

GAP*2012

(*Goal Achieving Program)

Program Workbook

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Design Your Life

How do most people live their lives? Would you agree that most people simply accept what life throws at them, rather than planning their lives and going after what they really want? If you said yes, you'd be exactly right.

Most people simply float along like a rudderless ship, only changing course when something "outside" of them gets in the way.

The vast majority of people (97%) have no written goals, which is essentially the same as not having any goals at all. They have no goals, therefore they have no direction. They don't know where they're going, and therefore anywhere will do. Is that how you've been living your life?

Let me ask you...Do you know what you want out of life? Really? Is it written down? If so, then this workbook will help you. If not, then this workbook will **REALLY** help you!

Most people dream about the life they want, but that's as far as they get.

Don't get me wrong, dreaming is good...it's very good. But, we need to take it past the dreaming stage. We have to put some conscious thought into our dreams, and then turn them into plans so we can work to make them a reality.

Before we get started, let's review some instructions for the following worksheet pages:

- Take your time. It's important to really think about the questions, rather than rush through them. Real thinking takes time.
- Do the exercises alone, in a quiet place.
- Don't try to finish them all in one sitting. It may take a few sessions.
- Remember, dreaming is good. We're going to dream on paper.
- Put down whatever desires come to your mind...even if they seem ridiculous to you at the time.

Here's an important note about desire: If you have a strong desire to do something, that means you have the ability to do it, or can develop the ability to do it. Don't sell yourself short!

Now, let's go....

What is the Ideal Life for You?

What would your life look like in five years if you could be, have, or do anything you really wanted?

How old would you be? What would you do for income? What would be your occupation? Where would you live? How about your health? Put down whatever you want. Design your life here:

Based on what I've written, and where I plan to be, I can best describe my "purpose" in life to be:

Look Into Your Past

List past accomplishments that you're proud of...even small things!
(Be sure to fill up this list. You've accomplished a lot, list it here)

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- 48. _____
- 49. _____
- 50. _____

Now, let's look at some specifics. Write your answers in the space provided below. Write anything and everything. Dig deep into your memory to come up with the answers. Take your time and think...

Write about your childhood. What did you like to do as a child? What things interested you? What were you good at? What hobbies, sports, or things did you enjoy doing? What did you dream of doing? Who did you dream of being? What other dreams did you have? Anything during your childhood. Write about it all here:

Now, think about High School. Write about that time period. What were you good at during that time? What new things did you start doing? What did you enjoy? What did you want to do, but maybe didn't try or get a chance to? What was missing in your life at that time? How would you have liked your life to be?

Now, think about college, or those early days of work. What things interested you? What things did you do well? What did you enjoy? What did people compliment you on? What did you not like? Be as descriptive as possible.

Now, look back over what you wrote. What similarities do you see? Do you see a skill or achievement that seems common throughout your life? Do you see any common likes or dislikes? What are the common things that you were good at? Common things you were praised for? List those common things here:

Looking Ahead

What do you “feel” that you should be doing with your life to satisfy that inner-urge you have? What do you “know” you’d be good at? Take your time and dig deep. Describe it in detail here:

At present, when are you the happiest and most content?

What makes you feel “alive” and full of energy?

What is it that you are doing when you can really “focus” and concentrate, losing all track of time in the process?

Introspection

Answer this: If your life ended today, what regrets would you have?

On the other hand: If you were to live for many more years, what would you definitely want to have accomplished when it was finally over?

Important Decisions

If you knew you only had six months to live, what would you do during that time?

Now the big question: Are you already doing these things? Why not? If they're that important to you, then why aren't you **focusing** on them?

Be honest and list all of the things that get in the way of you doing what you really want to do, or doing the things that are important to you. Dig deep and think. Figure out if you waste time...or if you spend time on unimportant activities...or if someone else uses up all of your time. Again, be honest with yourself.

If you haven't listed fear as one of your obstacles, think about it now. Are you afraid of doing some of the things you listed? If so, list your specific fears here:

Now, let's talk about fear. Fear is the **#1 enemy to achievement**...and everyone has it at times. There is a solution to fear, and it has two parts:

Part 1 is knowledge. You need to find out more about your particular fears. Answer these questions honestly.

