

Goal Setting

PLANNER



Conquering
CancerTM

FILL IN THE BLANK PLANNER
TO SET YOUR GOALS



Welcome!

Set goals and make this year YOUR year!

Goal setting is the process of making a plan of action to achieve a desired result.

Studies repeatedly show that a person who is focused and goal-oriented is likely to have a more positive approach towards life.

Studies also show that those who set defined goals and make a plan to achieve them are less stressed and much more likely to achieve the desired results than those who don't have a defined goal or plan.

"Begin with the end in mind."

This exercise breaks down large and seemingly unattainable goals into small doable chunks.

We are concerned with health so let's make some goals for 2023 so you can reach your aspirations.





HOW TO USE YOUR GOAL PLANNER



1

Learn how to set goals

Use the SMART goal breakdown sheet to set your goals. Making your goals attainable is key to your success.



2

Work out your long term (one year) goal

Think about all aspects of health (nutrition, relationships, spirituality, stress, relaxation, hydration, sleep, movement). Identify where you want to be in all of these areas and turn those aspirations into SMART goals.



3

What do you need to achieve in 6 months to reach your 1 year goal?

Look at your one year goal. Is it divisible in half? Identify where you need to be in 6 months and turn that into SMART goals.



4

What do you need to achieve in 3 months to reach your 6 month goal

Look at your six month goal. Is it divisible in half? Identify where you need to be in 3 months to achieve your 6 month goal and turn that into SMART goals.



5

What do you need to achieve this month to reach your 3 month goal

Look at your three month goal. Is it divisible by a third? Identify where you need to be in 1 month to achieve your 3 month goal and turn that into SMART goals.

BREAKDOWN OF SMART GOALS

S

**Specific
Significant**

Clear and specific, so you are able to focus your efforts and feel truly motivated.

Answer the five "W" questions (if applicable):

- What do I want to accomplish?
- Why is this goal important?
- Who is involved?
- Where is it located?
- Which resources or limits are involved?

M

**Measurable
Meaningful**

It is important that you can track your progress and stay motivated. This helps you to stay focused. A measurable goal should address questions such as:

- How much?
- How many?
- How will I know when it is accomplished?

A

**Attainable
Achievable
Action-Oriented**

Your goal needs to be attainable/achievable. It should be challenging but still possible. An achievable goal will usually answer questions such as:

- How can I accomplish this goal?
- How realistic is the goal, based on other constraints (ie time)?

R

**Realistic
Rewarding**

Ensure that your goal matters to you and it is practical and planned so it is easy to implement in real life. A realistic goal can answer "yes" to:

- Does this seem worthwhile?
- Can I find a way to fit this into my life?

T

**Time Bound
Trackable**

Every goal needs a deadline to focus on and to work toward. This helps to prevent everyday tasks from taking priority over your longer-term goals. A time-bound goal will have a set date for completion.



YOUR SMART GOALS

WHAT I WANT TO ACHIEVE IN

1 YEAR

S

Specific

M

Measurable

A

Achievable

R

Realistic

T

Time Bound



YOUR SMART GOALS

WHAT DO I NEED TO ACHIEVE IN 6 MONTHS TO REACH MY 1 YEAR GOAL

S

Specific

M

Measurable

A


Achievable

R

Realistic

T

Time Bound



YOUR SMART GOAL

WHAT DO I NEED TO ACHIEVE IN 3 MONTHS TO REACH MY 6 MONTH GOAL

S

Specific

M

Measurable

A

Achievable

R

Realistic

T

Time Bound



YOUR SMART GOAL

WHAT DO I NEED TO ACHIEVE

THIS MONTH TO REACH MY 3 MONTH GOAL

S

Specific

M

Measurable

A


Achievable

R

Realistic

T

Time Bound



YOUR SMART GOAL

WHAT DO I NEED TO ACHIEVE

THIS WEEK TO REACH MY 1 MONTH GOAL

S

Specific

M

Measurable

A

Achievable

R

Realistic

T

Time Bound

Your 5 Whys

WORKSHEET

What is your why?



Conquering
Cancer™

FILL IN THE BLANK WORKSHEET
TO GET MOTIVATED AND STAY MOTIVATED



How do you ensure you reach your goals? How do you stay motivated?

