



## 2012 GOAL SETTING AND ACTION WORKBOOK

### A SIMPLE PROCESS THAT WORKS!

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COMPLETED BY: \_\_\_\_\_ ON \_\_\_\_\_

\*This is a supplement to the post: [Simple Goal Setting That Gets Results: Make 2012 Epic](#)

**GUIDANCE:** This was created to help you take action to make 2012 your best year yet. Use the following questions to get crystal clear on your goals and the actions required to make them happen. The key is to keep it simple, actionable and exciting. Clear your calendar, get out your journal and let's get to work. Be sure to print this out so you can put pen to paper. Then take it to a coffee shop or park, WITHOUT an Internet connection or a time limit, and let the awesomeness begin.

*AN EPIC LIFE IS AVAILABLE TO ALL OF US. YOU JUST HAVE TO WANT IT BADLY ENOUGH.*

**THIS PROCESS WORKS. PERIOD.**

#### STEP ONE –

### REFLECT - REVIEW WHAT MADE LAST YEAR AWESOME (AND NOT SO AWESOME)

Take stock of what you've accomplished and what you're proud of. Also think through the low points of the year and what you don't want to repeat.

Use the below questions to guide you (These were borrowed from a good friend and [San Francisco Career Coach](#), Suzannah Scully):

1. What are you most proud of in the last year?

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2. If there were a newspaper headline describing this past year for you, what would it say?

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3. What unfinished business did you want to resolve before the year-end and when will you do it? (i.e. lingering relationships, apologies, goals yet to achieve)

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4. When were you most excited about life in this past year? What were you doing? Who were you with?

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5. Looking back, what would you have done differently in 2011?

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6. What new dream for yourself did you achieve?

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7. Where did you let fear hold you back from a goal you had?

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8. What was boring to you this year that you hope to change for next year?

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STEP TWO –

**DEFINE YOUR AREAS OF ATTENTION**

List the core areas of your life where you want to get results. Examples include: Health, Continued Learning, Helping Others, Marriage, Business. The more creative you can get with your naming, the more committed you'll be (i.e. Expand the Mind instead of Continued Learning). Anything goes. Don't list any more than 8 (ideally fewer).

The point here is to nail the areas in your life that matter and have fun with it.

Areas of Attention

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

STEP THREE –

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## DEFINE RESOLUTIONS AND HABITS

Before we start thinking through our massive goals, it's good to start with general themes of improvement or change you want to work on. I see them as habits or resolutions. These differ from goals in the sense that goals are things you eventually accomplish or check off your list. Habits are things you want to adopt as a part of your life going forward. Some examples of habits I've focused on include: being early, scheduling less, slowing down, spending less time on email, simplifying/decluttering, singletasking or getting more sleep.

My friend Leo Babauta of ZenHabits.net has a really effective and simple approach to changing habits that I've also adopted. It's best to focus on a max of one new habit or resolution at a time (ideally no more than one a month). If we do that one thing for a month straight, it will likely become a part of our routine. The good news is that for the super ambitious, this still allows for 12 new habits a year! Although, I'd recommend fewer.

List up to 12 habits or resolutions you'd like to focus on for the New Year:

Habits and Resolutions:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

STEP FOUR –

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## CREATE A CORE GOAL IN EACH AREA

Now it's time to think big. These don't have to be massive, but that certainly makes it more fun. They just have to be meaningful to you. It's not necessary to pick something for every single category but I encourage you to do so or else we're at the risk of sacrificing parts of our life that matter. Balance is key.

List 1-3 goals per Area of Attention:

Area One:

- 1.
- 2.
- 3.

Area Two:

- 1.
- 2.
- 3.

Area Three:

- 1.
- 2.
- 3.

Area Four:

- 1.
- 2.
- 3.

Area Five:

- 1.
- 2.
- 3.

Area Six:

- 1.
- 2.
- 3.

Area Seven:

- 1.
- 2.
- 3.

Area Eight:

- 1.
- 2.
- 3.

STEP FIVE –

**GET SPECIFIC – DEFINE WHAT YOU REALLY WANT**

It's not enough to say, "I want to be healthier" or "I want to make more money". They must be quantifiable and measurable. And you need to be in control of whether they happen. You can't control whether you actually lose 10 pounds but you can control what you eat and how often you exercise, which usually leads to losing the weight. Define what you want exactly. You want to write a book, then how many words a day can you commit to?

If you don't know the rules of the game, then how could you ever expect to win?

