

Love the Life You Live!



Dream



Plan



Action



Karen Offord

*“If you can dream it, you can do
it” Walt Disney*



You hold the key.

This mini workbook was created to help you explore, discover, create or re-visit your dreams and your goals. To help you gain clarity, prioritise and plan. Turning your dreams into your reality and creating the life you desire and deserve.

It's easy to follow and complete. All I would suggest you do is find your own perfect peaceful place; the park, your favourite café, a spot in your garden, then let the creativity and excitement flow!

Overview

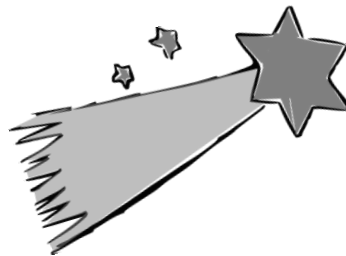
- Bucket List
- Prioritising using the S.M.A.R.T goal chart
- Planning your goals
- Stepping stones
- Visual technique
- Taking it to a whole new level!
- Personal Journal

Name: _____

Date: ___/___/___

**Choose a wish, find a dream,
Pick a wishing star.
Let your hopes and spirits soar
High and free and far.
Believe in the impossible,
Then work and try to do,
For only those
Who Dare to Dream
Can make a dream come true.**

Author unknown



“A goal is just a dream with a deadline” Napoleon Hill

“Decide what you want, decide what you are willing to exchange for it – Establish your priorities and go to work!” H. L. Hunt

Look over your above list. Sit with each one until you can confidently, excitedly, passionately, state which of your goals is an absolute must! Choose your 5 most important goals. Place a number beside them in order of importance – 1 being your top priority! The one you are most passionate about.

Refer to the S.M.A.R.T goals chart below to gain clarity and detailed information to help you achieve your goal.

S.M.A.R.T. GOALS

S – Specific

M – Measurable

A – Achievable

R – Relevant

T – Timed

Specific – What do you really want to accomplish? Describe your goal in precise terms so there is no confusion as to what needs to be accomplished. Try answering the W’s; Who, What, Where, When, Why.

Measurable – If we can’t measure our progress, how do we know when we are done? Make sure you include the measures you will use to judge your progress towards achieving the goal.

Achievable – Do I have enough control of this to make it happen? Construct a goal that is achievable. Don’t set it so high that in the back of your mind you know failure will eventually happen. BUT; don’t set the bar low – aim high, stretch yourself! *“Only those who risk going too far can possibly find out how far one can go”*
T.S.Elliot

Relevant – Is this goal consistent with other goals, and does it fit with immediate and long-range plans? Goals must be an important element in the overall plan of achieving your mission and reaching your vision. Meaningful goals align with your convictions, your passions, your dreams. Your goal should relate to attaining something that is necessary for you, of value and that supports your vision.

Timed – What is the evaluation deadline for this goal? Effective goals are constantly reviewed and revised. Determine a date, timeframe or schedule for your goal.

MY TOP 5 PRIORITIES AND GOALS! GET EXCITED!

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

My Dream, My Plan, My Action!

“We are what we repeatedly do. Excellence then is not an act but a habit” Aristotle

You started jotting down all your thoughts, dreams, goals and ideas. Those things that are meaningful for you. You then evaluated and prioritised those goals – the goals that you absolutely want and must achieve in your life, using the S.M.A.R.T Goals chart and your creative, enthusiastic mind. Finally numbering your list 1-5. The remaining things on your list can wait! If you feel they can't you may like to re-visit and re-number your list (maybe it was more important than you first thought?).

Use the next 5 individual pages – one for each of your TOP priority goals – they are your absolute focus now, to plan and put in place the action you require to get there.

- The longer the timeframe or bigger the goal – the more important it is for you to put small goals in place to get there (see separate page below for hints and ideas).
- Take the time to evaluate and put in place the smaller steps you require! Be creative and use all the resources you can to stay focused and heading in the direction you want to go!
- Celebrate your success along the way, each small achievement – for each step you take leads you closer to your goal.

“The more you praise and celebrate your life, the more there is in life to celebrate” Oprah Winfrey.

- Celebrate your past accomplishments, acknowledge them; _____

- Who has been your greatest positive influence, and why? _____

“At any moment, the decision you make can change the course of your life forever” Anthony Robbins.

My Dream, My Plan, My Action!

“The path to success is to take massive, determined action!” Anthony Robbins

MY GOAL:

“ _____ ”

Time-frame: _____

Bringing my dream, my goal to life means; _____

My support person is (Choose someone you trust, someone who will help you stay focused, remind you and celebrate with you throughout your journey); _____

My inspirational image or affirmation to help me stay focused (stick it up somewhere you'll see it every day); _____

The resources I can use (this may be a mentor, a specific book or a website from an expert in the area of your goal); _____

The smaller goals required to achieve my goal (see separate notes below);

My Dream, My Plan, My Action!

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The smaller goals required to achieve my goal (see separate notes below);

Smaller Steps – Breaking down bigger goals.

“The most important key to achieving great success is to decide upon your goal and launch, get started, take action, move” Brian Tracy

Remember; positive thoughts, ideas and wishes are fantastic and a great start – but they won’t get very far without consistent action and a plan. Without action dreams dwindle, belief patterns and thoughts of “unattainable, too hard, I can’t...” creep in. With bigger goals, smaller steps are necessary to get you where you want to go. Otherwise you risk them being put in the ‘I’ll get to that basket’ which often gets dusty and forgotten, or you risk feeling so overwhelmed, exhausted and give up.

