

# *The Life Goals Planner*

## *Version 5.0*

*Through unique processes to clarify your major life's goals, values and mission, the Life Goals Planner helps you establish the foundation for ultimate purpose, productivity, passion and personal leadership for true life fulfillment.*



*“Open your heart and mind, let the magic of your uniqueness, your creativity, and the power of choice work miracles in your life as you set your life's goals.”*

*-Daniel A. Janssen  
Vancouver, British Columbia*



*All Rights Reserved*  
*Copyright 2003*  
*ISBN # 0-9687700-6-1*  
*Daniel A. Janssen*

*Vancouver, BC, Canada*

# Table of Contents

*“Quality is never an accident. It is always the result of high intention, sincere effort, intelligent direction, and skillful execution. It represents the wise choice of many alternatives.”*  
-William A. Foster

	Welcome	5
	Introduction	7
<b>Part 1</b>	About Goals	11
	<b>Exercise 1: Life Defining Questions</b>	17
<b>Part 2</b>	Goal Identifying	23
	<b>Exercise 2: Goal Categories &amp; Lists</b>	25
	<b>Exercise 3: Goal Prioritizing</b>	29
<b>Part 3</b>	Values, Virtues & Mission	33
	<b>Exercise 4: Values &amp; Mission Statements</b>	35
<b>Part 4</b>	Goal Setting	44
	Planning Principles	46
	<b>Exercise 5: Create an Organized Plan of Action</b>	50
	Task Management: Keys to a productive “To Do” list	51

## Part 5

Time Planning	54
Time Management Rule of Thumb	56
<b>Exercise 6: Goal Planning Calendar</b>	57
Getting Organized	59
Habits	66
Making Decisions	67

## Part 6

Personal Development	71
Characteristics of Failure	72
Characteristics of Success	73

Closing Comments	77
Appendix A: Life Goals Templates	79
Appendix B: Planning Template	88
Appendix C: Values, Virtues Chart	91
Appendix D: Calendar	92
Appendix E: Sample Plans	93
Example Health & Fitness Goal	95
Example Career Advancement Goal	99
Example Relationship Goal: To be a Great Father and Husband.	102
Appendix F: Quotations	106
Appendix G: Resources	112
Personal & Professional Development Books & Tapes	114

# Welcome

*“Becoming the most that you can be through the power of pursuing your major life goals.”*

*- Daniel A. Janssen*

🔊 **Listen to Audio Clip 1 - Welcome to the Life Goals Planner 4.0** ([Click here to activate audio clip.](#))

Daniel would like to personally welcome and congratulate you on your decision to clearly identify and set your life's goals. The program provides practical proven processes to gain amazing clarity of the most important things to you in your life. With clarity of your values and goals, your primary aim or major definite purpose identified, an individual can only then be truly effective as a human being.

This program has been successfully used to transform the lives of many by helping them achieve that clarity and providing the tools and processes for positive change. The Life Goals Planner is more than just another 1-2-3 program that adds more things for you to do but helps you construct the foundation for true purpose, meaning and direction. Based on our human gift of free will, our incredible ability to create and the remarkable time we live in there has never been a better opportunity for you to become the most that you can be and lead a life of passion, power and purpose.

I encourage you to have high expectations on the results you are about to achieve and the positive impact that will have on your life. All of these skills, principles and practices can be applied to all areas of your life and get the same results.

You have made an excellent decision to work through this material so do your best. Be honest with yourself and plan to get the most from your investment of money and time. The planning process will keep things realistic and relative to your gifts and skills but the goals themselves can and should be whatever your heart desires. I encourage you to dream as big as you can for there are no unrealistic goals, only unrealistic deadlines.

Design a life that is full of health, wealth and value. Apply yourself to the material diligently and in time you will get a return words cannot describe. I wish you all the best and hope to hear from you soon.

***Sincerely,  
Daniel Janssen***

*“The potential of the average person is like a huge ocean unsailed,  
a world of possibilities waiting to be released and channeled toward some good.”*

*-Brian Tracy*

*“Some people are more talented than others. Some are more educationally privileged than others. But we all have the capacity to be great. Greatness comes with recognizing that your potential is limited only by how you choose, how you use your freedom, how resolute you are, in short, by your attitude. And we are all free to choose our attitude.”*

*- Peter Koestenbaum*

# Introduction

*“We must all suffer from one of two pains: the pain of discipline or the pain of regret. The difference is discipline weighs ounces while regret weighs tons.”*

*-Jim Rohn*

🔊 **Listen to Audio Clip 2 - Introduction to the Life Goals Planner 4.0** ([Click here to activate audio clip.](#))

Read the entire book once over.

Make any necessary photo copies or prepare computer files for recording information.

You are about to embark on a journey of questions and answers that will begin to make your life truly significant in this vast universe and this world of rapid change. It is all too easy to lose sight of what is important or to feel insignificant in this world especially when things change, don't work out or just don't make sense. This a common struggle for all people from time to time. Our universe is so huge we have to measure it in light years. In one year light travels 10 trillion kilometers. It is 30,000 light years from our earth to the center of the Milky Way Galaxy. Our home, the Milky Way Galaxy, consists of more than 100 billion stars. Around those billions of stars are planets. On one of those billions of planets there is life, and one of those billions of lives is you.

With that perspective it's pretty easy to feel insignificant. The truth is you are not insignificant. In fact you are totally unique and special. There is not another person on this planet and beyond for all we know, that has the same finger print as you, that has the same voice pattern as you, that has the same eyes as you. In fact because of the unique experiences your life has had, good or bad, there is no one on this planet that sees this world the way you do or thinks like you. Because of this you are totally unique and special. Don't you see how important it is to ask yourself big questions and continuously grow. Don't you see why it's so important to get in tune with your passions and your major life's purpose. By your growth and development, becoming the most that you can be, you make your life much more significant and the world a more valuable place. The Life Goals Planner wants to make that kind of contribution. Not to give you great answers, though you will come up with many of those, but to ask you courageous questions, to draw out of you ideas, engage you in the process of realizing your dreams and goals, aligning you with your major life purpose and promoting continuous growth and development to become the most that you can be. Believing that life and success is a journey and that happiness and true fulfillment is a process the Life Goals Planner helps pave the road that leads to purpose, meaning and direction.

The Life Goals Planner is much more than one of the best tools on the market for clarifying your goals, maximizing your time, talents and creative abilities. The Life Goals Planner is a life

planning tool, a way of thinking about the most important things is your life. It's a way to free you from the burden of feeling you have to do this or have to do that and never seeming to do what's important and what gives your life meaning and purpose. Each one of us has an incredible opportunity to live a unique, rewarding and fulfilling life. I believe if you engage in the process of becoming the most that you can be, if you intend to do things in a specific way (set goals), if you pay attention and adjust your course when necessary, you will make a positive difference in this world and be totally satisfied with all that you have and all that you have become.

We are not a product of our past! Even though our past affects us in many ways we are a product of our present choices. Everyone has the ability to make new choices, develop new habits and disciplines that lead to tremendous clarity and awareness to be an extremely effective human being. The Life Goals Planner is rooted in what I call the three C's, the characteristics or gifts that separates humans from the rest of living creatures. The selecting and planning of life goals, values and creating a compelling vision and mission are some of the highest level activities humans can perform. This is where real transformation takes place.

### **Conscience**

believing that you and only you knows your true wants, needs and desires and only you can make the right choices. That we all have an inner sense of morals and truth that can lead and guide us in our life.

### **Creativity**

the ability to create, design and change. That engaged in the Life Goals Planner processes and personal development one can design a life, set goals and bring about almost anything that we desire.

### **Choice**

the gift and challenge of free will leaves us with a tremendous responsibility to make our own choices. Without purpose, meaning and direction (vision and goals) we will consistently fail to make the kind of choices that make the most of our resources.



We cannot control other people or our results, but we can engage in processes that helps us choose wisely, respond appropriately and become the most that we can be. This program will be something that comes to life in you. It will increase your clarity, sensitivity, awareness, motivation, and discipline. It will increase your performance, efficiency and effectiveness. This in turn will positively impact everything you do and everyone around you. It never fails to amaze me how disconnected people can be between their goals and life's purpose. If you don't have your goals clearly defined then you have been suffering from an enormous disadvantage in being able to get what you want and enjoy the journey with some sort of balance. Not only will you fail to get what you truly want or make the kind of difference you truly want to make but life will seem to take everything you have in the process. And that's why creating a plan, a strategy that is consistent with your values and major goals is so critical to your success. It is why these processes are so critical to the ultimate meaning we are talking about. We are here to help you in the life long process of identifying, planning and acting upon what is truly important to you.

