

5 STEPS WORKSHEET

Defining Goals

	Step 1
P	
P	
P	
B	
B	
B	

Step 2

Step 3

	Step 4
P	
P	
P	
B	
B	
B	

Step 5

Instructions

This is an excellent exercise to use with your clients to get to the heart of what they want out of their lives, as well as their businesses.

Box One: Please list three personal goals and three business goals that you would like to achieve.

Box Two: Approximately how long have you had this goal?

Box Three: What has been your biggest obstacle to date in achieving this goal?

Box Four: What specific actions have you taken the last 24 hours to achieve this goal?

Box Five: What is it about this goal that makes you want to achieve it? How you feel once as it is achieved? What will you be? What might others say about you?

In going over this exercise have them look again in box one to identify the goals. Secondly, look at box two – have they had this goal for a long time? In identifying the obstacles in box three have them ask themselves if they are making excuses or blaming outside forces that are beyond their control. For the fourth box, you must stress the importance of prioritization in achieving their goals. What have they been doing instead of working specifically towards their goals? Finally look at box five... and ask them, “Are these really your goals?”

Quite often, we focus on what we have to DO or what we want to HAVE as a measuring point in achieving some life purpose. In going through this exercise they should learn that BEing the person that they want to BE can and should happen now! For example, box one might be “lose 50lbs.” On the other hand, box five might be “being a healthy person.” If they focused on BEing a healthy person before they focused on what they had to DO in order to be a healthy person their efforts would progress much more quickly.

Always remember... BE – DO – HAVE