

# Goal Worksheet

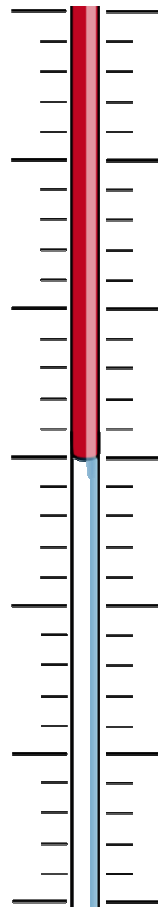
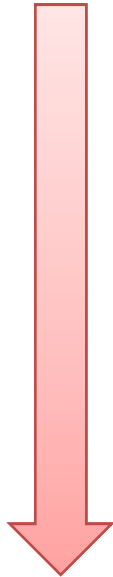


a **SALT** Skills Tool

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**Step #1:** Rate the different areas of your life on the scale (on the next page) from 1 to 6 (1 is cold and needs your urgent attention and 6 is hot! You're hot!

**Step #1** is about where you are right now.



**Business:** How do you feel about your work, career, money and success?

**Friends:** How is your social life? Your friendships and support system?

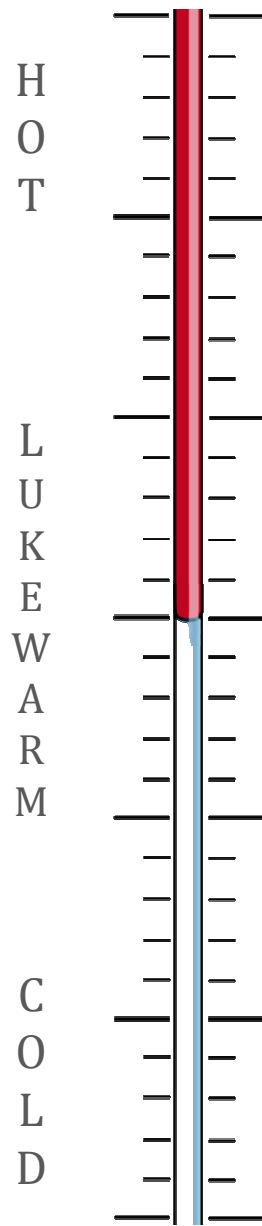
**Love Stuff:** How are your personal relationships? Your partner or spouse?

**Passion Projects:** Do you have personal projects, hobbies or fun activities?

**Spiritual Stuff:** This could be your faith, personal growth, self-actualisation etc.

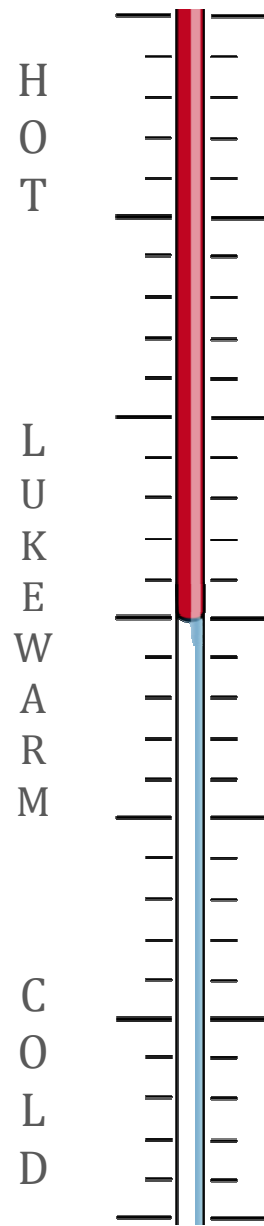
**Health:** Are you happy with your physical health and wellness?