You are going to have to face some facts and define what it means to have a successful life. An honest look at ourselves can often be disappointing or we can be fearful of uncovering something we won't like. Face the truth of what will likely happen if you keep doing things the way you are doing them. Most of us realize if we don't change we are going to use up our life and miss the things that matter most. Don't wait until the doctor tells you to slow down or your loved one leaves. This is where it all starts, life defining goals and values, the true foundation for everything else that happens in your life. Do not miss this clarification or you risk missing everything that means something to you. The need for clarity has never been greater. The vast amount of choices can cause us to stagnate and get off track. The flood of information is overwhelming, and everybody is trying to get you to believe this or that. If it does not come from within you, then it probably isn't for you. More than ever before in the history of mankind it is crucial that you are clear on your goals, your values and the direction you want to travel. If you are clear then all of these choices and information will serve you and not distract you. You will begin to thrive on change and the incredible opportunities that you have to make a difference in your world. In The Celestine Prophecy a wise priest said "The problem in life isn't finding the right answer but identifying our current questions".

Engaging yourself in The Life Goals Planner's questions over and over again is engaging yourself in the miracle of the process. The process of looking, the process of seeking and the process of finding. It is the scriptures that promise; "Ask and it will be given to you; seek and you will find; knock and the door will be opened to you." In fact it is the process of personal development and more important the process of greater understanding. Growth is the path to understanding. Becoming more aware and a more conscious human being is a process that is never ending. The process never ends but understand that one can develop and fine tune the way in which we go about it and become a significantly more alive person experiencing life to its full along the way. That is an introduction of what the Life Goals Planner is about. I could write a complete book about the value and results you could gain from this planner, but mere words hardly describe what you will experience as the process of growth takes you on a journey to become the most that you can be.



*“Goals are the master skill of success.”*

*-Brian Tracy*



*“With goals you can more fully realize your maximum potential.”*

*-Zig Ziglar*



*“Goals are designing a life versus making a living.”*

*-James Rohn*



*“Goals are your road map to success.”*

*-Denis Waitley*

## Part 1 - About Goals

*“Give me a stock clerk with a goal and I will give you someone who will make history. Give me someone with out a goal and I will give you a stock clerk”*

*-J.C. Penny*

🔊 **Listen to Audio Clip 3 – About Goals** ([Click here to activate audio clip.](#))

Read Part 1 - About Goals.

Proper goal setting is almost without question the best tangible tool we know of for achievement. Human beings are truly goal oriented creatures and that is why we are taught to have goals. Read any success book or story and you will find the author talking about goals. Goals are essential to life. Our parents tell us, our leaders tell us, our preachers tell us, our teachers tell us. Goals are the fuel of life. They are our dreams and passions worked out in a tangible form. Consider Roger Bannister who performed the amazing feat of breaking the 4 minute mile when medical experts said humans were not capable of running at those speeds. Henry Ford for producing the supposedly impossible design of the V-8 engine. Thomas Alva Edison who became the world’s greatest inventor with only 3 months of formal schooling and said “Genius is one percent inspiration and ninety-nine percent perspiration.” as he tried no fewer than 6,000 vegetable growths, and ransacked the world for the most suitable filament material to create the light bulb. Consider the athletes, artists and business persons whose goals are clear and found the motivation, perseverance and determination to achieve what they wanted.

Good things happen to those who know exactly what they want. Achieving goals is not the problem. As goal-oriented creatures we always reach our goals. The problem is being clear on what it is we want and what we do in order to get there. Most people never clearly define their goals so they just end up somewhere. If it doesn’t matter to you where you end up, the things you acquire or the person you become then you do not need to set goals. If you are one who desires to be the most you can be then you must clearly identify your goals and set those which are most important to you. The purpose of this planner is not to load your schedule with 100 things to do or to get you so overly focused on one specific goal that other important things slip by without attention but to:

- Learn and master the art of goal setting.
- Clearly identify and prioritize your goals and values.
- Set those that are most important.
- Learn planning, task and time management.
- Create balanced schedules that allow for flexibility and keep important things first.

Few people really know how to actually write a set of goals that can keep them balanced, productive and effective in life. The claims are that only 3-5% actually write goals and plans and everybody seems to work for them. These are people who understand inspirational goals that produce vision, mission and power. Everybody else has general goals that do little but keep one going day in and day out.

## **General Goals and Motivational or Inspirational Goals**

General goals are what everybody has. These are the kind of goals people make at New Years, their wish lists, the lists people make like to lose a few pounds or buy some new furniture, buy a new car or travel to a new country for a holiday. These are great and we all have them because we are goal oriented creatures but please don't mistake the fact that having these goals in your mind or even written down on paper is what it means to have "set your goals".

This is one of the biggest mistakes that people make. They have a couple of lists or a few vague ideas in their head and they think they have "set their goals". These are just the natural actions or developments of our unlimited minds, these are our dreams. Please don't stop dreaming either. Dream big dreams and keep on dreaming -- just don't mistake them for "set goals". If there are no major obstacles between you and your goals then they are only activities and will not give you the motivation or life experience I am talking about.

What I really want to talk about are motivational or inspirational goals. These are the kind of goals that cause men and women to risk their life, the kind of goals that stretch you beyond your present abilities, the kind that change you from the inside out. The kind of goals that keep you up at night, dreaming about them, reaching them, living them, owning them. More often than not it is one goal, your primary goal. Your major definite purpose. It is the one you can write a personal mission statement around. The one that taps into your desire power, and the one that you develop your strongest passion for and use your best talents and skills to achieve. It is here that you will find the meaning and purpose for your life. People of all kinds are seeking and searching for goals that create purpose, meaning and direction. It is for this need that I created *The Life Goals Planner* a tool that helps you identify all your goals, organizes them and then walks you through a unique process to prioritize your goals leaving you with a clear look at what is most important to you. It helps you identify your primary aim, your A1 goal and form that into a passionate mission for your life.

Michael Gerber is the author of the best selling business books *The E-Myth* and *The E-Myth Manager* in which he communicates the importance of having a primary aim. He says it is the starting place for the entrepreneur and the manager he says. "The question every manager must ask, and then answer is what do I want? It is a life defining question and one of the first rules for defining your primary aim. It is my hard belief that without asking this question, then answering it, no one can be successful at managing anything." This is precisely what the *Life Goals Planner* produces -- the main reason or reasons for your life.

I agree with Gerber on the importance of asking and answering this question. In fact The Life Goals Planner not only helps you define your primary aim, create vision and mission but helps you keep balance with practical applications and processes for getting results. The truth is how else can you really be effective as a human being, effective with your time, efficient with your resources, your money or your skills? The answer is you can't without having prioritized your goals and values, and defined your life's purpose. It won't make much difference if you spend time and talent on things that don't matter that much. Being busy does not mean that you are being effective. We must not only ask if we are doing things right but are we doing the right things. Brian Tracy says that there is no greater waste of time than doing things well that need not be done at all. This is part of the reason so many climb the corporate ladder only to find it is leaning on the wrong wall or to wake up from some loss or tragedy to realize that they are not fulfilled and wonder what went wrong. Nothing went wrong it was simply that we never clearly identified where it was that we wanted to end up.

Purchasing The Life Goals Planner is one of the best investments you will ever make. As you work through these processes you will begin to understand the power of clarity. It will take some effort though. Do your best and be as objective as possible. Let go of the attitudes and beliefs that may have held you back, your cynicism, doubts, fears and inhibitions. These processes are practical, proven and used by all high-achieving men and women whether they are aware of it or not. Once you have completed all the exercises you can decide for yourself whether you are going to commit to anything here or not. It is your choice and always has been your choice, and that is why you are where you are. Now it's time to have a look at your life from a different angle, have a look from an ideal picture looking back and see what you see. Believe me the view will be so compelling you will never look the other way. Don't let a little hard work scare you for that is what success always comes disguised as. The only place success comes before work is in the dictionary so be ready to put in the effort so you can enjoy the rewards that will follow. To help you get motivated let's look at some of the immediate benefits that properly set goals produce.

## **The Benefits of Proper Goal Setting**

- Proper goal setting clearly identifies your targets.
- It helps you concentrate and focus for high productivity.
- It develops discipline, perseverance, persistence & determination.
- It promotes, motivation, excitement, and enthusiasm.
- It helps provide accountability.
- It develops passion and burning desire.
- It promotes good decision making.
- Goals allow you to control change in your life.

## **The Benefits of The Life Goals Planner**

- It produces all of the above and more.

- It prioritizes values and identifies the most important.
- It promotes good habits and disciplines.
- It produces true purpose, meaning and direction.
- It develops life balance and keeps check as you grow.
- It promotes character development.
- It provides review templates and a perfect little system to help you keep track and keep on top of your goals without a lot of time or effort.

Why don't more people set goals properly? Lets look at what two well known goal setting trainers have determined and see if any apply to you. Zig Ziglar in his video "Goals" points out four reasons why the majority of people don't set goals;

1. Fear of what people may think if they didn't reach their goal. Criticism and ridicule.
2. Poor self image. They can not see themselves being successful.
3. They have never really been sold on the need to set those goals.
4. They just don't know how.

