving yourself very little credit for the hard work you have already done. You might berate yourself for being lazy, not smart enough, and unfocused. If this describes you, try to lighten up a little and imagine that you are an objective outsider. What would you see about yourself? You can even ask people you trust and respect for an honest appraisal of where they see you in each of your balancing act areas.

Just the other day, I was speaking to a client who was incredibly hard on herself after appraising her life. She said that, despite being almost 43, she doesn't have a career yet, and she

is only now realizing how dependent she is on her husband, who is experiencing some health problems, because his job provides the family's health insurance. But she does have a career. She is a contract employee capable of charging two to four times what she earns right now and could afford health insurance if need be. Once she was able to assess her situation objectively, she realized that she was much better off than she thought.

Others of you will tend to be lenient on yourselves. You will look at where you are and make excuses for why you haven't accomplished more or give yourself undeserved credit. Imagine you are an objective outsider looking in at your life and give an honest assessment of what you see. If you are still having difficulty, ask someone you trust and respect to provide honest feedback.

Another client of mine was working toward losing weight. At each of her weekly weigh-ins, she made an excuse for why she hadn't lost a pound. She talked about how hard it is for women over 40 to lose weight. She claimed that ever since she quit smoking, the pounds just seem to linger. She said it was impossible to exercise because she simply didn't have enough time; she is a CEO of a major company, after all. She was unable to see how she failed to prioritize her weight loss goals until she spoke to me, and I gently challenged her by asking her to self-evaluate the effectiveness of her behavior. If this sounds like you, then you will require an outside person who is willing to help you look at the hard truth.

And there will be many of you who are capable of objectively evaluating where you stand without validation from an outside party. Whichever is your situation, it's imperative that you honestly assess your current situation.

Your Strengths:

When you are finished with that, it's time to take an honest look at your strengths. You may need to tap into those resources when developing

successful plans for accomplishing your goals. Don't leave any stone unturned. You never know when a simple strength you take for granted may be the one thing that propels you into greatness.

Consider the areas you have chosen for your balancing act and determine what you're good at in each of those areas. A strength of mine is that I happen to be very good at is relationships. I can talk with just about anyone, and I'm a good friend who is well-liked. I am also optimistic and courageous. I can see the positives in almost every situation, and there is very little I am afraid to tackle. If there is something I want, I have both the optimism and courage to pursue it.

Perhaps you can find your strengths in things for which you may have been criticized. For example, I have often been accused of being stubborn. I can reframe that as a strength by perceiving myself as persistent or determined. Do you have any strengths like that? Now is the time to count them.

Your Barriers:

Finally, consider the question, "What would I have to give up in order to achieve success with this particular goal?" When you have your answer, you may have uncovered the thing that consciously or subconsciously prevents you from accomplishing your goals. Many people want good health, but they also want to eat foods that aren't the healthiest while avoiding exercising.

Armed with this new discovery, you need to ask the question, "Is there any way I can figure things out so I can have both things I want?" Humans don't like to give up one thing to get another. The best-case scenario is if you can come up with a compromise where you can get some of each of the things you want.

If a compromise is not possible, then you must weigh which is most important and make a deliberate decision to give up one in favor of the other. It's then necessary to determine which needs are met by whatever you're giving up and

build other ways to meet those needs into your plan. If you fail to implement a replacement, you would be denying one or more needs, and at some point, you will tend to go overboard to meet that need—often in a destructive manner.

If you must give something up, it's necessary to determine how your balance of Safety & Security, Connection, Significance, Freedom or Joy will be affected—or failure is inevitable. Consider the person who wants to increase their financial security by cutting up their credit cards to prevent any impulsive spending. This restriction would help them meet their need for Significance and Safety & Security, but it would seriously inhibit the need for Freedom. Without building responsible ways to meet their Freedom need into their plan, after a period of time, it's inevitable that the person would go on a serious spending spree.

Here's a personal example: I've decided that I want to lose weight this year, and when I consider the situation, I realize that going out to eat with my friends is a problem because that is when I make poor food choices. I can compromise by only ordering an appetizer or taking half my meal home.

However, let's say I already tried those options and did not have the willpower to follow through, so I decide I can't go out to eat with my friends anymore. When I make that decision, I know I will be frustrating my Connection need, so I need to add new behaviors to satisfy that particular need. I can create other active things for my friends and I to do together. Maybe I could join a club. Anything will work as a substitute, provided it meets the need affected by whatever I sacrifice.

Many times, you won't progress toward your goals because of fears or sacrifices you believe you must make—and sometimes these beliefs rest beyond your conscious awareness. You must bring them to the forefront where they can be confronted and managed.

EXERCISES

Taking Stock:

In the form on page 28 or wherever you prefer, write down where you honestly see yourself right now in the listed area.

My Personal Strengths:

In the form on page 30 or wherever you prefer, write what your strengths are in each area. What are you good at? What are your talents and abilities? Where do your interests and passions lie? Seek outside validation if you think that will be helpful. This is a very important step as we move into setting your goals.

What are My Barriers?:

In the forms starting on page 32 or wherever you prefer, determine what is getting in the way of accomplishing your goals. This step is often omitted from many goal-setting programs, setting people up for frustration and eventual failure.

For each of your goals in each of your identified areas, you must ask yourself, “What would I have to give up to achieve this?” Once you have an answer, try to construct a solution that will allow you to reach your goal while still having some of what you don’t want to give up. If you are unsuccessful in finding a compromise, then ask yourself which is more important and determine what need would be frustrated by the sacrifice. Then, figure out some alternative ways to meet the affected need and add those new behaviors to your goals for the year.

PRIORITY MANAGEMENT: WORKING BACKWARDS

Once you know what you are striving for, where you are, and what has been sabotaging your efforts, it’s time to plot your path toward getting what you really want. You will be developing 10-year, five-year, three-year, one-year, quarterly, monthly, weekly, and daily goals. I suggest you review your big-picture goals quarterly and set your shorter goals accordingly.

The beginning or end of the year are good times to review your goals and overall direction—but once you recognize the need, start immediately. Believing you have to wait for the start of next year to get serious about accomplishing your goals is simply another excuse. Don’t let anything hold you back or get in your way.

If this is your first time doing this, start by visualizing where you want to be in 10 years and write it down—the more specific, the better. Next, figure out where you would have to be in five years to realize your 10-year vision, then conceptualize where you would have to be in three years and then one year from now.

Steve Pavlina, a personal growth expert, says that people often “overestimate what they can do in one year but underestimate what they can do in five.” Keep this in mind as you formulate your long-term goals.