*So, how would you rate your business & career, friends, love stuff, passion projects, spiritual stuff, health?*



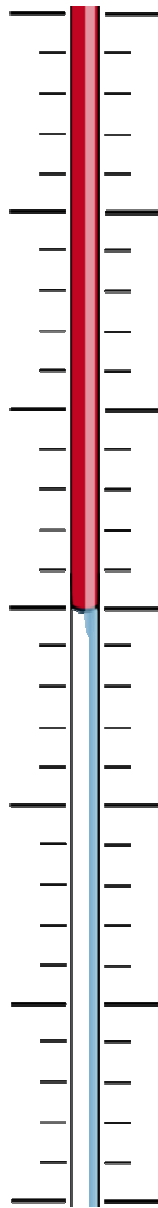
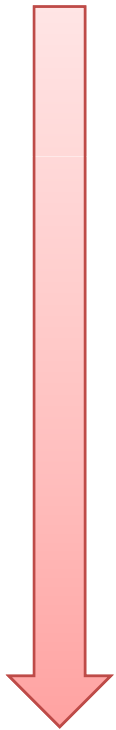
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*Tip: collect these and look back for your progress!*



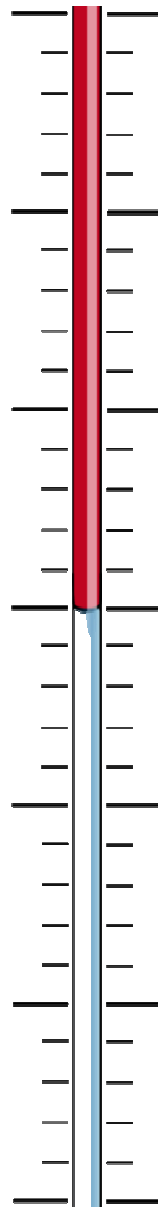
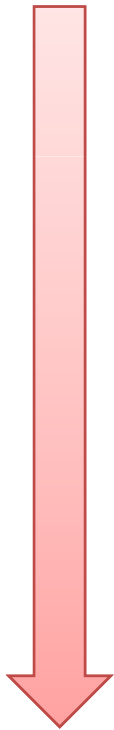
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*Tip: collect these and look back for your progress!*



**Step #2:** Is all about looking at where you want to go by answering the following questions:

- how do I envision my life in 1, 3 and 8 years from now?
- What would I be doing if I only had 1 year to do what I most want to do?
- what do I want to be remembered for?
- what does success mean for me?



**Step #3** is about owning your intention.

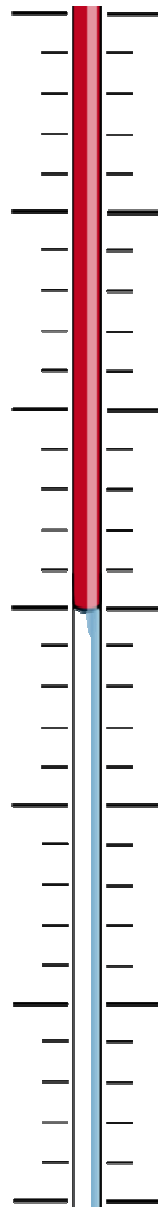
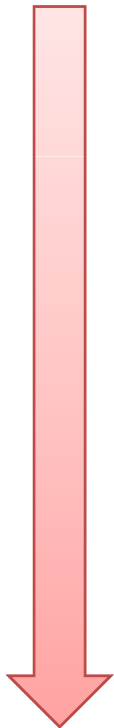
Look at your areas in your life that need your attention and set an intention – your sections that are 4's or 5's are more about maintenance. Remember that intentions aren't specific goals, yet. Your intentions could be that you

- set aside time to spend more time with friends or
- to read a new book once a month or
- take up yoga!

Now write down what you need to achieve those outcomes – e.g.

- plan a weekend away
- get a list of the top reads for 2016/2017
- get a yoga starter app or (even better) join a class

Set a deadline for yourself and make sure you regularly measure your progress!



#### **Step #4:** Identify any hurdles and obstacles!

It's good to be super optimistic when you set your goals but don't forget to identify the possible hurdles and hindrances.