Brian Tracy's "Action Strategies for Personal Achievement" identifies seven reasons why people don't set goals;

1. They are simply not serious.
2. They have not yet accepted responsibility for their life.
3. Guilt. No confidence in themselves to reach a goal so they don't set them to avoid the guilt.
4. They don't realize the importance of goal setting.
5. They don't know how.
6. Fear of rejection or criticism.
7. Fear of failure the greatest obstacle to success.

I have found all of these to be true in the hundreds of men and women I have worked with in the past several years. The biggest reason being that people just don't understand the importance, the power and value of thinking through and working through a process to achieve their goals. Another misunderstanding or expression I find very common is people will say to me; "I know what to do. My problem is that I do what I want instead of what I should do." This is a critical mistake in wording and quite possibly an insecurity not just a lack of discipline. Most don't really know what to do or how to go about it and that's why they are not doing it. The inability to admit not knowing a key life skill -- especially if it is a foundational life skill like goal setting can be lethal. In Part 6 we discuss some of the characteristics of success and failure for you to evaluate and check within yourself. This is an area where you need to be humble and face some truths about what you know and don't really know. One of the main reasons people fail in

life is their inability to admit a mistake or that they don't know something. The above thinking is an example of a common misunderstanding that if you don't get straight may cost you more than you want to bear. The truth is the things we want to do are the things we know will bring us more success in life but we opt out for the easy things because of one hundred and one reasons. Mostly a lack of discipline, courage and direction and we misquote it in our mind and say "I should do this or I should do that but I just want to watch TV or I just want to take it easy".

This is what I suggest we say "I want to go to the gym" or "I want to take that work shop" or "I want to read that book on success" but I am going to take it easy and do .....! Do see the difference. Most of us want to be happier, we want to be healthier, we want to be wealthier and we know that it takes discipline, clear direction and effort. That's what we want but many have fallen into the trap of saying it backwards. This kind of misrepresenting the truth to your mind does you no good; in fact it is more likely going to give you the opposite effect that you desire. Your mind and body want to pursue the things you want, so if you continually say to yourself the easy things are what you want and the hard things are only what you should do then your mind is going to work against you and go for the easy things. Get the wording right and you will soon find yourself more motivated to do the things that will bring you the real success you want.

If you find yourself with one or more of the above reasons for not having set your goals then I encourage you to rethink your position and complete these exercises in full to determine yourself the value of proper goal setting. Do not let your fear, pride or ignorance rob you of the experiences and joys of properly set goals. Open your heart and mind and let the magic of your uniqueness, your creativity, your thoughts and ideas work miracles in your life as you set your life's goals.

*"One day Alice came to a fork in the road and saw a Cheshire cat in a tree.*

*Which road do I take? She asked. Where do you want to go? was his response.*

*I don't know, Alice answered. Then, said the cat, it doesn't matter"*

*-Lewis Carroll*



## Exercise 1: Life Defining Questions

🔊 Listen to Audio Clip 4 – Exercise 1 Life Defining Questions ([Click here to activate audio clip.](#))

After reading the next few paragraphs answer each question from a quite, positive state. Just let flow

the first things that come to your mind. Don't over analyze.

If you get a little stuck just move on to the next question.

Approximately 30 minutes to complete Exercise 1.

Before you begin to create your lists of goals it is wise to be in a healthy and productive state of mind. What I mean by this is to be in a positive state, to be feeling good about yourself and your future. Many of you will be going through this book when life isn't going so well, you may not be making the progress or finding purpose and meaning. We all go through stages in life where we are wondering what is next. Perhaps you have accomplished some goals or you are moving through a new stage in life like middle age. It is no accident that most people go through a crisis during this stage and that's why we call it a mid-life crisis. Your body is going through changes and possibly many other areas changing as well. I tell you having a clear set of goals like what you are about to have can dramatically reduce if not totally eliminate a mid-life crisis.

The truth is the future is bright and we all have incredible opportunities. We all need a compelling future to live life fully. We need vision that employs our human characteristics and empowers us to overcome present difficulties and make wise choices. We need to instill hope! Hope for good things so we will try, so our children will try. Don't leave them empty-handed. Model for them and teach them to set goals and pursue a life full of meaning and success. Sir John Templeton's latest book *Is Progress Speeding Up*, subtitled "Our Multiplying Multiple Blessings" is an excellent resource of positive things taking place in our world. Optimism is a characteristic of highly successful people, pessimism of failures.

Optimists have high hopes, high expectations and clear goals to back that up and soon you will too. They understand success and they are confident they can achieve anything they desire. They also know that achieving, having discipline and a sense of accomplishment in life gives purpose and meaning. The bottom line is be as positive as you can when you brainstorm your goals. Don't let fears, insecurities or beliefs that the world is going to blow up rob you from designing a life and growing toward success. I strongly believe that it is the purpose of mankind, to grow and become the most that we can be and it is certainly one of the best gifts you can give your children. Let them see you set and achieve goals to create character and a bright future.

Try to be as positive and objective as possible and simply answer the questions the best you can for now. Many feel that they may miss something or the answer they give is permanent. You don't have to worry, you won't miss anything and nothing will be set in stone. It is all part of the process of clarity. You may even want to go over some of the exercises another time before you set some goals and make some decisions. Trust in yourself, the three C's and in the processes.

## **Life Defining Questions**

1. Of all the things you have done in life, what has given you the most personal satisfaction or the greatest feeling of significance?

2. What would you do with your life if you won 1 million dollars? We are not talking about 100 million dollars but just one so you would still have to be wise with the money. What would you start doing, what would you stop doing? What would you do with the majority of your time?

Start doing:

Stop doing:

3. If you knew you could not fail, what would be the ultimate activity or achievement for you?

4. Briefly describe what the ideal or perfect life would look like if all your biggest hopes and dreams came true.

**Example:**

*I am the founder & CEO of a leading personal development company and just won the Ernst Young Entrepreneur of the Year Award receiving world recognition for the difference we make in the lives of people, the impact our company makes on society and the world as a whole. I would be living in a beautiful 3 bedroom house with all the accessories (written in goal categories) in West Vancouver overlooking the inlet and Stanley Park. There my beautiful wife would be home schooling our 2 children and we would enjoy deep rich communication, openly sharing all and any thoughts, struggles, fears and joys with 100% support and encouragement. We have high levels of trust, respect, understanding and commitment for one another as we continue building our dreams, achieving our goals and strive to become the most that we can be.*

*I would travel to the office where I would have tremendous discipline to make things happen efficiently and effectively with full support of a superb staff. I would be respected in the industry as an authority, an expert and man to model. Our family would enjoy the finest health, the finest home and furniture, the finest automobiles and work hard as a family, disciplined to do the things we ought to do, encourage, support and challenge each other to grow in love, wisdom and respect for one another and all of mankind. We would be actively involved in the community supporting men and women to grow, change and make wiser decisions to help build a better world. For a break from our well balanced life we would enjoy monthly four day weekends in local resorts nurturing our hearts, minds and souls. Annually we would enjoy world travel, experiencing different cultures and countries to bring back more ideas, experience, understanding and love.*

5. Imagine years from now after a happy and fulfilled life like the one above, your are given the opportunity to write your own eulogy. What would you want it to say? How would you want

people to remember you.

--

6. As a final question for Exercise 1 why don't you think of what three or four people dead or alive that you truly respect and admire. Think of what it is about them you admire and list those qualities. Then consider making them part of a personal development goal.

Examples:	Characteristics:
1) Abraham Lincoln☐	- perseverance - integrity - ability to communicate
2) Anthony Robbins	- his excitement and enthusiasm for life
3) Mother Teresa☐	- compassion for others - her nonjudgmental attitude

People:	Characteristics:
	- -
	- -
	- -
	- -

## Part 1 Conclusion

Remember that these questions are dynamic. You are engaged in a process that will provide more clarity and some of your ideas and thoughts are likely going to change. You may even think of things tomorrow or the next day that you will want to add or subtract from these answers. The whole idea is to engage you in the process and by the time you have worked through this planner you will have a whole new lease on life.

It is a very powerful activity to continually ask yourself these and other life defining questions. The better quality of question you ask the better quality of answer you will get. Carl Sagan once said; “We make our world significant by the courage of our questions and the depth of our answers.” Asking these kind of questions will help you to define and refine that which is most important to you.

Let your conscious and subconscious mind go to work for you and amazing things can happen. Put a date on the pages so you can keep track of when you did what. It’s always nice when you look back from your future success at the thoughts you once had.