If your fears happened, what is the worst thing that could happen to you?

If that happened, what would you do about it? Would you give up? How would you look at the situation? Ask yourself, "Okay what's next?" and put it down here:

Part 2 involves facing your fear. You can face the fear by confronting it. Review again what would happen if the thing you fear actually did occur, and review what you would do about it. Chances are you'll find the fear has lost a lot of its power over you.

The more you face a fear and review your options, the more you realize that you can actually manage problems and the fear of them.

That simple method is how we manage fear. **Notice, we didn't eliminate the fear, but we managed its effect on us.**

Managing the effect of fear is what takes away the power of fear and allows us to proceed.

Discover Your Goals

Now that you've done some of the exercises, let's revisit our "ideal life". In the space below write out the specifics of your ideal life. If you could live the life of your dreams, what would you do? Where would you live? What type of house would you have? What Car? Who lives with you? What hobbies? Write it all down. Design the life you want. Close your eyes and see it, then write it down.

Let's expand this for the important areas of your life. Write in more detail for each of the areas listed. It's okay to repeat things you've already written, but try to add more too. We're trying to group things together now. List what you want from these important areas of your life. Be as specific as you can. List it all.

Health – List your dreams and desires related to your health (physical, mental, etc.)

Career – List your dreams and desires related to your work (job, occupation, education, opportunities, etc.)

Financial – List your dreams and desires related to your finances (income, expenses, net worth, retirement, debts, savings, investments, etc.)

Personal – List your dreams and desires related to your personal life (hobbies, travel, passions, pursuits, personal development, home, car, etc.)

Social – List your dreams and desires related to your social life (family, relationships, friends, etc.)

Other – List any other dreams and desires that you have.

Organize Your Dreams

Take all of the items on the lists and details that you've written so far and put them into the following "life goals" list. These are the things that you said you want to accomplish in your life. Consolidate each dream or want into a single statement and put it on a line below. Fill as many lines as you can, and keep going if you have more!

Life Goals List

List each of your dreams and desires here:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
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Now we're going to prioritize the overall list. Review each item and rate it as A, B, C, or D. An "A" is something that is extremely important to you. "B" is pretty important. "C" is somewhat important. "D" would be nice to have. Write these designations next to the item on the right side...and be honest with yourself!

Next, look at your list again and place a number by each item based on how long you think it may take to accomplish that item. Use the numbers 1, 3, 5 and 10. These numbers represent years. The "1" means you think you can reasonably accomplish this goal in 1 year or less. The "3" means 3 years or less, and so on for the "5" and "10". Again, place these numbers on each line on the right side.

Okay, your list probably has many 1's, a bunch of 3's, some 5's, and a few 10's. Now go back over each set (1's, 3's, etc) and re-list them putting the most important one first, then the second most important, and so on. Do this for each group (1's, 3's, etc). Rewrite your list on the following sheets.

1 Year Goals List

List each of your dreams and desires here (A's first, then B, then C, then D):

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

3 Year Goals List

List each of your dreams and desires here (A's first, then B, then C, then D):

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

5 Year Goals List

List each of your dreams and desires here (A's first, then B, then C, then D):

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

6. _____
7. _____
8. _____
9. _____
10. _____

10 Year Goals List

List each of your dreams and desires here (A's first, then B, then C, then D):

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

Once you're finished, you've now got a great list of **what you want from life**, and when.

We still have one big question that needs to be answered: You need to state “**Why**” you want to achieve these goals. This next exercise is extremely important, and should be a very insightful too!

Pick the first item from each group (1’s, 3’s, etc) and write out a statement of your “Why”. Why do you want to achieve the goal? What will it do for you? How will it make you feel? Really describe in detail what your “why” is.

Next go back and select the next two items from the 1’s group, and do the same thing. Write out your “why” for each of those goals too. When you’re finished, you’ll have a list of 3 one-year goals, followed by a 3, 5, and 10 year goal, and your “whys” for each of them.