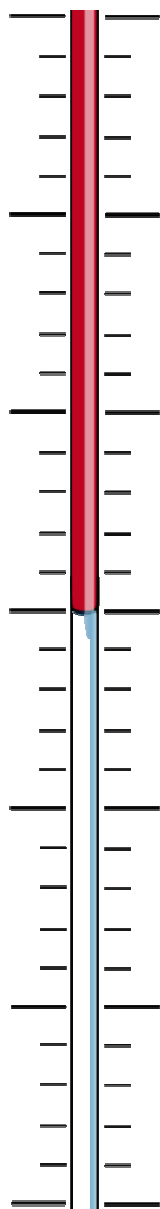
Carefully think about

- what logistical constraints like money, or
- what behaviours like procrastination, or
- who, like an unsupportive family member might make it difficult for you to achieve your goals

*When you know what your hurdles are you can plan around them.*

Now schedule small steps into your calendar, put up post-its, to do list for the week, month and year and schedule the steps into your life.

Then, tell other people about your goals - ask them to check on you and to hold you accountable.



## **How about starting every goal with “I will...!”**

Using a blank piece of paper, list out your goals in each area. Start each one with a positive, “**I will . . .**” statement.

Remember to be as specific as you can and list out a timeframe for the completion of it. Here are some thought starters for each section:

### **1. Business**

- I will accomplish X this year . . .
- I will learn more about X this year . . .
- This year, I will...

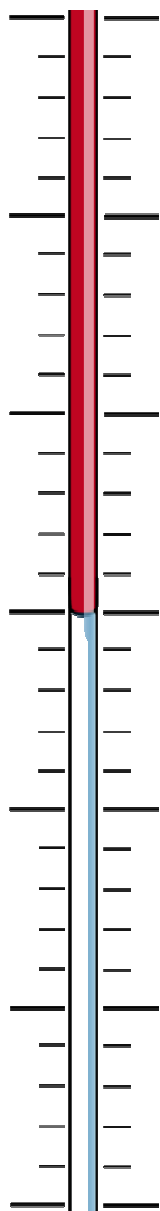
### **2. Friends**

- I will look up so and so and reconnect...
- This year, I will...

### **3. Love Stuff**

- I will appreciate my (significant other) and surprise them with (gift, card, post-it note) . . .
- I will show I appreciate my children more and praise them more often . . .
- I will talk to / see my parents more . . .
- I will re-connect with a long lost relative . . .
- This year, I will...





## **“I will...” exercise continued!**

### **4. Passion Projects**

- I will take a course at a college/university/community college
- I will read books about (a particular area of interest) . . .
- I will...

### **5. Spiritual Stuff**

- I will take a course in meditation . . .
- I will open up my thinking to others beliefs . . .
- I will think and be positive . . .
- I will expand my comfort zone in X area (Public speaking) . . .
- I will bite my tongue when I want to make a sharp reply . . .

### **6. Health:**

- I will change my eating habits and/or start a weight loss plan
- I will join a gym and go 3 times per week for ½ an hour each day . . .
- I will roller-blade...
- I will...

**Finally**, think of setting your goals as if you are going to bake/cook something. You might have all the ingredients you need but if you don't have the end result in mind, you won't know what to do with them.

**Start with the end in mind.** Then check what you've got, check what you need and if you're not sure about what to do concerning the procedure or quantities – get the recipe and put it all together. Step by step!

**Nothing better than the sweet taste of success!**



## Hester Bergh-Appoyer

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Imagine yourself with more free time.

You cannot create more time, but you can make better use of the time you have for things that matter and make you happy!

Start right now with taking these basic steps to live and work with less stress and less problems. Ditch missed deadlines and forgotten appointments! Set your goals, allocate your time and improve your self-management!



**Personal Productivity Management** is the ability to stay focused on things that matter by

- analysing your personal “beliefs” and relationship to time as well as your working habits
- understanding different concepts and cultural dimensions of time
- managing your environment (desk, office, filing etc)
- managing your communication style
- managing others, your dependencies on them, delegating and coordinating other’s activities to ensure you achieve your goals, managing meetings and your electronic devices.

If you would like to know more about what I can do for your team or you please get in touch with me @ [www.hesterberghappoyer.com](http://www.hesterberghappoyer.com)