*“The person with a fixed goal, a clear picture of his desire, or an ideal always before him, causes it, through repetition, to be buried deeply in his subconscious mind and is thus enabled, thanks to its generative and sustaining power, to realize his goal in a minimum of time and with a minimum of physical effort. Just pursue the thought unceasingly. Step by step you will achieve realization, for all your faculties and powers become directed to that end”*

-Claude M. Bristol

*“We teach what we know, but we reproduce what we are.”*

*-Sir Winston Churchill*

## Part 2 - Goal Identifying

*“Whatever the mind can conceive and believe it can achieve.”*  
-Napoleon Hill

🔊 **Listen to Audio Clip 5 - Life Goals Identifying** ([Click here to activate audio clip.](#))

Read pages 23 - 27 (note suggestion page 25)

Exercise 2 - create your Goal Categories & Goal Lists.

Approximately 30-60 minutes to complete Exercise 2.

Now we are going to create your goal categories, your goal lists and then prioritize them for more accuracy and effectiveness. There are generally six or seven steps to goal setting.

### The Basic Steps to Goal Setting

1. Clearly define your goals and write them down in organized lists.
2. Prioritize those lists.
3. Identify the obstacles between you and your goal.
4. Identify the people, information and skills you will need to achieve your goal.
5. Set a deadline for achieving the goal.
6. Create an organized plan of action for achieving the goal.
7. Commit to the process and never give up.

These are all good but we are going to simplify it into two steps. Goal Identifying & Goal Setting or Planning. There are a few exercises to complete each of these steps but as you grow, achieve goals and set new ones this simple two step understanding will help you to move quickly and efficiently with future goals. Really it is these two steps that are the most crucial and a good plan

will include all the rest anyway. So let's keep it simple and put your energy where it is most needed. Easy. Right? No, not always easy but always simple. All the magic comes when you begin to move toward a goal that is clear in your mind and on paper. One of the ways that you know it's clear is that you can define it in a simple sentence or two so that a 10 year old child can understand it. Like a good business idea if you can not write a business plan then it is unlikely that you are clear enough to succeed in highly competitive markets. Similarly if you can not create the steps to your goal it is unlikely you will be able to achieve it. You have all that you need within this planner to create the most sophisticated and professional goals. People will think you are a pro, and you will be. Beside we are always an e-mail away if you need any extra help.

Goal Setting does not have to be complicated, it just needs to be thoughtful. Think on paper, evaluate, prioritize, plan and act. Continue checking your actions for the results desired and adjusting your plans accordingly, but never lose sight of your goal. You have got to understand that goal setting is a process. It is this kind of critical thinking, contemplation, writing lists and prioritizing that creates clarity in your mind and opens up a world of opportunity and moves you in the direction you want. Do not expect instant gratification or results. Allow the process of time to work its magic as you focus on your goals and you will soon understand why goal setting is one of the most important skills you could ever learn. Goal setting is a skill, and like any other skill the more you do it the better you get. When your goals are clear you have purpose and meaning, when you have plans you have direction. Soon you will be a self-motivated individual with purpose, meaning and direction in life which will help you overcome any obstacle, bear and difficulty life throws at you and succeed far beyond what you can presently imagine. Goals are the fuel for life and you are now at the pumps starting to fill up your tank with high octane gas.

*“Confidence is the ability to act on your goals consistent with your values despite your feelings and situation.”*

*-Daniel A. Janssen*



## Exercise 2: Goal Categories & Lists

Create you Goal Categories.

Create your Goal Lists.

Approximately 30-60 minutes.

*Suggestion:*

*Make a photo copy of all Goal lists from Appendix A or start a new computer file or journal for writing and prioritizing your goal lists.*

Below is a suggested list of goal categories to begin building your goal lists. You should define your own categories on the following page ready to transfer to a new file or goal journal. These do not need to be in any particular order of priority but I generally place them in a relative order of importance for regular viewing and reflecting.

### Example of Categories

Family or Relationship Goals
Health Goals
Recreation Goals
Professional or Career Goals
Personal Development Goals
Travel Goals
Financial Goals
Business Goals
Contribution Goals
Spiritual Goals
Material Goals

## Define your goal categories here.

Goal Categories

## Now that you have your categories create your goal lists.

On a copy of “Appendix A: Goal Lists”, a fresh sheet of paper or a new computer file label each of your goal lists with the category you defined. Be sure to keep a space at the left of your lists so that we can prioritize in Exercise 3. Then list everything you can possibly think of that you might want for that category. List all goals, short term, long term and life time goals.

Health Goals
) Eat an ideal diet.
) Jog 3 miles a day 3 times per/week.
) Get my teeth whitened.
) Join volleyball team and play every Saturday morning.
) Weigh 175 lbs at 10% body fat.
) Learn about and take herb supplements.
) Play tennis and win singles tournament this year.
) Get a black belt in Kung Fu.
) Join a fitness club and hire a fitness trainer.

## **Ideals for Goal Lists**

- ✓ **Family or Relationship Goals:** In this category list the people and the quality of relationships you desire. How many and what kind of friends do you want. Do you want a girl/boy friend, wife or husband? How many children do you want to have? Who and what kind of relationship do you want with relatives, aunts, uncles or in-laws?
- ✓ **Health or Recreation Goals:** In this category write how much you want to weigh, what kind of shape you want to be in? What kind of exercise, sport or recreation activity do you want to be involved in? Medical or dental check ups? What body fat percentage would you like? What kind of nutrition/diet would you like? What kind of mental health would you like?
- ✓ **Professional or Career Goals:** Here you want to list any career advancement goals, what position you would like to achieve? What do you want to specialize in or become proficient at? Do you want to change careers? What company do you want to work for?
- ✓ **Business or Hobby Goals:** What kind of a business or hobby would you like to start? What would you like to create, invent or bring into reality?
- ✓ **Personal Development Goals:** Your personal development goals are who you want to become, what kind of person do you want to be? What kind of character, personal skills do you desire to possess? What kind of education, training do you want to have? What kind of specialty organization would you like to join for personal improvement?
- ✓ **Travel Goals:** Where do you want to go? What countries/cultures do you want to see and experience?
- ✓ **Financial Goals:** What kind of money do you want to earn? What investments do you want to have? How much do you want to save? Retirement Planning?
- ✓ **Contribution Goals:** List what you want to give. Donations, charity or volunteer work for the community, church involvement, etc.?
- ✓ **Material Goals:** List here all the tangible things you want to have, own and purchase.
- ✓ **Spiritual Goals:** These are your inner development goals. What will be your moral standard? Church commitments? Religious studies? Meditation and contemplation?

*“I feel that the most important step in any major accomplishment is setting a specific goal. This enables you to keep your mind focused on your goal and off the many obstacles that will arise when you’re striving to do your best.”*  
*-Kurt Thomas*

## Exercise 3: Goal Prioritizing.

*“Decide what you want, decide what you are willing to exchange for it. Establish your priorities and go to work.”*

*- H. L. Hunt*

🔊 **Listen to Audio Clip 6 – The Power of Prioritizing** ([Click here to activate audio clip.](#))

Complete Exercise 3 - prioritize Goal Lists.

Approximately 20 minutes to complete Exercise 3.

Reflect on questions from page 32.

This is where the magic starts to take place. Prioritizing is one of the most important exercises in goal setting, and as far as I am concerned in most life activities. The priority you place on your goals and values will determine everything else you do in life. It is the way to be efficient with your time, it is the way you be effective with your resources, meaning your money and skills and it is the surest way to get clear on what matters most to you. It clearly brings you closer and closer to your primary aim or your major definite purpose in life. Allow me to share with you a quick analogy to emphasize this point.

- ✓ Two people who have the values of health, family and career success.
- ✓ Person A places the value of family first then career success and then health.
- ✓ Person B places career success first then family and then health.

Do you think you would be able to tell the difference between these two people? Of course, there would be a huge difference, especially in their actions. Both people have the same values but different order and the difference in their actions would be as different as night and day.

Sorting and prioritizing is what produces clarity. The method below is simple, effective and can be applied to any area of life that could use sorting. Time limits us being able to do the many, many things we would like so it becomes critical that you choose the most important ones

or the ones that will make the most difference to you now. Completing the goal prioritizing exercises does not mean that you have to do the top one first. It will give you the best objective look at what you were able to come up with at this particular time enabling you to make better decisions than you would have been able to without it. Like goal setting, prioritizing is a process. The idea is to learn the exercise and apply it as you continue to grow and achieve your goals.

The objective here is not to over analyze each goal but let your mind flow and prioritize the lists in a few minutes per/list. You can always rethink your priorities and make adjustments later. Now go back over your goal lists and prioritize them. For this part of the exercises we are going to use a simple 3 Step-ABC/123 method. Be sure to complete all three steps; this is very effective at surfacing what is truly important to you so you can get to work on the things that will make the most difference in your life now.

**STEP 1:** The ABC/123 method simply works like this. You are going to go over your goal lists (Appendix A: Page 78-82) and prioritize each list with A, B, C, D, and so on. A being the most important, B the next, C the next, etc. In the space before the bracket write A, B, C, D, etc.

