

A woman with dark, curly hair tied back, smiling and looking upwards and to the left. She is holding a black pen in her right hand, resting it on her chin. She is wearing a light pink button-down shirt under a grey cardigan. She is holding a stack of colorful papers or a notebook in her left hand. The background is a plain, light grey wall. The entire image is framed by a decorative border of small, repeating pink triangles.

# Goal-Setting Guide

A blueprint to help you get clear on your vision, set your goals and stay motivated

# The Power of Setting Intentions

**"INTENTION IS THE CORE OF ALL CONSCIOUS LIFE.  
CONSCIOUS INTENTION COLORS AND MOVES EVERYTHING."**

**-HSING YUN**

Setting and living your intentions provide the purpose and motivation you need to achieve your goals. Your intentions reflect who you are as a person, your values, and your morals. They help to expand your thinking as well as to open your heart and mind to how you see the world. Intentions help remove limited thinking and empower you to decide who you want to be.

## ***Your intentions should...***

- **Affirm what you want. Careful not to phrase your statement to focus on what you DO NOT want.**
- **Not include words or phrases like don't, not, no longer, will not, etc.**
- **Be written in present tense—I am, I attract, My life is, I share, etc.**

**EXAMPLE: I share my light and love without judgement.**

Write up to FIVE intentions you would like to set this year.

1.

2.

3.

4.

5.

# How To Set SMART Goals

**"YOU ARE NEVER TOO OLD TO SET ANOTHER GOAL OR TO  
DREAM A NEW DREAM."**

**-C.S. LEWIS**

Goals set the big picture for what you want to accomplish in the future. Don't be afraid of setting big goals or doubt that you can achieve them. Doing something different can be scary and uncomfortable but sometimes that is just what you need to push you outside of your comfort zone. The most effective goals are SMART.

***SMART goals are...***

- **Specific—Must be clearly defined**
- **Measurable—Gives you a way to evaluate your progress**
- **Attainable—Is it possible?**
- **Relevant or Realistic—Does it make sense?**
- **Timely—You need to set deadlines to keep you on track**

**EXAMPLE: I pay off \$3000 of credit card debt by October 2021**

Considering all areas of your life (family, health, professional, financial, etc.), write up to FIVE goals you would like to accomplish this year.

1.

2.

3.

4.

5.



# Creating An Effective Action Plan

**"SETTING A GOAL REQUIRES CLARITY.  
ACHIEVING IT REQUIRES ACTION."  
-SIMONE JONES TYNER**

Goals without action are just hopes and dreams. Setting intentions and goals mean nothing if you don't have a plan to achieve them. Picture your goal as your destination and the action plan is your road map to get there. An action plan provides a clear path to help you drive forward to reach your goals.

***An action plan will help you...***

- **Determine the steps you need to take to achieve your goals**
- **Break your goals down into manageable tasks**
- **Prioritize the tasks necessary to achieve your goals**
- **Effectively manage your time**
- **Track your progress**
- **Stay focused**

Breaking down your big goal into mini-goals will help you create a list of actionable tasks that you need to complete in order to achieve it.



# Creating An Effective Action Plan

**Write ONE goal you would like to accomplish this year.**

**Make a list of things you need to do to reach the goal by your deadline.**

# Creating An Effective Action Plan

Make a list of things you will do this month to move you closer to achieving your goal.

**MONTH**

Make a list of things you will do each week to move to closer to achieving your goals for the month.

**WEEK 1**

**WEEK 2**

**WEEK 3**

**WEEK 4**

# Creating An Effective Action Plan

Make a list of things you will do each day to move you closer to achieving your goals for the week.

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## WEEK 2

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## WEEK 3

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## WEEK 4

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# Creating An Effective Action Plan

## REVIEW AND RESET

Choose a day each month to check in with yourself and the progress you have made. Make a list of what worked and what did not work.

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It's ok if you didn't hit all of your mini-goals for the month. Celebrate yourself for the progress you've make and think about what you can do. Write at least 3 things that you will do differently next month to help you move closer to achieving your big goal.

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