Review Time

It’s time to review where we are now. You have a list of 6 goals in front of you. Three of them you hope to accomplish in the next year, and the other three in subsequent years.

If you did accomplish these goals, would that make you happy? Are these really the most important things to focus on right now?

If so, go on to the next step. If not, re-work the past steps until you can answer yes and move on.

Congratulations! Your dreams are becoming goals. You have the dream, you have a timeframe, now all you need is a plan to make each of these a real achievable goal.

Make Your Plans

For each of your six goals, fill out the following form and list up to 10 steps (tasks, activities, education needed, information needed, advice, help, etc.) you need to do that will achieve the goal for you. You must list at least one step. Even if it’s only “call _____ to ask about _____”. Know this: Achieving a goal is like following instructions; **each step leads you to the next step**. List what you feel are the steps to achieving the particular goal.

Important Note: Don't even think about "how" you are going to do any of the steps, just list what you think needs to be done to accomplish the goal.

1 Year Goal Steps (Goal #1)

List each step needed to achieve the goal (in order, if possible)

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

1 Year Goal Steps (Goal #2)

List each step needed to achieve the goal (in order, if possible)

1. _____
2. _____

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

1 Year Goal Steps (Goal #3)

List each step needed to achieve the goal (in order, if possible)

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

3 Year Goal Steps

List each step needed to achieve your #1 three year goal (in order, if possible)

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

5 Year Goal Steps

List each step needed to achieve your #1 five year goal (in order, if possible)

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

6. _____
7. _____
8. _____
9. _____
10. _____

10 Year Goal Steps

List each step needed to achieve your #1 ten year goal (in order, if possible)

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

Get Started

Now that you've got your list of goals and have mentally prepared yourself to begin (you've made the commitment!), pick a day and time for a 15-minute weekly review of your progress. This is important!

This time period will be your "report card" on yourself and your activities. It's very important that you keep these appointments with yourself. Make it the same time every week, in the same place if possible.

Set a reminder for yourself of your appointment each week! Don't let a week go by without keeping your appointment.

Step One

Take your first 1-year goal and look at the first task on the list. Your objective is to work on (and hopefully accomplish) that task over next week.

When the next weekly review session rolls around, pull out your list and review your actions for the past week. Evaluate your progress toward achieving that first task on your list. Were you able to complete it? If you haven't completed the first task, keep at it until you do...even if it takes 2, 4, 6 weeks, or longer. Just stick with it, and you will see progress. Keep reviewing your actions and progress each week. Write down whatever you accomplish for the week.

Do the same thing for your 3-year goal, except that you will only review it monthly (every 4 weeks) on the same day, and the same time as your 1-year goal review. Your objective is to work on the first 3-year task between the monthly review sessions.

For your 5-year and 10-year goals, set a reminder to review them every three months. Review them at your same weekly session when the time comes. You don't have to make any effort to work on these goals though. You may find yourself working on a task or two as time goes on, but the main thing is to keep them in your "sights" at this point. Using this system, they will take care of themselves as you progress month-by-month and year-by-year.

Stick With It

Keep reviewing and **honestly** evaluating your actions and progress. Remember, you're working on your two most important goals – one short term (less than 1 yr) and one longer term (3+ years).

Once you complete a task, check it off the list and celebrate! Then move on to the next task on the list for that goal.

Feel free to add, subtract, or modify tasks as you learn more about what the goal will require for its achievement.

When you accomplish a goal, have a BIG celebration, and then replace that goal with the next one on the list (in the same time group).

Make sure you review your “whys” at each weekly review session also!

If you discover that you've listed a goal that you no longer want, or that you may not really have wanted in the first place, then cross it out and move to the next goal. Don't feel guilty...it's your life!

But...make sure you really no longer want to achieve the goal, and aren't just allowing yourself to quit and take the easy way out!

At the end of the year, you'll review your whole goal list again and adjust your goals according to your changes in priorities, personal growth, new desires, etc.

Eventually, your longer term goals will move into shorter timeframes and they'll get accomplished in due time by sticking with the process.

The process will work for you, if you'll work with it!

”Big Shots are only little shots who keep shooting”

- Christopher Morley