**STEP 2:** Once you have prioritized all your lists transfer all of your A goals to the empty A Goal Table, (Appendix A: Page 83-84) then transfer all of your B goals to the empty B Goal Table, and C goals and D goals to the blank lists.

**STEP 3:** The final step in the prioritizing process: Prioritize each of these lists (Page 84/85) with 1, 2, 3, 4, 5, and so on. Look at your list of A) goals and put a 1) in the space before the bracket beside the goal that you think is most important on that list, then put a 2 beside the next most important and so on down the list. Do the same for your B) Goals, C) Goals, D) Goals and so on through the lists.

Now go ahead and prioritize all your goal categories and lists. This should generally only take about 15 - 20 minutes so don't analyze until your paralyzed. You can always make changes later. Your general gut feeling is usually the most accurate so just go ahead and prioritize your lists.

**Example on next page.**

*"The long term consequences are the true measure of anything important that you have to do."*

*-Brian Tracy*

## **STEP 1 - Example of the goal lists prioritized.**

### **Health Goals**

Example:
B ) Join a fitness club and get on a program
C ) Eat a well-balanced diet
G ) Jog 3 miles a day
F ) Get my teeth whitened
E ) Play volleyball on Saturday
A ) Achieve the ideal weight with a healthy body/mass index rating
D ) Take herb supplement

## **STEP 2 - Transfer all A, B, C, D goals.**

## **STEP 3 - Example of the A) goals prioritized.**

### **A) Goals**

1 )	A) goal from relationship or family category
3 )	A) goal from health or recreation category
9 )	A) goal from business or hobby category
5 )	A) goal from professional or career category
2 )	A) goal from personal development category
10 )	A) goal from travel category
7 )	A) goal from financial category
6 )	A) goal from material category
8 )	A) goal from contribution category
4 )	A) goal from spiritual category

## **Congratulations!** **That is what I call “Goal Identifying”**

A simple three exercise process that enables you to surface and organize your goals. With completion of prioritizing your goals you should end up with your top 6 goals listed as A1 - A6. These six goals is what you have identified as the most important things in your life. Transfer them to the last page in the Appendix A - “My Top Goals”

How does it feel to look at what you most desire. Exciting I hope. Sometimes it can be a little overwhelming, scary or raise a feeling of uncertainty, but do not worry. As the process continues and you move toward these goals you will find certainty and clarity. Allow me to ask you some more questions regarding your A1 - A6 goals.

What I would like you to do is ponder, pray, meditate and let your conscience affirm and confirm if these are what truly matter most to you. Answer the questions below in a quiet time and listen to your conscience, that inner voice. I recommend that you ask these questions of yourself often and at various times and stages through your journey.

- Would achieving these goals truly make the difference in my life?
- Do these goals represent what I have answered in the life defining questions? (Go back to page 18, 19, 20 and look at your answers compared to your A1 - A6 goals.)
- Of these six goals is the A1 goal the single most important goal?
- Do three or four of these goals represent balance for my life?
  
- Are you working on these goals in your life now?
- Are you making progress?
- Are you using the best of your time and talent toward the most important goals?
- Are you confident that you know the highest priority activities to achieve these goals?
- Can you identify the obstacles between you and these goals?
  
- Am I committed to achieving these goals?
- Can I let go of the unimportant and begin to spend sufficient time on these goals?

If you are not working effectively on the most important goals in your life then the only question is why not? Write your answer down and check if it is acceptable and okay with you. If not I suggest that you set your top three goals. Apply the rest of the exercises to these three goals and begin to measure the results. Measure the results in two ways.

With tangible measurements like notable progress, projects completed, scores achieved, moneys earned, etc.

How your life responds. Your emotional life, your patience and understanding with others. Your ability to deal with set backs and difficulties. Your over all health and well being and the peace you experience. May I suggest that the latter point be the true measure.

*“Unless commitment is made, there are only promises and hopes; but no plans”*

*-Peter F. Drucker*



## Part 3 - Values, Virtues & Mission

---

*“Try not to become a man of success but rather try to become a man of value.”*  
-Albert Einstein

🔊 **Listen to Audio Clip 7 – Part 3 Values, Virtues & Mission** ([Click here to activate audio clip.](#))

Identify your values and virtues.

Create a Core Values Statement.

Create a Personal Mission Statement.

As I mentioned in the introduction, the choosing of our goals and values, the reflection upon those choices and the creating of life goals plans and personal mission statements are some of the highest level exercises a human being can do to develop purpose, meaning and direction for one's life. Values are something we all have but very few of us ever think deeply about. They are in a large part, along with our goals, what defines us. The New Webster dictionary defines values as 1. The desirability or worth of a thing. 2. Something regarded as desirable, worthy, or right, as a belief, standard or precept: The values of a democratic society.

The following exercise and creation of a personal mission statement can lay a foundation upon which you can confidently build a life. Plans and actions consistent with your chosen values develop true human character. With clear goals and values, decisions will come easily and success will follow.

Our values are reflected in our attitudes and our actions. Brian Tracy said it well in his audio program Action Strategies for Personal Achievement. He says “If a value is not expressed in actions it is not a true value, it is only a good intention. Many people make the mistake that if they say it, argue it, write it down or talk about it, it is the same as having it. Wrong. Only actions demonstrate what you really believe. It is only what you do, especially when the chips are down, that indicates to yourself and others what you believe and live by as a value. True values are engraved in stone. They are inviolable. If there is any area in your life where you must

be steadfast and true, it is in the area of your values and your convictions. There is no such thing as having a value only some of the time. Like being pregnant, you either are or you are not. You can not only be a little bit, nor with your values can you only have them some of the time and not others, only when it's convenient. Your job in regards to your values is to decide very clearly what they are for you and then to resolve to live by them under any circumstances”

Values are a critical part of our goals, our attitude, our actions which in turn affects our results and the quality of life we live. They are really the foundation of our personal character which is transferred into our work, business and families. Values are a matter of choice. Certainly we are influenced by the values of our parents, society and the culture but ultimately they become a choice and only your choice. Choose them with utmost thoughtfulness and consideration.

On the next page I have created an exercise that is very helpful for sorting through the many virtues and values to get clear on which ones you feel strongly about. It is very empowering to choose a set of values that you promise to live by and allow to be part of a guiding governing philosophy and ultimately your personal or family mission statement. The results from this exercise will be used to create your mission statement along with your top goals and means of achievement.

*“It's not hard to make decisions when you know what your values are.”*

*-Roy Disney*

## Exercise 4: Values & Mission Statements

---

Highlight or circle all of the values and virtues you feel are important to you.

Out of all those you have selected choose approximately 10.

Of those 10 choose 4 or 5 to be your core values.

Once you have your “core values” write a brief statement to describe what those values mean. This will be your Core Values Statement.

On the following page is a list of 126 values and virtues, there may be others and you can just simply add them to the lists. You may want to make a photo copy of this list for family members and/or future exercises.

*“The measure of a man's real character is what he would do if he would never be found out.”*

*Thomas MaCauley*

Accuracy	Education	Joy	Professionalism
Accountability	Effective	Justice	Prompt
Adaptability	Empathy	Judgment	Punctuality
Admirable	Encouragement	Kind	Relational
Adventurous	Energetic	Knowledge	Resourcefulness
Assertive	Enthusiastic	Learned	Respect
Attentive	Entrepreneurial	Liberal	Responsibility
Authenticity	Equality	Logical	Sharing
Balanced	Esteem	Loyalty	Simple
Beauty	Fair	Love	Sincerity
Bravery	Faith	Maturity	Self Control
Brilliant	Faithful	Methodical	Sensibility
Broadmindedness	Flexible	Modesty	Serious
Capability	Focused	Obedient	Sex
Caring	Fruitful	Open minded	Sociable
Carefree	Fulfilled	Orderly	Spirituality
Clarity	Funny	Originality	Status
Committed	Gentleness	Organized	Steadfast
Compassionate	Godliness	Passionate	Supportive
Competence	Happiness	Patient	Shyness
Complete	Healthy	Peaceful	Successful
Confident	Holistic	Perseverance	Sympathetic
Conservative	Holy	Perfect	Talent
Cooperative	Honesty	Persistent	Timidity
Courage	Humility	Persuasiveness	Truth
Courteous	Imaginative	Playful	Trustworthy
Creativity	Independence	Pleasant	Wisdom
Dependability	Influential	Powerful	Understanding
Determination	Initiative	Practicality	Unity
Discipline	Integrity	Prestige	Victorious
Dynamic	Intercession <input type="checkbox"/>	Privacy	Versatility
		Productive <input type="checkbox"/>	Zealous

**List your top ten out of all those you have circled.**

**Circle approximately 3-5 out of those ten to be your core values.**

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

**Record your top 3-5 values and then write a brief statement to describe what each value means to you.**

Values	Descriptive Statement
1 -	1 -
2 -	2 -
3 -	3 -
4 -	4 -
5 -	5 -

### **Example of Core Values Statement from the YMCA of Canada.**

The YMCA's core values guide our everyday decisions and actions.

