

USE THE GOAL SETTING PROCESS BELOW WITH THE PROVIDED MATRIX TO SUCCESSFULLY SET YOUR GOALS.

## STEP 1:

The matrix provided uses the 4 main areas we have listed, as well as a blank page for you to create your own. Listing the 4 main areas of your life you want to improve. Write each of these topics separately on the top of piece of paper.

- Financial
- Health
- Relationships
- Career / Business Development

**STEP 2:** On the first piece of paper with your 1<sup>st</sup> topic listed at the top, start writing WHAT you want. Important at this point all you want to do is list as many things as possible you want, do not start writing WHY you want it. Once the first topic list is completed, move onto the next topic, and then the next topic, until you have 4 pieces of paper listing what you want out of each topic.

**STEP 3:** Revise your WANTS one topic one page at a time, highlighting the most appealing wants that really stand out for you, then cross off the ones that have the least importance. Reducing your list to 4 wants for each topic.

**STEP 4:** List the remaining highlighted wants in the first section of the goal's matrix supplied here.

**STEP 5:** Using the goal matrix list your WHY do I want to achieve this goal next to your WANT? Your WHY should be emotion related, the higher the emotion the stronger your engagement will be to achieve the goal. Your thought process should be what will this goal do for me, when will I achieve it?

**STEP 6:** List HOW will I achieve it? What steps am I going to action to achieve this goal.

**STEP 7:** List WHEN will I achieve this goal by.

**STEP 8:** Read your goals every day.

## TIPS for each topic:

- Set small, medium & large goals, set a goal you can achieve in a week, a month, 3 months. The psychology behind setting a small goal that you can quickly achieve but still takes some effort is reinforcing you can achieve what you write down & think about each day. An example of a weekly goal is "set up a sub account to fund short breaks & holidays, creating auto withdrawals between your bank accounts.
- Share your goal with a close friend or partner. This part takes some guts because it feels uncomfortable opening yourself up to being vulnerable. Sharing your goal will drive you to achieve it, as you don't want to fail knowing that that other people know you failed or gave up too.
- Read your goals every morning before the busy part of your day begins.
- Keep your goal wants simple, limit your WANTS in each topic to 4 items until you get yourself in a pattern of reading, actioning, achieving & resetting.
- Celebrate each goal achieved, give yourself recognition and let the person you confided in know your success.
- As you achieve each goal, tick it off & reset another goal for the same topic that you want to improve.

## FINANCIAL

<b>RESULT</b> – Specifically What Do I Want?	<b>PURPOSE</b> – Why do I Want It?	<b>MAP</b> – How Will I Achieve It?	<b>TIME</b> – When Will I Achieve It?

## HEALTH

<b>RESULT</b> – Specifically What Do I Want?	<b>PURPOSE</b> – Why do I Want It?	<b>MAP</b> – How Will I Achieve It?	<b>TIME</b> – When Will I Achieve It?

## REALTIONSHIP

<b>RESULT</b> – Specifically What Do I Want?	<b>PURPOSE</b> – Why do I Want It?	<b>MAP</b> – How Will I Achieve It?	<b>TIME</b> – When Will I Achieve It?

## CAREER / BUSINESS DEVELOPMENT

<b>RESULT</b> – Specifically What Do I Want?	<b>PURPOSE</b> – Why do I Want It?	<b>MAP</b> – How Will I Achieve It?	<b>TIME</b> – When Will I Achieve It?

<b>RESULT</b> – Specifically What Do I Want?	<b>PURPOSE</b> – Why do I Want It?	<b>MAP</b> – How Will I Achieve It?	<b>TIME</b> – When Will I Achieve It?