Once you have delineated your one-year goals, plotting out how to accomplish it in three-month increments becomes simple. What would you have to accomplish by April? July? October? January? Plan it all out so that everything you listed in your one-year goals is covered in these quarterly plans.

Every month, review your quarterly plans and decide what you want to accomplish from your quarterly list that month. Whenever works best for you, plot out your course for the week, using the “Weekly Time Blocking” form below.

This is not just for work. This is the place where you record all the tasks you must

complete each week to attain the balance you read about in chapter two. Always block off your most important tasks first. If going to your daughter's soccer game on Wednesday afternoon is your priority, then make sure you put that in your schedule first and work your other lesser important items around it. Include exercise, grooming time and even relaxation time for yourself.

In finance, there is an expression that says, "pay yourself first." This generally refers to income, but in this instance, it is also true of time. If you do not carve out the time you need to stay sharp and on top of things, then you could end up with serious problems. Take care of yourself first.

It is also important to block out what I call "flex time." There will often be things that come up in your day that you have no control over and must attend to. Are you a supervisor responsible for attending to the needs of your employees? Do you have the type of job where crises occur on a regular basis? Is your home life unpredictable? Do you have aging parents who sometimes need more care than others? Do you have children?

The point is, while you may not be in control of these demanding events in your life, with some forethought, you will be able to manage their impact. If you conduct a study to determine just how much of your week is unpredictable, then you can plan a certain number of flex hours in your week, giving yourself time to manage the unpredictable when it occurs. As a supervisor, I set aside seven hours of flex time each week. That way, when one of my employees needed my time, I would accommodate them and still get my work done by rescheduling whatever I was working on to planned flex time later in the week. Through this process, I felt so much more in control of my time.

Another thing that is important to plan for is what I call drudge work. Everyone has those everyday tasks that get ignored and ultimately create a lot of stress. Whenever that occurs, I find it helpful to allocate a certain amount of time weekly to manage those tasks. I typically

need two hours a week to handle mine, but this amount will vary depending on how much disorganization you can tolerate and the amount of drudge work you have to tackle. Planning time in your schedule to handle it will be very advantageous.

An important skill to hone for effective time blocking is being able to estimate how long a particular task will take. Tasks generally expand or contract to fill the time allotted for their completion. If you have apportioned two hours for something and you haven't completed it in the time allowed, I find it best to stop at the end of the allotted time and fit the rest of the job into a piece of planned flex time—unless it is a priority. Then the issue becomes moving a lower priority item to flex time or into the following week.

Once I started time blocking seriously, I realized how much time I lost throughout my day. Before I time blocked, I allowed other people and circumstances to dictate how I spent most of my time. I got easily distracted. Have you ever heard the expression, "If you fail to plan, you plan to fail"? This is especially true with your time. Take control of this valuable commodity.

At the end of each day or the beginning of the next, whichever provides the most power for you, complete your daily to-do list. I try to list the seven most critical things I need to get done that day in order of importance and prioritize those. I do not begin the second priority until the first is complete and so on. I do my absolute best to not get distracted by people or circumstances that are not on my priority list until I have accomplished those seven tasks.

Once you begin time blocking, your day is mapped out. On those rare occasions I don't complete my daily prioritized to-do list, I tend to wander around aimlessly and don't accomplish much. I might allow spider solitaire to take up entirely too much time in my day, forgetting to do the important things that should be done—unless I have my list.

POP Your Time:

You will not reach your goals unless you prioritize, organize and protect your time. My colleague and friend, Marcus “Dr. Respect” Gentry, calls this process POPing one’s time. First, prioritize what is important. Then you organize your time through time blocking. Finally, you protect your time by not allowing distractions to pull you away from what you have identified as most important.

Prioritizing begins once you set goals. If you are asked to do something that doesn’t advance you in the direction of your goals, then you must ask yourself, “Should I spend my precious time engaged in that particular activity”?

Organizing your time is the process of looking at the hours available in the day and scheduling time for your priorities. Time blocking accomplishes the goal of organizing your time.

Protecting your time can be accomplished in several ways. One is to minimize or eliminate procrastination. I have a role model who is excellent at attending to important things immediately while I tend to procrastinate, and procrastinating is nothing but a waste of your time. Successful people do what must be done now. They don’t wait because, in waiting, they can miss big opportunities. Something spectacular may come your way that you will have to miss because you now must do the thing you procrastinated about, so try to avoid procrastinating on the important things you can do now.

Eliminating distractions is a big issue when it comes to protecting your time. There are always people and circumstances that will vie for your attention, and attention equals time. There will be some you may want to indulge but be conscious about those choices you make. Don’t give away your time indiscriminately. Once the moment is gone, it is gone forever. Did you spend it the way you wanted?

Other Priority Management Issues:

One issue in priority management is persistence. I recently learned that it takes an average of 10 “touches” with prospects before you can turn them into customers. Most people give up after two or three, but persistence will win the prize. Successful people will begin where others quit.

The second issue in priority management is to seek out others who are already successful in doing what you want to do. A lot of time can be wasted attempting to reinvent the proverbial wheel. Talk to the people who have already done what you want to do and learn from their experiences. Their knowledge of what you can do and what you should avoid can greatly reduce your learning curve. If you don’t know anyone personally, you can always learn from reading a book on the subject, taking a program, finding an online community or hiring someone as a coach.

Finally, in priority management, you must ask yourself, “Am I spending my time doing something that someone else could do faster and with more enthusiasm?” Most of the successful people I’ve studied advocate only engaging in high-profit activities. This can mean activities that bring in a lot of money or life satisfaction. Delegate the rest to someone who excels at things that aren’t your interest or strength.

One guru, John Assaraf suggests that the adage of working on our weaknesses is no longer a valid approach. It simply creates mediocre do-it-yourselfers who waste a lot of their valuable time learning to do things they could have hired an expert to do in far less time. When you start placing a value on your time, outsourcing and delegating begin to make a lot of sense. You should be working at developing your strengths as your biggest asset, so you can become an expert in the area you are most passionate about.

EXERCISES

Long-Range Planning:

In the form on page 39 or wherever you prefer, plan your 10-year, five-year, three-year and one-year goals in the following areas: physical health, safety and security; relationships; work and accomplishments; spirituality and community involvement; emotional wellbeing; and leisure and learning.

Quarterly Goals:

In the form on page 47 or wherever you prefer, break down your one-year goals into what must be done quarterly. This document will be more flexible than your long-range planning form. Opportunities you weren't aware of when you first planned your quarterly goals might present themselves later in the year. This will be a working document that you can add to or take away from as your year progresses.