We encourage everyone involved with the YMCA to accept and demonstrate these positive values.

- ✓ Caring is accepting others. It's being compassionate, generous, sensitive and thoughtful.
- ✓ Honesty is shown through integrity, fairness and sincerity in the words and deeds.
- ✓ Respect is acknowledging the inherent worth of oneself and others.
- ✓ Responsibility is being accountable for one's behavior, obligations and actions.

**Write your Core Values Statement here.**

Core Values Statement
-----------------------

*“Nearly all men can stand adversity, but if you want to test a man's character, Give him power.”*

*-Abraham Lincoln*

## **Vision and Mission**

Vision is one of the most powerful gifts of human beings. The ability to see the future in our mind and heart can literally sustain life. Vision is our dreams of a future, something you see with your heart and a characteristic of leaders. It is to begin with the end in mind. Habit #2 from Steven R. Covey's best selling book "The 7 Habits of Highly Effective People". Our vision can be developed and fine tuned by continually reflecting upon our major life goals. Our vision also becomes clearer and clearer as we move toward it through a plan of action (Part 4 - Goal Setting). From our vision, goals and values we can develop an equally powerful personal mission statement. Your personal mission statement is how you intend to get to your vision summarizing your values, principles and goals. The statement can help build and restore integrity as you journey through the ups and down we all face.

Many years ago I took the time to set my goals and created my personal mission statement and without question it was the most powerful thing I have ever done. I printed that statement and put it in a small picture frame and that statement has guided me ever since. In time of despair and discouragement I was able to reflect on that statement and the goals that created it and calm myself by knowing that I had purpose, meaning and direction in my life. I have found it has helped maintain my personal integrity and fueled my passion to achieve my goals. I have little doubt that the time you take to develop this statement will be of great value to you as well. I also recommend to go through the process to develop one for your family.

A mission statement is a short concise statement that describes the values and goals of a person or organization. This statement if done from the heart of the doer will govern their practices as they strive toward their vision. The statement can be as short as 9 words or as long as 150 words. The idea is to find a choice few words that best describes who you are and where you are going. Business author Steven Covey asks these questions when helping organizations form their mission statements;

- Does the mission statement show the means to an end.
- Does the mission statement recognize everybody the company deals with. (all stake holders, customers, lenders, suppliers, workers, leaders.)
- Does the mission statement come from within the organization. (the hearts and values of the people.)
- Does the mission statement meet the basic needs of people. (social, economical, spiritual, and mental needs.)
- Does the mission statement govern the business. (is it a constitution, do people really buy into it, promote it and live it especially those at the top.)

*"It is peculiar that man can only live by looking to the future."*

*Man's Search for Meaning by Viktor E. Frankl*

## **Create a Personal Mission Statement**

*Daniel A. Janssen*

*“For love, health and prosperity in relationships and business, I commit my life to ongoing development and contribution”*

I would like to briefly share with you the process of creating a mission statement I went through as the President of a local Toastmasters club to take it from being a club just about to fold to being one of the top clubs in its district. I began the process by explaining the power and the value of having a mission statement that would best describe our club, how the combined input from our executives, our members and our guests would be the basis for us to grow into a successful, strong, cohesive club. Over a few meetings we determined what kind of club we wanted to be. We needed to get clear on our goals as you have done in the previous chapters.

The executives identified some common goals that I could articulate to our members and guests during our next regular meeting. We were all given a copy of those goals and the chart of values on the previous page and were asked to ponder and think about what values were important. During our next two regular meetings, I put the chart of values on an overhead and asked the group (leaders, members & guests) to think and call out values that may help define this club. As they called out values I circled them on the over head. Out of all those circled, we then select ten and then the top 5 values that we would make a part of our mission statement. We ended up with 8: professional, resourceful, encouraging, supportive, sharing, organized, energetic, broadminded. Then we assembled these words into descriptive phrases that looked like this.

1. Supportive, encouraging, empowering not intimidating, rigid, stuffy.
2. A community of people wanting to grow and enjoy the process.
3. High touch warm, caring, open and friendly atmosphere.
4. Training & development resources available and easy to access.
5. Professional, structured and organized.
6. High skill-developing club, producing professional speakers and excellent communicators & leaders.

With a little more thought and input we were able to create this statement that we continue to read, display and orient members with, to which I credit much of the success of the club.

## **Our Mission**

To provide a professional and organized club that is energetic, friendly and supportive for the development of our public speaking, leadership and listening skills. Success oriented in our approach, we are committed to providing the education, resources and encouragement for its members to reach their goals.



## **Example of Organizations Mission Statements**

### **Starbucks Coffee**

*“To continue to be the Premier Coffee Service Company by providing our customers with unsurpassed quality in products and service that assure total satisfaction”*

### **Crown Packaging Ltd.**

*Our mission is to continually improve our people, products, quality and service in conformance with our customers’ requirements, allowing us to mutually grow and prosper”*

### **Toastmasters International Vision**

*Toastmasters International empowers people to achieve their full potential and realize their dreams. Through our member clubs people, throughout the world can improve their communication and leadership skills, giving them the courage to change*

### **Mission**

Through its member clubs, T.I., helps men & women learn the arts of speaking, listening & thinking. Vital skills that promote self-actualization, enhance leadership potential, foster human understanding and contribute to the betterment of mankind. It is basic to its mission that T.I. continually expand its worldwide network of clubs, thereby offering ever greater numbers of people the opportunity to benefit from its programs.

## Mission Statement

Now its time to create your own personal mission statement from the goals and values you have chosen. When you do this consider your top three to five goals and your core values and write a statement that best describes how you intend to reach your goals. You may want to break this down and assemble descriptive phrases and sentences and then combine them all to create your personal mission statement.

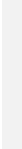
Personal Mission Statement



Congratulations, you must feel great excited about your mission. You now have a unique philosophy and outlook on life because you have taken the time to clarify and write this statement. Copy this statement to the page in Appendix A: and/or retype it with some fancy text and some fancy paper, frame it, put it on your wall or desk and let it empower you as you enjoy your journey.

Now we are going to complete the task by setting these goals into a plan of action and you will have just joined the 3-5% percent of society. These are the outstanding men and women that make a difference by who they are and who they are becoming. They are the leaders of organizations and their families and they are the most respected and highest paid people in the world.

*"We make a living by what we get, we make a life by what we give"*  
-Sir Winston Churchill



*“If you don't design your own life plan, chances are you'll fall into someone else's plan. And guess what they have planned for you? Not much.”*

*-Jim Rohn*

## Part 4 - Goal Setting

---

*“Our goals can only be reached through the vehicle of a plan, in which we must fervently believe, and upon which we must vigorously act. There is no other route to success”*

*-Stephen A. Brennan*

🔊 Listen to Audio Clip 8 – Goal Setting & Planning ([Click here to activate audio clip.](#))

Read complete section once over.

Create a plan for each goal that you want to set.

Now you have created your goal lists, prioritized those goals and values, developed a personal mission statement. It's time to set those goals and make a plan of action for their attainment. This the most difficult part of the process but yields the biggest returns. Planning is the ultimate key to success as the above quote summarizes. It is without a doubt the way of the entrepreneur or the man or woman who takes responsibility for his life. Planning is also the best form of time management. It is estimated that for every minute you spend in planning saves you 5-10 minutes or more in actions that lead to results. That's 500 to 1000 % return on your energy. Don't you wish your financial portfolio would give you that kind of return! The top 3% of achievers are all persistent planners, they are forever writing and rewriting their goals. They think on paper and continually analyze their plans, updating and gathering new knowledge to improve them as they go.

Knowledge is key to your plans. Like a good business plan you are going to have to do some research to gather the specific knowledge that you require. Understand that not all knowledge is the same. Napoleon Hill in the all time classic success book *Think and Grow Rich* commented that there are two kinds of knowledge, general or formal and specialized knowledge. Many fall into the false belief that knowledge is power. Nothing could be further from the truth unless this knowledge is acted upon with organized plans. We see many examples of people with university degrees and even doctorates that are working minimum wage jobs in an assembly line or fast food restaurant.

There are many examples on the other side of the scale of men and women that have little to no education and assumed vast fortunes having tremendous influence on society. Thomas A. Edison who became the worlds greatest inventor had only 3 months of formal schooling and Henry Ford had only a 6th grade education but with the accumulation of specialized knowledge organized into plans they were able to rise to be great men of power and wealth. As you ask and answer questions, gathered knowledge must be organized in the context of a specific purpose that we call an organized plan of action.

## **Benefits of Planning**

- Plans keep you on track like a map or a flight plan giving you a clear path and destination.
- Plans build confidence through preparation.
- They reduce stress and anxiety from having direction and clarity.
- Planning is excellent time management.
- Plans build in a sense of security and allows you to control change.
- Plans give you a measuring tool as you progress along.
- Plans used properly allow you to be more creative and flexible.