Here are some tips and ideas (in a few key areas) on how to break down your goals without feeling frustrated or overwhelmed:

| FINANCIAL | HEALTH | CAREER | QUALITY TIME |
|--|--|---|--|
| <p>If you’re goal requires a sum of money (holiday, furniture, new computer, car, the list is endless) – do your homework. Shop around. Work out a savings plan specific and tailored to your budget and time frame.</p> <ul style="list-style-type: none"> - Put all your spare change in a jar labelled “your goal” - Open a bank account to have automatic payments transferred direct from your salary. - Open a specific account you can’t touch for a certain period of time. Maybe enlist a two signatory withdrawal. - If you struggle to save enlist the help of your partner, a trusted family member or friend. - Look to the experts! Check out financial blogs and websites. - Take an inventory of your expenditure (see where your money is currently going – then create a new budget. | <p>If your goal is to be healthier and or lose weight</p> <ul style="list-style-type: none"> - Become aware of your current habits and daily routines. Take an inventory or start journaling what you currently do so you can find ways to implement new habits and routines that will help you stay focused, motivated and moving towards your goal. - Enlist a support person or exercise buddy to help keep you on track and be accountable. - Commit to yourself and find ways to feel great about what you’re trying to achieve. - Walk 3-5 days a week listening to your favourite motivating music, get inspired. - Simple things like: Replace that muffin for fruit. Not eating after 8:00pm or shopping when you’re hungry. - Google healthy diets and recipes. - Check out the free Get Healthy website www.gethealthy.com.au - Visit your doctor or dietician for advice and direction. | <p>If your dream is to start your own business doing what you love or to change your career.</p> <ul style="list-style-type: none"> - Research, research, research – find out all you can first. - What qualifications do you need? - Where can you study? Online, Tafe, Private College? How does that fit in with your lifestyle? - What are the costs? - There are many websites designed to help people start their own business. Here are two that are fantastic: SBI (Site Build It) at www.sitesell.com or LYL (Live your Legend) at www.liveyourlegend.com | <p>Maybe your goal is to spend more quality time with the people you love.</p> <ul style="list-style-type: none"> - Take an inventory of how you spend your time and you will discover areas that could be spent in more productive useful ways like time with your children or partner. - Create a weekly or monthly planner. Set aside time to read or play a game with your kids. - Plan a regular date night with your partner. From something simple to grand – it doesn’t matter the aim is just to spend quality time together. - Plan, lock it in and give everyone something wonderful to look forward to. - Be spontaneous as well and change things around from time to time so it doesn’t become a routine. |

Alice; “This is impossible” - The Mad Hatter; “Only if you believe it is”

Visual Technique

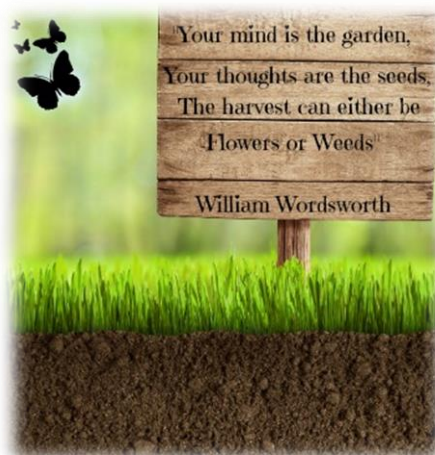
Everything begins with a vision of something better!

- Find a quiet spot, free from distraction.
- Put on some instrumental or soothing music if you would like.
- Clear your mind and start taking deep breaths.
- Think about your dream, what it is you want to achieve?
- What does it look like?
- What does it feel like?
- See yourself reaching your goal.
- What will it mean to you to achieve it?
- What steps do you need to take to get you there?
- Think of a positive affirmation or image to help you stay focused, positive and heading towards your goal. An affirmation is simply a statement of what is or what will be. There are thousands on the internet if you need ideas. Then write one that is personal, unique and meaningful for you. Something that inspires you and will remind you 'why' and 'what' you're trying to achieve.

Pin up your affirmation or image, where you will see it every-day. Allow it to become a beautiful, positive trigger or reminder of your wonderful goal and purpose.

While heading towards your goal – always remember and acknowledge gratitude for all the wonderful people and things in your life right now! Along with acknowledging and congratulating yourself for each small step you take – as each one leads you one step closer!

Practise your visual technique as much as you can. Every-day find a moment to sit quietly; feel it, see it, experience it in your mind. Then do something every-day that will help you grow, keep you motivated and lead you to your goal.



Taking it to a whole new level!

Everything begins with a vision of something better!

How exciting it is to really dig deep and put down on paper what inspires you, what you'd love to do and create! Then putting a structure in place to achieve it!

I hope you enjoyed doing your very own Dream, Plan, Action!

This is a great resource, a great place to start but if you're looking for more you don't have to stop there. You can take it to the next level and begin your own personal coaching journey with me.

Coaching is one of the top most valuable resources and proven ways to help you achieve your goals, dramatically improve the quality of your life and gain life-long tools and long lasting results.

I welcome you to contact me today so I can send you all the information you need to make one of the greatest decisions of your life!

Start living the life you desire and deserve!

This is your life – don't waste a minute of it!





www.karenofford.com