Monthly Action Goals:

In the forms beginning on page 49 or wherever you prefer, record your goals for the month, ensuring that all quarterly goals are listed on the form. Then plan your activities so that those goals will be accomplished. Once your action steps are listed, determine when you want to complete the step and record the date in the week column.

Weekly Time Blocking:

In the weekly action form on page 62 or wherever you prefer, prioritize your goals at the beginning of your week and block out your tasks. A blank form is provided in case you want to customize your time to suit your schedule.

For a downloadable weekly time-blocking template, visit <https://olverinternational.com/resources/goalattain-downloads/>.

AFFIRMATIONS, VISUALIZATIONS AND MEDITATION

Until I became a business owner myself, I didn't participate in any of these "new-age" practices. I was trained as a counselor and social worker, which is how I saw myself my entire adult life. No one taught me how to build a successful business. Being keenly aware of my lack of knowledge in this area, I studied the great ones, and I was surprised to learn that the most successful of them were touting the power of affirmations, visualization and meditation.

On blind faith, I gave it a try, and I will share some phenomenal personal stories of how the use of these worked in my life.

Affirmations & Affirmations

An affirmation is a statement of fact that hasn't yet come into being. When it comes to crafting affirmations, there are some general rules to follow. In his book, *The Fundamentals of Success*, Jack Canfield writes about nine guidelines for creating effective affirmations:

1. Start each affirmation with "I am."
When your subconscious mind hears these two words, it will work to make them true.
2. State all affirmations in the present tense, as if they are presently occurring.
The more effective statement would be, "I earn \$250,000 a year," as opposed to "I will be earning \$250,000 a year."
When you state your affirmations in the future tense, they will never come true. It's like that old saying, "Tomorrow never comes." You must write them as if they are currently true.

I once had an affirmation that said, "By August, I will have 1,000 subscribers to my online newsletter." I never specified what year. The first August, I was lucky if I had 400

subscribers. But surprisingly enough, by the end of the next July, I hit the 1,000 mark. Had my original affirmation been, “I am a successful business owner with 1,000 subscribers to my online newsletter,” I might have hit my goal much earlier.

3. Stay positive. Speak of what you want rather than what you don’t want because our subconscious does not recognize negative statements. When you say, “I am not overweight,” the subconscious hears, “I am overweight.”

Here’s an example of how negative statements manifest as positive ones: My parents separated when I was in college, leaving my 13-year-old brother at home alone with my mother. My mother had little control over him so he pretty much did whatever he wanted. From then on, I always said, “Please don’t let me be a single mom raising teenage boys.” Those who are familiar with my story know that my husband died when he was 37, leaving me alone with a 13- and a 15-year-old son.

Avoid stating what you don’t want and turn it into a positive statement of what you do want.

4. Affirmations should be brief and uncomplicated. They should be short enough to be easily committed to memory. Deal with one thought at a time.
5. Make sure you are specific in what you are stating—something I failed to do when I first started my business. I took out a line of credit on my house and secured almost \$80,000 in interest-free credit cards for the first year. My thought was that I would use the credit cards the first year and use my line of credit to cover what I didn’t have paid by the time the APR changed.

So, I wrote my affirmation: “By such-and-such a date, I would have zero balances on my credit cards.” What I meant was that all my

credit balances would be paid off, but can you guess what happened? My credit card APRs changed, and I had to pay them off with my line of credit. I got exactly what I had affirmed—zero balances on my credit cards, but there was no reduction in my debt—I simply transferred it to my line of credit.

Please be clear and specific in what you affirm. Remember the expression, “Be careful what you ask for because you just might get it.”

6. Affirmations gain energy when you use an action verb with an “-ing” ending, according to Canfield. He says that these words “evoke an image of doing it right now.” Instead of saying, “I am a successful businesswoman,” a better affirmation would be, “I am successfully managing my business.”
7. Canfield and others I have studied recommend tying a strong emotional component to the affirmation by naming an emotion. Instead of saying, “I meditate daily,” a better affirmation would be, “I am peacefully meditating every day.”
8. Make your affirmations about yourself, not others. The only person’s behavior you can control is your own. Don’t make affirmations about your husband loving you more or your wife being more attentive. An appropriate affirmation would be, “I am enjoying an intimate, sensual relationship with my spouse.” It needs to be about you, not the other person.
9. Finally, and this one is important, Canfield suggests ending every affirmation with “or something better.” What you are consciously attempting to manifest into your life may only be the tip of the iceberg. The Universe may have something infinitely better in store for you, so let your affirmations express that possibility.

You may be affirming a positive relationship with Johnny or Mary, but the Universe has a totally new, wonderful, and more compatible person in store for you. You may never get to find that out if you are focused solely on what is in your conscious awareness and life experience.

A recent twist to the affirmations is to ask yourself questions instead of formulating statements, as our brain's reticular activating system is structured to find answers to questions. These are called affirmations. You may have more success if you were to ask, "Why am I so trim and healthy?" instead of stating, "I am exercising daily and eating only healthy foods." Experiment to see which brings you the most benefit. It is best to say your affirmations before you go to sleep at night, allowing your subconscious to find the answer while you sleep.

Affirmations can be said multiple times a day. In the morning, before bed, while in your car or when you're in front of a mirror are all excellent times. Experiment with them and see which time or times work the best for you to be consistent.

Visualization

Visualization is like a mental rehearsal. In your mind's eye, imagine what life would be like if you accomplished your goals and are living your best life. The more vivid and sensory-based you can make your visualization, the more effective it will be. Imagine how you act and all the things you will see, hear, taste, smell, and touch in your visualization. Create the emotion you expect to feel when you are living that life and feel it regularly. At minimum, visualize in the morning before starting your day and then again before retiring for the evening.

In his book, *Manifest Your Destiny*, Wayne Dyer writes, "The key is to repeat these mental pictures until the truth of what you are affirming resonates within you without an ounce of doubt."

Visualization triggers the universal Law of Attraction. You are tapping into the energy of the world and attracting what you want into

your life. Visualization also activates your brain's reticular activating system, which works to locate the resources you need to manifest the things you want into your life. When you start imagining those things with great mental clarity, the subconscious mind will notice things that were always there that you didn't register before.

Make sure to dream big. There is no limit to what you can accomplish except in your own limiting beliefs. To be truly successful, it is important to have an abundance mentality rather than a scarcity mentality. There is enough for everyone to have all of what they want. Be generous. Give to others and it will be returned to you.

Finally, begin to act as if the things you want are already true to the extent that you are able. If wealth is what you seek, act as if you are already wealthy. If recognition is what you want, act as if you are world famous. If a successful relationship is what you are searching for, then act as if you already have one. Your confidence will allow what you want to manifest in your life.