As I have just taken some time to sell you on the value and the vital function of planning for your ultimate success I also want to stress that you be flexible, be willing to change and go a new direction if necessary. As Dwight D Eisenhower said “In preparing for battle I have always found that plans are useless, but planning is indispensable.” Planning is indispensable. Almost all of our mistakes can be traced back to action without thought. Plans if used properly will give you all the benefits above especially the part of being more creative.

People often misunderstand and think that plans are too restricting and rigid but you will actually get the opposite effect. Your mind will have the freedom knowing clear direction has been established and you don't have to trouble yourself with what's next but how best to do the tasks before you. This is one of the reasons why you get such an enormous return on energy. So take the time to research well, gather factual information from credible sources and plan out an effective strategy then launch into action, adjusting and compensating as you drive toward your goal.

A business plan is a good example of the fundamental principles of a good plan. A business plan should explain in detail exactly what the business is all about and where it is going. It should describe in detail all it knows and what it needs to know. It lays out a step-by-step strategy for reaching its target and calculates and monitors its costs and progress along the way. A good plan answers all the questions who, what, why, where, when and how with a clear sense of vision and mission.

A plan clearly identifies, justifies and quantifies the end result and lays out a step-by-step set of actions to getting there. Your plan should be written out with clear steps so that you could give this document to your friend and they could follow it and get the end result. A good mental exercise is to imagine yourself at the end result you desire and look back and think of or imagine the steps you would need to take. It is like being on top of the mountain looking down at the path you took to get there, and in fact from that vantage point you would probably be able to see various routes to get there. So from the end, your goal, look back to see the various routes that you could take, get some counsel on the best one and start hiking.

## **Planning Principles**

1. Clearly defined objective. (The end result.)
2. Answers the 5 W's (Who, what, where, why, when.)
3. Lays out the action steps to getting there in a prioritized "to do" list. (How.)

Now that you have clearly identified your goals and prioritized them, understood the importance and value of planning, let's gather information and organize it into a plan of action or activities. As you can see goal setting is much more than having a vague vision in your head of what you want. Completing your plans will give tangible form to the goal and that's how you transform your dream into reality. That's goal setting. This planner will not only help you to create the most well-defined and planned approach to achieving your goals but it will also help you to balance and schedule your time, organize your work space, understand the fundamentals of efficiency and effectiveness, make clear firm decisions that build an unshakable belief system that can withstand any of life's challenges.

From here, we are going to work with your A) 1 goal and walk you through a planning process that you can apply to the rest of your top 3 goals or all the goals you have written if you so desire. If you are new to goal setting then it is my recommendation that you develop plans and work on your top three goals until achieved or when you gain experience and develop habits with your time to effectively tackle several goals at a time. Work on as many goals as you can comfortably fit into your calendar. It will likely take a couple of weeks of playing with the calendar I describe in next section and the allocation of time until you can set a comfortable routine. At the time of writing this I was proactive on A1-A6 goals throughout a one week period. A1, A2 & A3 took up 80% of my time. Master the skills taught on task & time management and you would be surprised at what you can accomplish.

## Gathering Information for the Plan

- Clearly define the goal.
- Identify the obstacles.
- Prioritize the obstacles.
- Write a solution to the obstacles.
- List information, people, skills you need to acquire.
- Answer all questions.
- Set a deadline.
- Create an organized plan of action.
- Manage tasks.

## Write a Clear Definition

Being specific means being clear. The clearer the goal is the easier it is to create a plan and find the resources. It is often taught that when you can describe a goal on that back of a business card then you are clear what it is that you want. It may be a large goal like a house that has a list of details that doesn't fit on a business card, fine. The idea is to be clear and concise so that a ten year old boy could understand it.

## Identify Obstacles

Make a list of obstacles that stand between you and your goal. Obstacles may include tangible things like money or equipment but they may also be mental obstacles like lack of discipline or even ADD (Attention Deficit Disorder) or some other physical or mental disability.

Ask yourself what are your common avoidance behaviors. These are usually an automatic reaction to an experience that formed a limiting belief. They are our fears based on past experiences that we continue to support and let hold us back. Make note of them and why you think that is. Get to the root and dispel that belief which may be an action you need to take or awareness needed to be developed.

<input type="checkbox"/> Work takes all my energy
<input type="checkbox"/> Little experience and education on fathering
<input type="checkbox"/> Poor past role modeling
<input type="checkbox"/> Low energy levels
<input type="checkbox"/> Attitude a little negative
<input type="checkbox"/> Lack of clarity on my values and purpose
<input type="checkbox"/> Poor discipline and habits
<input type="checkbox"/> Very little time
<input type="checkbox"/> Lack of trust or respect for my wife
<input type="checkbox"/> Very few role models in my life
<input type="checkbox"/> Friends who have conflicting goals and values
<input type="checkbox"/> Poor understanding of what love really is

## Prioritize the Obstacles

This step will be helpful as we create a plan and manage our time accordingly. Prioritize just as we did for the goal category exercises. Use 1 for the biggest obstacle, 2 for the next and so on down the list.

8	) Work takes all my time and energy.
4	) Little experience and education on fathering.
5	) Poor past role modeling.
6	) Low energy levels.
10	) Attitude a little negative.
3	) Lack of clarity on my values and purpose.
9	) Poor discipline and habits.
11	) Very little time.
7	) Lack of trust or respect for my wife.
2	) Very few role models in my life.
12	) Friends who have conflicting goals and values.
1	) Poor understanding of what love really is.

## Write a Solution for each Obstacle

Write your best idea for a solution to each obstacle or at least the major obstacles that need to be tackled first.

Tip: If you are even a little unsure of the way to overcome an obstacle then form a clear question that you can ask the people you seek out in the next step.

## Identify the People, Information and Skills Needed

People: Here you want to think through and list the people that can give you good feedback. Find people who have expertise in the area that your goal relates to and get counsel regarding the goal. \*Word of caution: Don't seek counsel from people you do not truly admire or respect for their successes in life or in this subject. The general rule of thumb is learn from the successful and experienced.

### People and organizations;

Personal development trainers & coaches.
A relative who has been successfully married for 20 or 30 years.
The government has many resources.
Local church and/or social agency or community support.
Library or Internet, certainly visit me at <a href="http://www.danieljanssen.com">www.danieljanssen.com</a> .



**Information:** Create a clear list of any questions you might have in achieving your goal, especially the answer to overcoming your obstacles. Here is a great question to ask and answer for yourself. “What do I need to know to make this goal a reality? or What don’t I know that I need to know?” If you can’t answer this question with confidence then you may have to ask someone from the above list. Begin to gather and list books, tapes and other data you can get to begin the process of gaining knowledge and answering your questions.

**Skills:** List courses and workshops you could take. List different ways of gaining new knowledge. Correspondence, evening classes, work shops, seminars, etc. What knowledge could you apply that would bring you closer to your goal? What programs, training will add to your skills.

## **Set a Deadline**

Deadlines can be very powerful tools, especially when you have some accountability and people are counting on you. We see how the deadline of April in regards to filing taxes moves people to action so we will want to do a similar thing here. If it is an ongoing goal like personal development you will still want to set a date to achieve a particular level of progress or state of being. This is quite straightforward: just write a date that you think you would achieve the goal you have defined. This date may change as you create plans to reach your goals and find that it is much more involved than you thought or that it is going to be easier than you thought and you can adjust the date accordingly. Don't underestimate how useful setting deadlines can be.

*“I believe life is constantly testing us for our level of commitment, and life's greatest rewards are reserved for those who demonstrate a never-ending commitment to act until they achieve. This level of resolve can move mountains, but it must be constant and consistent. As simplistic as this may sound, it is still the common denominator separating those who live their dreams from those who live in regret”*

*-Anthony Robbins*

## Exercise 5: Create an Organized Plan of Action

---

*“Failing to plan is planning to fail”*

*-Coach John Wooden*

Achieve any goal, task, objective, project, job description or serious activity with phenomenal effectiveness whether in your personal life or in your professional life. At home or at work you have completed the most important task to being a highly effective human being. Being clear on your goals, values and your life's mission is fundamental to being the most that you can be and performing at high levels. Michael Gerber author of *The E-Myth* affirms that knowing who you are and what your life is about is foundational to success as a manager or as an entrepreneur. Gerber claims he can not even truly help you without first establishing your primary aim. “To reinvent your organization you begin with yourself, you must ask; What do I want? Which is not an organizational question but a life defining question, the creating of your primary aim.” (*The E-Myth Manager*) Really how else could it be possible to effectively manage your time, or make wise decisions? In fact how else could you possibly be a truly effective human being? You simply could not unless it didn't matter where you ended up. This is why Gerber and I are so adamant about primary aim, about having your life's goals defined. Now with what you have done and what you are going to learn you will be an effective, efficient and productive human being.