List the quantifiable outcomes and the specifics of each goal.

| <u>Goal:</u> | <u>Quantifiable Outcome &amp; Specifics:</u> |
|--------------|--|
| 1.           | 1.   |
| 2.           | 2.   |
| 3.           | 3.   |
| 4.           | 4.   |
| 5.           | 5.   |
| 6.           | 6.   |
| 7.           | 7.   |
| 8.           | 8.   |
| 9.           | 9.   |
| 10.          | 10.  |
| 11.          | 11.  |
| 12.          | 12.  |
| 13.          | 13.  |
| 14.          | 14.  |
| 15.          | 15.  |

STEP SIX –

**GET LEVERAGE - FIND A COMPELLING AND EMOTIONAL REASON WHY**

Leverage can come from one of two places. You can focus on the wonderful things you'll experience if you complete your goal (i.e. happiness, personal freedom, finding the love of your life). Or you can focus on the awful things that might happen if you don't (i.e. loneliness, a heart attack, or the death of a loved one). Positive or negative, discover what will make it an absolute must to accomplish your goal. It's like the father who couldn't quit smoking until his six-year-old daughter walked into his home office one morning and said "daddy, I don't want you to die before I'm 10." He never smoked again. That's leverage.

What massive reason can you find for making your goal a must? It could be fitting into your wedding dress or being sure you're alive to teach your grandson math. It's your call. Just be sure there is major emotion behind it.

List one WHY for each goal.

| <u>Goal:</u> | <u>Leverage—Your massive reason why:</u> |
|--------------|--|
| 1.           | 1.                                       |
| 2.           | 2.                                       |
| 3.           | 3.                                       |
| 4.           | 4.                                       |
| 5.           | 5.                                       |
| 6.           | 6.                                       |
| 7.           | 7.                                       |
| 8.           | 8.                                       |
| 9.           | 9.                                       |
| 10.          | 10.                                      |
| 11.          | 11.                                      |
| 12.          | 12.                                      |
| 13.          | 13.                                      |
| 14.          | 14.                                      |
| 15.          | 15.                                      |

STEP SEVEN –

**FILL IN THE DETAILS - CREATE BABY STEPS**

Thinking of a long-term goal as a single item to accomplish can be massively overwhelming. But every goal has all kinds of 5-minute or one-hour tasks leading up to it.

Take each core goal and divide it into 3-5 Minor Steps. Then create 3-5 Baby Steps for each minor step. You may need more or fewer steps depending on the size of your goal. Feel it out.

|   |   |   |
|---|---|---|
| <p><b>GOAL:</b><br/><b>MINOR STEPS:</b><br/>•<br/>•<br/>•</p> <p><b>BABY STEPS:</b><br/>•<br/>•<br/>•</p> | <p><b>GOAL:</b><br/><b>MINOR STEPS:</b><br/>•<br/>•<br/>•</p> <p><b>BABY STEPS:</b><br/>•<br/>•<br/>•</p> | <p><b>GOAL:</b><br/><b>MINOR STEPS:</b><br/>•<br/>•<br/>•</p> <p><b>BABY STEPS:</b><br/>•<br/>•<br/>•</p> |
| <p><b>GOAL:</b><br/><b>MINOR STEPS:</b><br/>•<br/>•<br/>•</p> <p><b>BABY STEPS:</b><br/>•<br/>•<br/>•</p> | <p><b>GOAL:</b><br/><b>MINOR STEPS:</b><br/>•<br/>•<br/>•</p> <p><b>BABY STEPS:</b><br/>•<br/>•<br/>•</p> | <p><b>GOAL:</b><br/><b>MINOR STEPS:</b><br/>•<br/>•<br/>•</p> <p><b>BABY STEPS:</b><br/>•<br/>•<br/>•</p> |
| <p><b>GOAL:</b><br/><b>MINOR STEPS:</b><br/>•<br/>•<br/>•</p> <p><b>BABY STEPS:</b><br/>•<br/>•<br/>•</p> | <p><b>GOAL:</b><br/><b>MINOR STEPS:</b><br/>•<br/>•<br/>•</p> <p><b>BABY STEPS:</b><br/>•<br/>•<br/>•</p> | <p><b>GOAL:</b><br/><b>MINOR STEPS:</b><br/>•<br/>•<br/>•</p> <p><b>BABY STEPS:</b><br/>•<br/>•<br/>•</p> |
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STEP EIGHT –

**GET THEM ON A CALENDAR**

Everything we do takes up physical time in our lives. Without putting things on the calendar, it's easy to plan way too much. Too much then leads to overwhelm which leads to the opposite of progress. Not good.