Do not put time limits on things in your visualizations. The Universe works in its own time. Just trust that it will be taken care of and work on eliminating any doubts or limiting beliefs from your thinking. And always remember to be grateful for things that you haven't even received yet—you know they are coming.

Similar to affirmations, allow for the possibility of something even better than you can imagine coming your way. Do not be so rigid in how you will get what you want. Allow the details to manifest in their own way. Just be crystal clear about what you want, and allow the Universe to take care of how it happens.

Visualization is easier for some than others. Some people are wired as predominately visual beings, so visualization comes easy to them. Others of us are more auditory or kinesthetic, so visualization might be challenging. If this describes you, you can use pictures as a visual aid to get you started or do what I did. I wrote down

my visualization in vivid detail and recorded myself reading it. When it's time to visualize, I close my eyes and listen to myself reading my written visualization description. It works quite well.

Meditation

Meditation can help you get in touch with your inner self or your Higher Power. It is a quiet time that requires blocking out all distractions and interruptions. It is a time of deep reflection when you may ask questions and seek answers from a subconscious place or entity. Beginning your questions with "how can I" will immediately put your mind to work finding the answers. This is a way to attract those people and opportunities into your life that will contribute substantially to your success.

Another way to use meditation is to communicate your gratitude to your Higher Power for the success you experience or expect to experience in your life. Even mistakes are learning experiences, so be grateful for every one of them.

Another way to use meditation is to simply let yourself go and allow space for whatever your mind, or the collective mind, brings into your awareness. This can be a time of incredible creativity. When your mind is freed from its daily thoughts and worries, it can find brilliant, creative solutions to questions you have posed.

Combine all three—affirmations, visualization and meditation—for a powerful trio of ways to reprogram your mind into the success mentality you will need to accomplish your goals.

EXERCISE

My Affirmations/Affirmations:

In the form on page 64 or wherever you prefer, formulate your affirmations and/or affirmations for the upcoming months or

year. There is room for 10 of each, but you can list as few or as many as you like. There is no magic number you should work on at any given time; use your own judgment. If you find you have chosen too many, scale back. If you are feeling unchallenged, you may want to add more to your list. The form provides a checklist after each affirmation to ensure you implement all nine guidelines for developing effective affirmations.

POSITIVE, HIGH VIBRATION ATTITUDE

Law of Attraction:

The universal Law of Attraction dictates that you attract into your life what you focus on. If you are focused on what you don't have, you will bring more lack or wanting into your life. If you are constantly complaining about your bad luck, then more bad luck is what you can expect. It's what you are attracting into your life!

Just as you can attract the negative things you don't want into your life, you also have the ability to attract the things that you want and need into your life.

In order to attract the things you want, you must become more focused on what you are grateful for. When working in harmony with your authentic self, it is important to maintain an attitude of gratitude. Even when things don't go as planned, you can always be grateful for the lessons learned along the way.

Both David Hawkins and Abraham talk about the energetic vibration of emotions. Fear, grief, depression, powerlessness and victimhood vibrate at the lowest level, while joy, knowledge, empowerment, freedom, appreciation and love vibrate at the highest level. The more you can maintain a high energy vibration—especially when visualizing, reciting affirmations and meditating—the greater the odds are you'll attract what you want into your life.

Journaling

I strongly recommend incorporating a gratitude or success journal into your daily ritual. (You will find a proposed outline for a journal entry at the end of this chapter.) Simply record what you are grateful for each day. Even if you are having a difficult time thinking of something, you can always be grateful for the fact that you are alive and able to live another day. You can be grateful you have eyes and hands and the ability to write things down. There really is so much to be grateful for that you may take for granted every day, and once you direct your focus there, it is amazing how many things you discover you are grateful for.

I have a gratitude partner. Every night, we record at least five things we are grateful for from our day and we email them to each other. It is helpful to know there is someone I'm accountable to that's waiting for my gratitude list, as it would be easy to skip this task otherwise.

It's also beneficial to record your successes of the day: what you accomplished, the things you completed on your to-do list, something you did to help others, or a frustrating moment when you didn't lose your patience. This programs your brain for more success while you sleep, which is a very powerful time. You will awake energized and ready to begin another productive day.

Choose Your Attitude

You have the power to choose your own attitude. You are not a victim of your circumstances, other people, your emotions, or your past. You are empowered to prevent other things from robbing you of the joy of living. You can learn to hold on to your joy no matter what is happening around you. It is not the incidents that you encounter in your life that cause pain; it is what you tell yourself about those incidents that rob your joy.

Whenever you experience a painful emotion, you have the power to transform that emotion into something neutral or even positive. The

initial painful signal exists to alert you that something is wrong, prodding you into finding a way to fix it. Carefully examine the situation to determine if you have any degree of control. Is there something you can do or say that may turn the situation in your favor? If there is, then gather your resources and mobilize yourself to take action.

However, if there isn't anything you can do to change the situation, then you must work to change your thoughts about what's happening. Experiencing pain is the result of a disagreement between how life really is and how you want it to be. You can go from conflict to tolerance by recognizing that this is part of your life that you are just going to have to tolerate. You can graduate from tolerance to understanding when you gather more information that helps you see the situation differently. Once you achieve understanding, you can choose acceptance. Acceptance means you are no longer trying to change anything; you have released the pain and feel content. You still see the situation as something you wouldn't choose, but you are no longer fighting it. Each of the previous steps raises your energetic vibration. If you want to reach the highest possible vibration, search for a way the situation benefits you that you can be grateful for. This raises your energetic vibration from acceptance to appreciation.

Most human suffering comes from resisting the present moment. When you stay present in the moment and accept what is happening as a gift with both positive and negative components, you are exercising your personal power over your emotions. All things have an equal positive and negative balance, like protons and neutrons in physics—yin and yang. Recognizing that, you can choose to focus on the negative or the positive, and the choice is completely yours. For the purposes of goal attainment, focusing on the positive is much more advantageous.

A good friend of mine had her 8-year-old son die in his sleep one night. He went to bed completely healthy and simply never woke up.

The four autopsies found no cause. Personally, I can't think of a much worse situation to have to cope with as a parent. However, as negative as that was, some true joy came from it. My friend and her second husband had long ago given up on the thought of having a child together because they were unable to conceive. But with the death of my friend's son, they decided to try again, and with the help of fertility specialists, they now have a beautiful, healthy daughter who never would have been born if my friend's son had not died. Even from tragedy, good can grow.

Believe in Yourself

Another thing that is important about attitude is you must believe in yourself and your ability to accomplish your dreams. Dream big. You have no limitations other than the ones you impose upon yourself. My father used to tell me that I could accomplish anything I wanted in life. I believed him then, and I still believe him today. Even if you didn't receive similar messages in your childhood, you are hearing them now. Believe it and believe in yourself.

