



**STRUCTURE.**

**STEP 1:** Write down your 'ONE' major goal.

.....

**STRATEGIES**

**STEP 2:** Write down 3 to 6 STRATEGIES to help achieve your 'ONE' major goal.

.....  
 .....  
 .....  
 .....

**STEP 3:** Choose the 'ONE' strategy you think will have the biggest impact.

.....

## TACTICS

**STEP 4:** Brainstorm and ask yourself how can I achieve this?

Write down 10 ideas.

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

**STEP 5:** Select the TOP 6 Ideas and convert them to TASKS with specific actions and completion dates.

## TASKS

1. ....  
Completion Date.....
2. ....  
Completion Date.....
3. ....  
Completion Date.....
4. ....  
Completion Date.....
5. ....  
Completion Date.....
6. ....  
Completion Date.....

Work on these six tasks until they are all completed, then and only then go back to **STEP 2**: start the process again, adjust and keep repeating.

## SYSTEMS

**STEP 6:** As you complete the tasks, start to develop systems that can automate repetitive tasks for greater efficiency and reduced brain drain.

### SET YOUR OWN RULES TO LIVE BY

These are some of mine to help keep me focused and on course.

- ☺ Focus on my ONE major goal for a minimum of 30 minutes - **every day**. If I can't make that commitment, the goal isn't important enough to me. Either don't start or change my goal.
  
- ☺ If life gets in the way as it will, don't stress. Just get back in the game and try not to miss consecutive days.
- ☺ Don't try and eat the elephant at once.
  
- ☺ Develop Self-Discipline to stay on course.
  
- ☺ Defeat Distractions and Shiny Object Syndrome.
  
- ☺ If great ideas surface during the process, write them down for LATER. Don't change horses mid-race!

### LATER

.....  
.....  
.....  
.....  
.....  
.....

### NOTES

.....  
.....  
.....  
.....  
.....  
.....

Think of **ONE** goal that you really want to achieve. It can be a health goal, a financial goal, a relationship goal, a career or business goal, or travel goal.

Allow your thoughts and emotions to flow freely through your mind as you write down your answers to the following questions:

**Am I really committed** to achieving this goal? Yes, or no?"

If no, choose a different goal until you find one you can answer yes to "Am I really committed to achieving this goal?"

From this yes, write down your answers to these questions:

- *What needs to happen for me to move towards achieving this goal?*  
.....  
.....
- *What do I need to learn?*  
.....
- *What skill do I need to upgrade?*  
.....  
.....
- *Whose help do I need?*  
.....  
.....  
.....
- *What must I let go?*  
.....
- *What must I start?*  
.....  
.....
- *What must I stop?*  
.....  
.....
- *What new beliefs do I need to achieve this goal?*  
.....  
.....  
.....
- *What resources do I need to make achieving this goal a reality?*  
.....  
.....  
.....