A recent study set out to determine how many people, on average, stick to their New Year's resolutions and achieve their goals. The results are staggering.

92% of people fail and only 8% achieve what they set out to achieve.

Why?

A major reason is that most people don't link their goals to a higher purpose or have a clear understanding as to why they want to reach that goal. They aren't motivated.

The best way to kickstart motivation is to understand your 'why' so I have made a 5 Whys Worksheet for you.

Instructions

When changing your lifestyle, the best place to start is to set goals - but we need the motivation to stick to them!

To help you with this, follow these steps:

1

Use your goal setting worksheet that is part of this workbook to set your long term, mid-term and short term goals.

2

Once you've set your goals, use the following 5 Why's worksheet to link your goal to a higher purpose so that you have a real understanding as to WHY you want to achieve it.

*This is the key to
motivation.*

Motivation starts from within.
Find it, keep it and make it work for you.





“

Motivation is high
when you have a
stake in the
outcome

James Clear

“







My goal is:



Why do I want to do this?



Why do I want to achieve that?



Why is that important?



Why will that make a difference?



Why will that matter?



YOUR GOAL SETTING AND MOTIVATION PLAN

1

Understand your why

Sometimes it's not so much the what or the how that matters, but your why--the purpose behind what you're doing. Being clear about what you're working for can give you the stimulus to stay on course.

2

Define your goal

Defined goals put your ideas into action mode. It's the vital step between planning and doing.

3

Create a clear vision

If you want to succeed, you must create a clear compelling vision, something that you can relate to and resonate with. If it doesn't speak to your heart, it won't motivate you to stay on target. Create the highest grandest vision possible, because you can achieve only what you see.

4

Produce a plan

Once you have a goal in place, a plan is will take your vision and break down the steps you need to get it done. A goal without a plan, as we know, is just a dream.

5

Look for the bigger picture

When you have to stay motivated, think of the bigger picture. How does this relate not only to yourself but to others? How will it contribute to something important? Where will this make a difference? To accomplish more, think bigger.

6

Keep it positive

Positive thoughts lead to positive actions, and self-affirming statements will help you to achieve your best. Take control of how you think, how you feel, how you act. Positivity will help you make the choices that lead to accomplishment.

YOUR GOAL SETTING AND MOTIVATION PLAN

7

Approach task in new ways

Sometimes just getting started might be the problem. A different approach might give you a new perspective and more energy.

8

Break down goals into manageable tasks

One important key to your success will be your ability to break down your goals into shorter-term and smaller single tasks. Keep things manageable (see goal setting worksheet to do this!)

9

Get organised

Make sure your environment is uncluttered so your mind can be organised. A calm environment gives you a better chance of being more efficient and productive.

10

Tackle procrastination

Don't make excuses or waste time rationalizing why you haven't already started. Instead, try to uncover the real reason for the delay and get to it immediately. The best way to begin something is just to begin.

11

Seize power of deadlines

Setting a time limit for an activity will enable you to assemble your resources and materials toward accomplishing things you might not otherwise get done.

12

Stop multi-tasking

Don't divide your attention but give your full and undivided self to the task at hand. When you do, your chances for success go way up.

YOUR GOAL SETTING AND MOTIVATION PLAN

13

Starve your distractions

Do what you need to do to stop being distracted by people, tasks, or electronics. Devise strategies to help you start and complete tasks without any distractions or interruptions.

14

Stay in the zone

Your best and most productive work is usually done when you're in the zone. Ask yourself how to create the perfect environment for you to do your best work and keep at it until you're done.

15

Choose success

Choose to be successful, then stick to your choice and see it through to a conclusion. By creating a mental picture of yourself successfully completing a job, you can increase your chances of success.

16

Keep it fun

If you seriously want to stay motivated, find a way to make it fun. Fun is not the enemy but a great motivator.

17

Harness power of optimism

Belief that you can accomplish something is essential to your ability to do it. Optimism is the foundation of progress.

18

Reward yourself

Learn what it takes to get yourself to complete dreaded tasks and set up a system of rewards for completion.

19

Visualise yourself succeeding

Visualization is powerful technique and can help you to focus, stay motivated and achieve your goals. By creating a mental picture of yourself successfully completing a goal, even the worst tasks can feel like part of achieving something big.