There will be people and circumstances that will discourage you along the way. You must maintain perseverance and keep your goals in sight. Keep moving ahead according to plan, allowing flexibility for some fine-tuning, if need be, but don't give up. If your path is aligned with your purpose and supports the good of humankind, then you will receive what is needed to be successful. Remember that many successful people fail far more often than those who are not successful. The great home-run hitters of history also had the highest strike-out records. Tom Edison has been attributed with saying, "I have not failed; I've just found 10,000 ways that won't work." Wayne Gretsky said, "You miss 100 percent of the shots you don't take."

Believe in yourself and your mission. It is your destiny. You can do it; don't give up. The next thing you try may be the very thing to propel you to success.

Manage Fear and Doubt

Make a proactive plan to manage fear and doubt when it inevitably creeps in. Unless you are extremely enlightened, you will have periods where your mind tries to sabotage you with thoughts of your inadequacies and fears about success, failure and change. Almost everyone does; it is completely normal. There will be times when you are afraid and times when you wonder what you're doing. You must make plans to manage those periods before they occur.

Having a proactive plan involves deciding ahead of time what you will tell yourself when you begin to experience fear and doubt.

Consider activities or tasks you can engage in whenever you are experiencing fear and doubt, such as meditation, exercise and journaling. You can also prepare a script of empowering self-talk to encourage yourself whenever fear and doubt rise to the surface. Don't make the mistake of telling yourself not to have fear and doubt; this is like telling yourself not to think about pink elephants. Telling yourself to not think about fear and doubt will naturally cause you to think more thoughts about fear and doubt. When you are feeling insecure, tell yourself things like, "I got this," "I am worthy of all my hopes and dreams," or "I have everything I need to be successful."

When fear and doubt arise, understand that they are only thoughts in your head. You have power over your thoughts, you just need to decide to think something different. Fear and doubt generally exist to protect you from failure. While they may have been your friend in prior experiences, they are not your friend in goal attainment. Kindly thank them for their service and let them know you don't need them right now. Let them know you've got this. There is no need to battle fear and doubt when you realize they are just your own thoughts.

Finally, just as sure as you have toxic people in your life who can drain you, you also have supportive people in your life who will encourage

you. If you don't, make it a goal to locate and cultivate relationships with individuals who will support and encourage you. If they already exist in your life, list of them on the form provided, and whenever you are discouraged, you can ask one of them to be your cheerleader through a difficult time.

I would also encourage you to remember the Law of Reciprocity when engaging in this tactic. If you receive support from someone, make sure you offer support and encouragement to someone else. It doesn't have to be to the person who encouraged you, but do not allow that flow of positive energy to end with you—maintain it by offering it to someone else who needs it.

EXERCISES

My Journal:

In the form on page 67 or wherever you prefer, list all the things you are grateful for and your accomplishments of the day. If applicable, make space for analyzing a difficult situation by finding the positives and negatives within it. Explore all three of these areas or whatever is most helpful to you on any given day.

Proactive Fear and Doubt Management

In the form on page 69 or wherever you prefer, make a plan for actions you can take when fear and doubt strike and thoughts you can focus on to ward off those doubts. Finally, make a list of people who support you and contact them if you need some outside encouragement.

CONTINUOUS IMPROVEMENT/ STAYING MOTIVATED

This final step may represent the difference between goal setting and goal attainment. Continuous improvement means never being satisfied that you have arrived. There is always something more you can do or another improvement you can make. Quality is a continuous journey, not a destination.

Whether you are working on goal attainment in your personal or professional life, you want to constantly stretch yourself to be better than you were the day before.

One of my mentors, John Eggan, says, "Successful people do by habit what unsuccessful people won't even try." This is important to remember. You must develop successful habits that will propel you to greatness. Do not give up prematurely. Don't let delays and setbacks deter you.

Napoleon Hill begins with the question, "Do you have a burning desire to succeed?" If you only marginally care about your success, it is highly unlikely that you will attain your goals. You must be consumed with a burning desire to do whatever it takes to make your goals happen.

Staying motivated is a challenge. Sometimes meeting your goals will be enough to motivate you; sometimes it has the opposite effect and you experience a fear of success. I find having an accountability partner, coach or mastermind group makes all the difference. I can promise myself I'm going to do something all day long—if I don't, who cares? However, when I say out loud to someone what my intentions are, then my integrity won't let me fail.

Coaching

As Jack Canfield writes in his book, *The Success Principles*, "Of all the things successful people do to accelerate their trip down the path to success, participating in some kind of coaching

program is at the top of the list. A coach will help you clarify your vision and goals, support you through your fears, keep you focused, confront your unconscious behaviors and old patterns, expect you to do your best, help you live by your values, show you how to earn more while working less, and keep you focused on your core genius.” Finding a good coach can be essential to attaining your goals.

A coach can serve as an accountability partner, as well. You make goals, say them out loud and the coach holds you accountable for the outcomes. Should you decide to purchase one of our coaching packages, our coaches can serve as your accountability partner. Your coach will provide you with feedback, ask you challenging questions and support you in all your efforts.

However, it is not necessary to have a professional coach. You can seek a colleague or friend on a similar path as you who can support and challenge you. When you do this, please be careful the person you choose does not have a vested interest in you staying the same. When they do, they may consciously or unconsciously sabotage your efforts.

Mentors

A mentor may be a coach, consultant, or colleague. The idea is to find someone who has already been successful at what you are attempting to do, which can greatly reduce your learning curve.

You can hire a professional consultant who will help you learn what he or she knows. You can buy a book on the subject. You can talk to others who are already doing what you want to do and are willing to share their knowledge with you. You don't have to reinvent the wheel on everything you do. You can greatly reduce the time it takes to become successful by engaging others in your process.

Some successful people create a board of directors for their company, which can be an actual advisory board or a virtual board. A colleague of mine, who is an empowerment

speaker, has a virtual board of directors consisting of Harriet Tubman, Marcus Garvey, Dr. Martin Luther King Jr., Bob Marley, Booker T. Washington, Malcolm X and others. He has their pictures lining the walls of his boardroom, and whenever he has a major decision to make, he invites them to join in the process. This helps him make more sound decisions.

Mastermind Groups

A mastermind group can also help support and challenge you. Every mastermind group I have been involved in has asked for a commitment to action at each meeting, then they check in to see if it was accomplished at the next meeting.

Either joining an already existing mastermind group or starting one of your own can be an extremely powerful thing. Choose people who are like-minded. They may not be in exactly the same line of work as you, but aim for a complimentary relationship between members.