Now look at the goals and habits/resolutions you've created. Begin to place each into various months. Be conscious of your life. If you know you'll be traveling all of April then don't expect huge results that month. If some of your goals will take the whole year to complete then fill in your Minor tasks in the months where you will take the action.

**2012 Goals, Habits and Outcomes by Month:**

|           |          |
|-----------|----------|
| January   | February |
| March     | April    |
| May       | June     |
| July      | August   |
| September | October  |
| November  | December |

STEP NINE –

**GET ACCOUNTABLE - TELL AT LEAST 4 PEOPLE ABOUT THEM**

We tend to keep our word much better with others than with ourselves. Pick at least four people close to you to tell about your goals. They'll be your Accountability Allies. Walk them through your process. Explain why it's so deadly important to you and even give them a copy of your goals and plan (Just photocopy this when complete). Ask for their help.

| <u>Accountability Ally:</u> | <u>How they'll keep you accountable (weekly checkups, whip cracking, etc.):</u> |
|-----------------------------|---|
| 1.                          | 1.  |
| 2.                          | 2.  |
| 3.                          | 3.  |
| 4.                          | 4.  |

STEP TEN –

**ROUTINELY REVIEW YOUR PROGRESS - WEEKLY OR MONTHLY AT THE LEAST**

To see massive progress you must keep your plans front of mind. Create a routine that allows you to review the above on a weekly basis. Anything more infrequent than weekly makes it too easy to keep the ideas and dreams just that - ideas and dreams. They become reality when we consistently address them and make small gradual progress. In a year that can become enormous.

Write down when you will review your goals on a routine basis:

Day of Week:

Time of Day:

STEP ELEVEN –

**DO SOMETHING NOW - NO MATTER HOW SMALL**

Never leave the site of a planning session without taking some action to get you closer to victory. It could be the tiniest thing in the world. Maybe send a short email or make a quick list. Pick something that only takes 5 minutes or less. And do it. Let the momentum build.

Pick one small task for your top few goals that you can do right now to get you closer.

- 1.
- 2.
- 3.
- 4.

## ***Become Your Dreams - Just Add Hard Work***

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Congratulations! The fact that you've finished this process means you are nearly guaranteed to experience your dreams. As long as you do one thing...

### **Work.**

Dreams don't become reality by dreaming. That is the very first and simplest step. The magic happens when a consistent process of dedicated action is applied to the things that matter most in your life. And make no mistake. Massive hard work is required.

When you get committed on such a level, the sky is literally the limit. That is what has turned the impossible into the possible and is what makes the difference between an Epic Life and an ordinary one.

Every life can be Epic in it's own way.

All we have to do is want it badly enough. That part is up to you.

Here's to a year of life on your terms. I'll see you out there!



***Is one of your goals to quit your job, or better yet, find a career you love? – I think I can help***

It turns out 80% of people don't enjoy their work. So you're not alone, but it doesn't have to be that way.

The good news is that last November I created a self-study eCourse called *Live Off Your Passion* to help with that exact goal.

It contains a 200-page book, 72-page workbook and 14 Expert Video Interviews as well as a few hundred dollars in product bonuses from other entrepreneurs. There's also a "discover your passion guarantee" that comes with it.



And as a cool side note the course just won Best Personal Development Product of 2011 by Steven Aitchison's Change Your Thoughts annual reader poll. Perhaps it could help you too.

Since it's the New Year and this topic means so much to me, **I'm offering a 30% off discount code** for the first two weeks of January for those who've completed this goals workbook. Just enter the code "**passionatework**" upon checkout. Remember it's only good until Jan 20<sup>th</sup>.

Here's to a new year of finding passion and building a career around it!

[Click here to learn all about the Live Off Your Passion Course or pick up your own copy](#)

*And one last thing—Please Share This:*

*Do you know someone else who could use some help with goals this year? I created this as a free tool for all of you and I'd greatly appreciate you sharing it with those who need it. Please take two minutes to email this guide to one or two friends and share it on Twitter or Facebook. You can use the links on the **[Download Page](#)**.*

*Also, our community of epic folks at Live Your Legend love to hear the experiences and successes of others. It'd be huge if you'd share your thoughts once you've completed the process. Please leave one (or more) of your goals as a comment on the **[Goal Setting Workbook page here](#)**.*

*Thanks so much for being a part of what we're building.*

*You guys are awesome!*