



A Resolution Free Guide to Reaching Your Goals



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you need plan with a purpose.”

- BeBalanced

Assess the Previous Year

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Step 1 – Assess the Previous Year

Ask yourself these questions and write down your honest, heartfelt answers:

1. What were my goals going into last year? Did I achieve any of them or make any progress?

2. What went well and why? Or, what do I have to be grateful for that happened?

3. What could I have done better?

4. How do I feel about last year? Do I feel fulfilled?

My Vision

“Keep your dreams alive. Understand to achieve anything requires faith and belief in yourself, vision, hard work, determination, and dedication. Remember all things are possible for those who believe.”

- Gail Devers

Step 2 – Create Your Vision

Your vision is a picture of your anticipated way of life, or a mental picture of what you want. The more clearly you can hold that picture in your mind, the more likely you'll be able to achieve it. When you visualize your outcome clearly, your brain becomes far more effective at manifesting it.

Imagine, for a moment that it's one year (or the time frame you choose) from today. Think about your ideal day. Where are you living? Whom are you with? What are you doing for work and how much money are you making? What are you doing that brings you fulfillment? How are you investing in yourself? How are you shaping your space and time so that all of your best qualities emerge?

Now, right it down in paragraph form. MOST IMPORTANTLY, write it as if it has already happened. Use phrases such as, “I have... I am...”

My Vision:

[illegible]

Master Goal List

“Twenty years from now you will be more disappointed by the things that you didn’t do than by the ones you did.”

- H. Jackson Brown, Jr.

Step 3 – Write down your Goals... all of them!

Now that you have a clear vision for what your life will look like, it’s time to make a list of goals that will help bring your vision to life. Start by listing every possible goal you can think of that you would like to accomplish this year (or in the timeline of your choosing). Later, you will have to set some priorities to narrow down these goals. But for now, the sky’s the limit. We find it’s helpful to set goals based on the various areas of your life that you want to work on, or categories. The categories and questions below each are suggestions to get your gears moving. Feel free to change up or add new ones.

My Goals:

Career

Emotional/Mental

Financial

Personal Development

Relationships

Contribution/Giving Back

Health/Physical

Leisure/Fun

Main Goals

“If you want to be happy, set a goal that commands your thoughts, liberates your energy and inspires your hopes.”

- Andrew Carnegie

Step 4 – Identify Your Main (3-5) Goals and your ‘Why’s’

Once you have a written list of all your goals, it’s time to narrow them down. The number of goals chosen will be different for each person, but we suggest somewhere between 3 and 5 main goals.

The objective is to choose goals that are most likely to bring the greatest results or that get you closer to your vision. Consider choosing goals that speak to the biggest pain points or stressors in your life that you would like to change. Another idea is to go through your previous list and rank each goal from 1-10, based off their importance to you, or how much accomplishing them would increase your feelings of happiness and fulfillment.

Beside each of your main goals, write a statement about why you want to achieve each goal. Dig deep. Keep going until it gets personal. Be as real and vulnerable with yourself as you can. This is when your ‘why’ will help bring these goals to life and give them purpose. The internal ‘why’ keeps that motivational fire going.

My Main Goals:

1. _____

2. _____

3. _____

4. _____

5. _____

My Reasons Why:

1. _____

2. _____

3. _____

4. _____

5. _____

"Main" Goals with Action Items

"A goal without a plan is just a wish."

- Antoine de Saint-Exupéry

Step 5 – Define Action Items

Under each of your main goals, your next task will be to determine what action steps need to be taken to help you achieve your goal. These action steps can be both measurable and non-measurable. The number of action items is up to you, but a good starting place is about 3-5. If you find you are doing well at completing these actions, (eventually forming habits), you can always add more!

My Main Goals and My Action Items:

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"Minor" Goals with Action Items

"The moment you put a deadline on your dream it becomes a goal."

- Stephen Kellogg

Step 6 – Choose Your Minor Goals

Not every goal you wrote down on your master list is going to make the "Major List," and that's OK! You can still choose items beyond your main goals that you would like to have happen this year. These minor goals could be things like, buying a new couch, taking a vacation, reading two books this year, trying a dance class, or planting a garden in the spring.

And just like your major goals, your minor goals can also include action steps as well.

My Minor Goals and Action Items:

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4. _____

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5. _____

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My Habits

“Discipline is choosing between what you want now and what you want most.”

- Abraham Lincoln

Step 7– Building habits

In this portion you can include additional habits that you want to practice. These are activities that don’t have a specific end date, but that when repeated over time, help support your main goals, or just help you live a more fulfilled life in general.

When selecting daily habits, you might choose “Get up at 6 a.m. on weekdays,” “Writing down something you are grateful for,” and “Make the bed.” Weekly habits could include things like “Call a friend,” “Go for a bike-ride,” and “Family dinner around the table Sundays.”

My Daily Habits Goals:

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

My Weekly Habits Goals:

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

My Plan to Reach My Goals

My Vision:

My Main Goals My Why and My Action Items:

1. _____
Why: _____

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2. _____
Why: _____

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3. _____
Why: _____

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4. _____
Why: _____

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5. _____
Why: _____

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My Minor Goals and My Action Items:

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My Daily Habits Goals:

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2. _____
3. _____
4. _____
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My Weekly Habits Goals:

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