I once formed my own mastermind group, and it was very beneficial to me at the time. I collected a group of entrepreneurs from different professions: a lawyer, an accountant, a financial adviser, a marketer, a coach, a web designer and a computer-repair person. Everyone in that group was interested in creating the most successful business they could, and they believed in the motto coined by Zig Zigler, “The way to get what you want is to help enough other people get what they want.” This arrangement worked to everyone's mutual benefit.

Stop goal setting and start goal attaining. Do what you need to do. This can be your year!

EXERCISE

Support and Challenge:

In the form on page 70 or wherever you prefer, write down individuals who can help you with your goals. There are categories for mentors, coaches and mastermind members. They may be living or dead, a friend or a stranger, local or far away. Documenting the caliber of people you want to collaborate with will mobilize forces that will manifest them into your life. Write it down, affirm it, visualize it, meditate about it and see what happens.

FINAL THOUGHTS

Well, that brings us to the conclusion of our Goal Attainment eBook. I hope you have enjoyed its contents and are well on your way to a very successful year.

Should you be interested in hiring me as your coach or another coach from Olver International, visit www.olverinternational.com/coaching. It is the best way I know of to optimize your opportunities to accomplish your most important goals this year.

Your 100th Birthday Party Visualization

Areas of Your Life	Personality Traits	Good Works	Accomplishments
Physical Health			
Safety & Security			
Relationships			
Work & Accomplishments			

Areas of Your Life	Personality Traits	Good Works	Accomplishments
Spirituality & Community Involvement			
Emotional Wellbeing			
Leisure & Learning			

My Mission

What do I love to do?

What unique talents
and abilities do I have?

What are my priorities?

What is my destiny?

Vision, Mission and Values

Vision: Based on what you've learned from the previous exercises, what is your vision of who you are and what you want to accomplish in your life?

Mission: What is your soul purpose? Why are you here? What are your unique talents, skills and abilities?

Values: What are the guiding principles of your life?

1.

2.

3.

4.

5.

6.

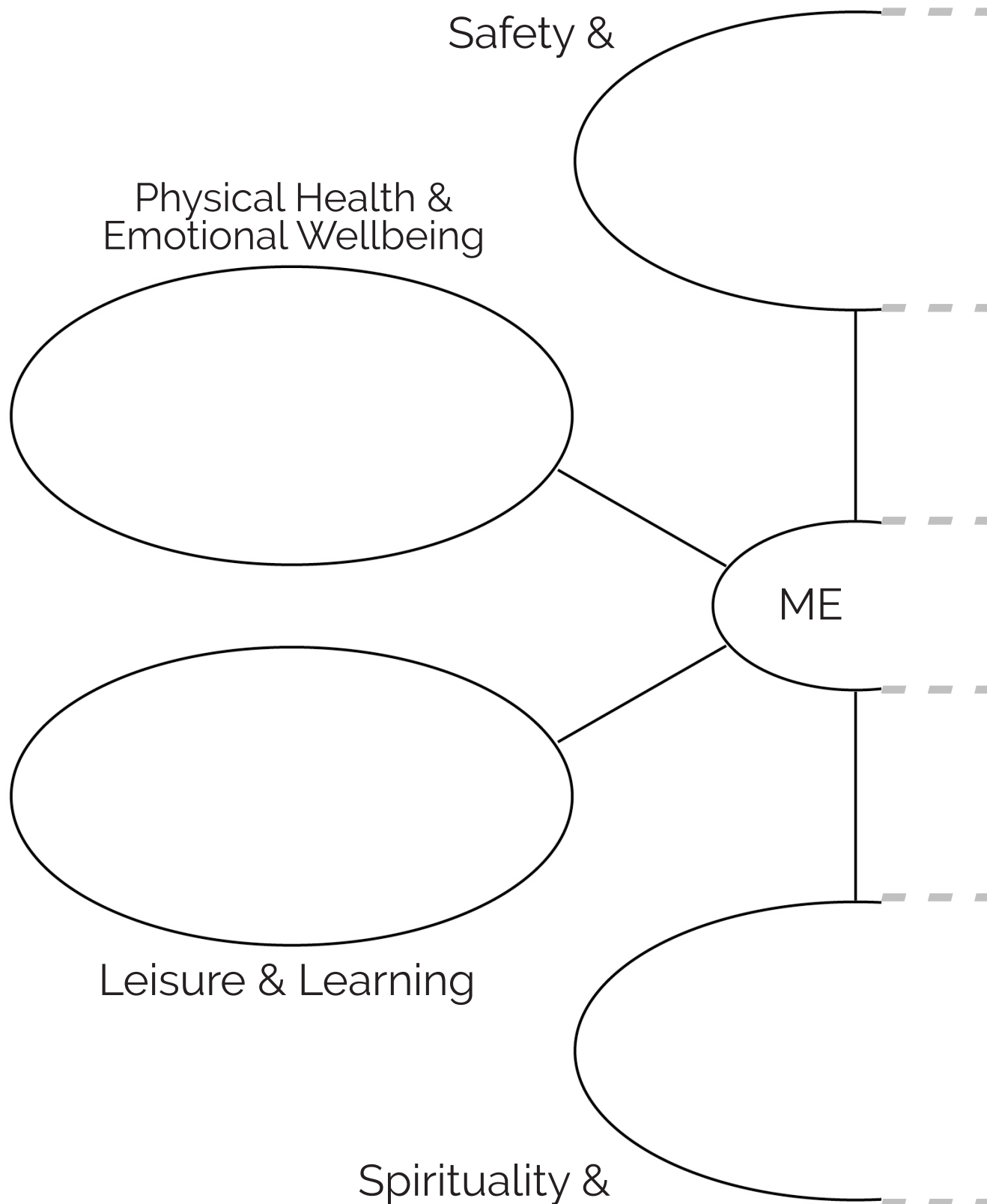
7.

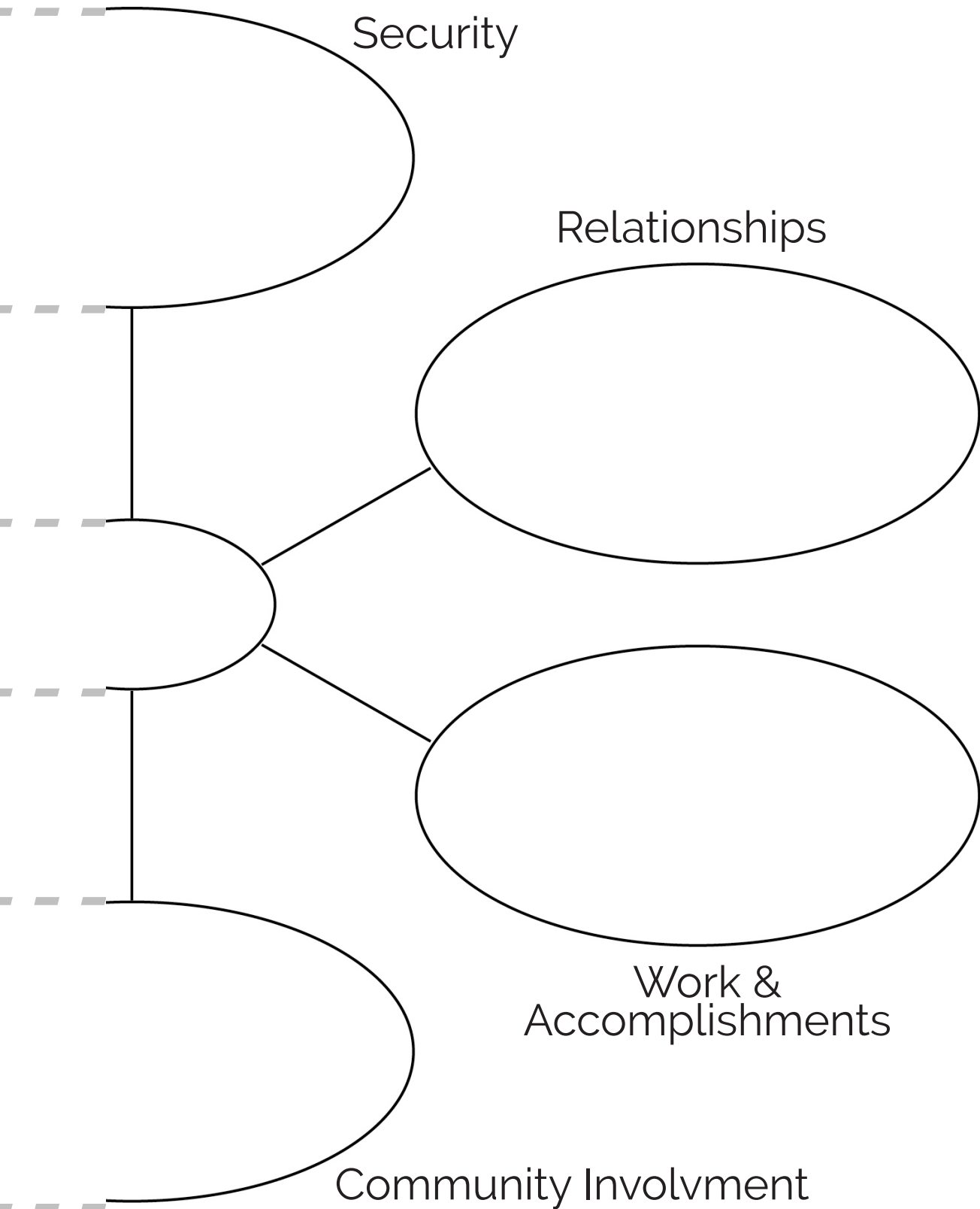
8.

9.

10.

My Balancing Act





Taking Stock

Where am I right now in regards to...

Physical Health:

Safety & Security:

Relationships:

Work & Accomplishments:

Spirituality & Community Involvement:

Emotional Wellbeing:

Leisure & Learning:

My Personal Strengths

What are my strengths in regards to...

Physical Health:

Safety & Security:

Relationships:

Work & Accomplishments:

Spirituality & Community Involvement:

Emotional Wellbeing:

Leisure & Learning:

What are My Barriers?

What are my strengths in regards to...

My *physical health* barriers:

Possible compromise:

If not, what need(s) would be frustrated?: _____

How else can I meet that need?:

My *safety & security* barriers:

Possible compromise:

If not, what need(s) would be frustrated?: _____

How else can I meet that need?:

My *relationship* barriers:

Possible compromise:

If not, what need(s) would be frustrated?: _____

How else can I meet that need?:

My *work & accomplishment* barriers:

Possible compromise:

If not, what need(s) would be frustrated?: _____

How else can I meet that need?:

My *spirituality & community involvement* barriers:

Possible compromise:

If not, what need(s) would be frustrated?: _____

How else can I meet that need?:

My *emotional wellbeing* barriers:

Possible compromise:

If not, what need(s) would be frustrated?: _____

How else can I meet that need?:

My *leisure & learning* barriers:

Possible compromise:

If not, what need(s) would be frustrated?: _____

How else can I meet that need?:

Long-Range Planning

Ten years from now, where do I want to be in regards to...

Physical Health:

Safety & Security:

Relationships:

Work & Accomplishments:

Spirituality & Community Involvement:

Emotional Wellbeing:

Leisure & Learning:

Long-Range Planning

Five years from now, where do I want to be in regards to...

Physical Health:

Safety & Security:

Relationships:

Work & Accomplishments:

Spirituality & Community Involvement:

Emotional Wellbeing:

Leisure & Learning:

Long-Range Planning

Three years from now, where do I want to be in regards to...

Physical Health:

Safety & Security:

Relationships:

Work & Accomplishments:

Spirituality & Community Involvement:

Emotional Wellbeing:

Leisure & Learning:

Long-Range Planning

One year from now, where do I want to be in regards to...

Physical Health:

Safety & Security:

Relationships:

Work & Accomplishments:

Spirituality & Community Involvement:

Emotional Wellbeing:

Leisure & Learning:

Quarterly Goals

To meet my one-year goals...

First quarter:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

Second quarter:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
10. _____
11. _____
12. _____
13. _____
14. _____

Third quarter:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

Fourth quarter:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

Monthly Action Steps

My goals broken into action steps, with a place to note when I plan to complete each step.

January goals:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Steps:

Date:

[illegible]

February goals:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Steps:

Date:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
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_____	_____
_____	_____

March goals:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Steps:

Date:

[illegible]

April goals:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Steps:

Date:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

May goals:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Steps:

Date:

[illegible]

June goals:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Steps:

Date:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

June goals:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Steps:

Date:

[illegible]

July goals:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Steps:

Date:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

August goals:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Steps:

Date:

[illegible]

September goals:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Steps:

Date:

[illegible]

October goals:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Steps:

Date:

[illegible]

November goals:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Steps:

Date:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

December goals:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Steps:

Date:

[illegible]

Weekly Time Blocking

	Monday	Tuesday	Wednesday
6:00 a.m.			
6:30 a.m.			
7:00 a.m.			
7:30 a.m.			
8:00 a.m.			
8:30 a.m.			
9:00 a.m.			
9:30 a.m.			
10:00 a.m.			
10:30 a.m.			
11:00 a.m.			
11:30 a.m.			
12:00 p.m.			
12:30 p.m.			
1:00 p.m.			
1:30 p.m.			
2:00 p.m.			
2:30 p.m.			
3:00 p.m.			
3:30 p.m.			
4:00 p.m.			
4:30 p.m.			
5:00 p.m.			
5:30 p.m.			
6:00 p.m.			
6:30 p.m.			
7:00 p.m.			
7:30 p.m.			
8:00 p.m.			
8:30 p.m.			
9:00 p.m.			
9:30 p.m.			
10:00 p.m.			

For the downloadable template, please visit
<https://olverinternational.com/resources/goalattain-downloads/>.

	Thursday	Friday	Saturday	Sunday
6:00 a.m.				
6:30 a.m.				
7:00 a.m.				
7:30 a.m.				
8:00 a.m.				
8:30 a.m.				
9:00 a.m.				
9:30 a.m.				
10:00 a.m.				
10:30 a.m.				
11:00 a.m.				
11:30 a.m.				
12:00 p.m.				
12:30 p.m.				
1:00 p.m.				
1:30 p.m.				
2:00 p.m.				
2:30 p.m.				
3:00 p.m.				
3:30 p.m.				
4:00 p.m.				
4:30 p.m.				
5:00 p.m.				
5:30 p.m.				
6:00 p.m.				
6:30 p.m.				
7:00 p.m.				
7:30 p.m.				
8:00 p.m.				
8:30 p.m.				
9:00 p.m.				
9:30 p.m.				
10:00 p.m.				

My Affirmations

Use the checklist as a guide to create effective affirmations.

I am _____

_____or something better.

- | | | | |
|--|--|------------------------------------|-----------------------------------|
| <input type="checkbox"/> present tense | <input type="checkbox"/> positive | <input type="checkbox"/> brief | <input type="checkbox"/> specific |
| <input type="checkbox"/> action words | <input type="checkbox"/> dynamic emotion | <input type="checkbox"/> about you | |

I am _____

_____or something better.

- | | | | |
|--|--|------------------------------------|-----------------------------------|
| <input type="checkbox"/> present tense | <input type="checkbox"/> positive | <input type="checkbox"/> brief | <input type="checkbox"/> specific |
| <input type="checkbox"/> action words | <input type="checkbox"/> dynamic emotion | <input type="checkbox"/> about you | |

I am _____

_____or something better.

- | | | | |
|--|--|------------------------------------|-----------------------------------|
| <input type="checkbox"/> present tense | <input type="checkbox"/> positive | <input type="checkbox"/> brief | <input type="checkbox"/> specific |
| <input type="checkbox"/> action words | <input type="checkbox"/> dynamic emotion | <input type="checkbox"/> about you | |

I am _____

_____or something better.

- | | | | |
|--|--|------------------------------------|-----------------------------------|
| <input type="checkbox"/> present tense | <input type="checkbox"/> positive | <input type="checkbox"/> brief | <input type="checkbox"/> specific |
| <input type="checkbox"/> action words | <input type="checkbox"/> dynamic emotion | <input type="checkbox"/> about you | |

I am _____

_____or something better.

- | | | | |
|--|--|------------------------------------|-----------------------------------|
| <input type="checkbox"/> present tense | <input type="checkbox"/> positive | <input type="checkbox"/> brief | <input type="checkbox"/> specific |
| <input type="checkbox"/> action words | <input type="checkbox"/> dynamic emotion | <input type="checkbox"/> about you | |

I am _____

 _____ or something better.

- | | | | |
|--|--|------------------------------------|-----------------------------------|
| <input type="checkbox"/> present tense | <input type="checkbox"/> positive | <input type="checkbox"/> brief | <input type="checkbox"/> specific |
| <input type="checkbox"/> action words | <input type="checkbox"/> dynamic emotion | <input type="checkbox"/> about you | |

I am _____

 _____ or something better.

- | | | | |
|--|--|------------------------------------|-----------------------------------|
| <input type="checkbox"/> present tense | <input type="checkbox"/> positive | <input type="checkbox"/> brief | <input type="checkbox"/> specific |
| <input type="checkbox"/> action words | <input type="checkbox"/> dynamic emotion | <input type="checkbox"/> about you | |

I am _____

 _____ or something better.

- | | | | |
|--|--|------------------------------------|-----------------------------------|
| <input type="checkbox"/> present tense | <input type="checkbox"/> positive | <input type="checkbox"/> brief | <input type="checkbox"/> specific |
| <input type="checkbox"/> action words | <input type="checkbox"/> dynamic emotion | <input type="checkbox"/> about you | |

I am _____

 _____ or something better.

- | | | | |
|--|--|------------------------------------|-----------------------------------|
| <input type="checkbox"/> present tense | <input type="checkbox"/> positive | <input type="checkbox"/> brief | <input type="checkbox"/> specific |
| <input type="checkbox"/> action words | <input type="checkbox"/> dynamic emotion | <input type="checkbox"/> about you | |

I am _____

 _____ or something better.

- | | | | |
|--|--|------------------------------------|-----------------------------------|
| <input type="checkbox"/> present tense | <input type="checkbox"/> positive | <input type="checkbox"/> brief | <input type="checkbox"/> specific |
| <input type="checkbox"/> action words | <input type="checkbox"/> dynamic emotion | <input type="checkbox"/> about you | |

My Affirmations

Use the checklist as a guide to create effective affirmations.

1. _____?
_____?
2. _____?
_____?
3. _____?
_____?
4. _____?
_____?
5. _____?
_____?
6. _____?
_____?
7. _____?
_____?
8. _____?
_____?
9. _____?
_____?
10. _____?
_____?

My Journal

 Date: _____

Today, I am grateful for:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

I did encounter some disturbances, but I am able to find some positive things they created.

Negative:

Positive:

Today, I accomplished:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

My Journal

Date: _____

Today, I am grateful for:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

I did encounter some disturbances, but I am able to find some positive things they created.

Negative:

Positive:

Today, I accomplished:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Proactive Fear and Doubt Management

Here is my action plan for when fear and doubt inevitably come knocking.

Things to do to manage fear and doubt:

1. _____

2. _____

3. _____

4. _____

5. _____

Empowering thoughts to replace fear and doubt:

1. _____

2. _____

3. _____

4. _____

5. _____

People I can count on for support and encouragement:

1. _____
2. _____
3. _____
4. _____
5. _____

Support and Challenge

Mentors:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Coaches:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Mastermind Group Members:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