Gather all this information and organize it in a separate file or sheet of paper for each goal and then create a “To Do” list for the accomplishment of that particular goal.

- List each goal at the top of a clean sheet of paper or file in computer and date it.
- Define the goal clearly.
- Write the date when you expect to achieve the goal.
- List the obstacles in order of priority.
- Create your “to do” list. List all the action steps in order of priority.
- Keep all information gathered in its own file folder and label it with that goal or category.

(see *Getting Organized* in next section for some filing systems)

Your task management or “To Do” list is the key to effectiveness and productivity with your goals and any task for that matter. Do not under estimate the power of a prioritized “To Do” list. This list used effectively it is one of the most powerful pieces of the plan. This is where time management is maximized and high levels of productivity are achieved.

## **Task Management: Keys to a productive “To Do” list.**

Activities must be prioritized in order of importance. I find the simplest and recommend using the ABC/123 method you have already learned. List all your activities and then go through the list like our goals and obstacles and simply put a A for most important, B for the next and so on down the list. You should be able to place an alphabetical order on them and rarely break them up into A1, A2, etc. I just simply list “To Do’s” in order or priority.

1. To determine importance understand the result each activity has. If you do not do a particular activity how will that impact your over all goal. If it is going to have a major impact then put higher priority, if little impact then lower priority. Stop doing things that are not important.
2. Set a clear purpose for each task or activity. Every task has a particular desired outcome - be clear on what that is and stay in tune with that purpose.
3. Do things in order of need and not want. Example: If you are starting a business and you have ten things to do, everything from developing the product, creating the marketing materials, setting up the home office, getting business cards, writing the business plan, computer software, etc., etc., etc. If your goal is to start a business to make money the first thing you need to do is the business plan to see if there is even good enough potential. Then you need to finish the product. There is no point in doing everything else if you don’t have the product because you don’t have anything to sell. What often happen is that many of the little things down the list don’t ever get done because things change so fast. I have seen many people go and get business cards, marketing material then complete their products only to find something changed and they have to redo all the printed materials. Don’t make this error in judgment. Do the tasks in order and finish one before the other!
4. Concentrate fully on the task at hand. The most efficient way to work by far is to only have one task at a time on your desk. You have heard the statement that "What goes on, on the outside is going on in the inside". The more clutter you have in and around you the more your mind bounces around from item to item. It’s distracting and will slow you down whether you are conscious of it or not. If you find yourself overwhelmed, frustrated and lacking the ability to focus, this may be the problem. First, it is the clarity of your purpose or goal, then it is getting in the habit of clearing your work station so you only have the needed materials to deal with the task on hand. I can not emphasize this rule enough.
5. Work in an orderly environment for accessing information. Develop an effective system for gathering, sorting, finding and filing information. (see Getting Organized in next section for work station & file set ups)

6. Deal with correspondence immediately. The managers rule of thumb is to only touch a piece of paper once and deal with it. Put it through your system now. Take Nike's advice and "just do it"! Papers, phone calls, emails, letter mail. Deal with it! I use the simple commonly taught system of. Trash - Act - File - Delegate. When correspondence comes in I quickly review it, if it needs a response I do it quickly & efficiently (act). If I would like to do it someday I file it or transfer it to the "To Do" list in proper order (file). If it is not important, doesn't help my goals or affect any tasks I delete it or trash it (trash). And if it has value and I can't do it or file it I delegate someone to do it (delegate) which may even include hiring someone.
7. Do the things only you can do. Don't do something just because you can, stay working on the tasks that only you can and delegate or even hire someone to handle the other tasks. You have to ask yourself all the time, "Is this the best use of my time right now"?
8. Make quick firm decisions on all of the above information, especially with distractions. (more details on Making Decisions in Part 5) This can be done with great effectiveness now that you have clear goals, purposes defined and plans in place. Don't be afraid to make bad decisions and don't be afraid of changing if you found out you made a mistake.

This may seem like a lot but it really isn't. All of these are easily developed into habits and soon will come naturally as you continue setting goals and manage your tasks accordingly. These habits will make you an efficient, productive, goal achieving person who will get rewarded accordingly. As the statistics show, that should put you in the top 3-5% of society.

## **Keep On Keeping On**

Recognize that if you keep this up that you will reach all your goals and be the kind of person you want to be and have the kind of relationships you want to have. Make these habits because of the result it brings not because you feel like it or because you don't. It is because you have decided this is what's important to you and you know that the accomplishment of your goals will bring you the financial rewards, the health, the quality relationships and the peace of mind that will make your life meaningful and rewarding. This is your attitude, and as Zig Ziglar would say we will "see you at the top!"

## **Note on Advice & Accountability**

Goals and plans are as good as your commitment to them. If you have honestly thought through and came up with a set of noble goals to pursue then why wouldn't you begin the process and start working toward them now. I do not believe that one man can tell another what to do. It's your life, your thoughts and your choices. If you want to make some positive change I know of no better way than to commit to the process and you will figure it all out. There is no one way for anything. The specific path you take, the obstacles and struggles you endure will be unique to you alone. I highly recommend that you seek some advice on the goals and plans you have created. Talk to people you respect and admire who will ask you once in a while how you are doing with your goals, the kind of people who are good listeners and those who can offer you good counsel and encouragement. This is accountability. It is recommended that you do not even share your goals and dreams with those who are not excited and supportive of you. Most people do not really know how to support you, sadly even family members. Often they are threatened because of your clarity, purpose, meaning and direction and your success. Be careful, selective and thoughtful about who you share your goals with, receive advice from, especially accountability. See article on accountability at

<http://www.danieljanssen.com/articlearchives/accountability.shtml>

- Seek out the experts in their field, people who can demonstrate that they practice what they preach.
- Don't go to a fat doctor for health advice.
- Be wise, and ask yourself and answer honestly when evaluating people "would I want to be like that person?" If the answer is no then don't waste your time getting their advice.
- Be humble and listen more than you speak and when you do speak make it a question and then pay attention and learn what you can.
- Be patient and kind with people and don't run them over with your goals for it is easy to get frustrated when others get in the way.
- Enjoy the journey for there is always another goal to set.

*"In preparing for battle I have always found that plans are useless, but planning is indispensable."*

*-Dwight D Eisenhower*

## Part 5 - Time Planning

*“Time is free, but it's priceless. You can't own it, but you can use it. You can't keep it, but you can spend it. Once you've lost it, you can never get it back.”*

*-Harvey Mackay*

🔊 Listen to Audio Clip 9 – Part 5 Time Planning ([Click here to activate audio clip.](#))

Read through complete section then come back and apply those things that will be the most help to you.

- ✓ To realize the value of ONE YEAR, ask a student who failed a grade.
- ✓ To realize the value of ONE MONTH, ask a mother who gave birth to a premature baby.
- ✓ To realize the value of ONE WEEK, ask the editor of a weekly newspaper.
- ✓ To realize the value of ONE DAY, ask a daily wage laborer with kids to feed.
- ✓ To realize the value of ONE HOUR, ask the lovers who are waiting to meet.
- ✓ To realize the value of ONE MINUTE, ask a person who missed the train.
- ✓ To realize the value of ONE SECOND, ask a person who just avoided an accident.
- ✓ To realize the value of ONE MILLISECOND, ask the person who won a silver medal in the Olympics

*Treasure every moment that you have!*

*And remember that time waits for no one.*

*Yesterday is history. Tomorrow a mystery. Today is a gift.*

*That's why it's called the present!*

The most valuable things human beings have is time. You can always get more money but once you spend some time it's gone for ever. If you don't already know the price you are paying for the mismanagement of your time, then you're in for a major shock. Properly set goals are the foundation for effectiveness, and time management is the foundation of productivity. First we have to realize how valuable time is and then we need to understand the principles if we are going to manage it effectively. Time management is really personal management. It has been said that the quality of your life will be determined by the quality of your time management. Time management is really the external demonstration of self-discipline in your life and being effective here will bring you huge rewards in self esteem, confidence and respect because you have the ability to manage your most valuable resource.

Time management is both a skill and a habit. Like typing or playing the piano, the skill can be developed and refined to an art and over time with repetition of applying the principles you will be a productive person. Day Timer, a company that understands time management built a huge company helping people use their time more effectively. In 1947 Morris Perkin, a local attorney, realized that he needed more information about his work day than could be provided by a simple appointment calendar. So he designed his own system, which he called Lawyer's Day. This time record book of calendar pages combined all the functions of: an appointment book, a tickler reminder system, a detailed time record, a diary and record of all work done and activities, and a work planner and organizer.

It was Perkin's personal solution to time management. By 1952 Perkin needed a commercial establishment to handle the printing of Lawyer's Day for him, so he approached the Dorney's -- and changed all of their lives. As Bob Dorney recalls it: "For a while we just printed it for him, initially he only had about 700 customers. But he really struck a nerve, because Lawyer's Day went over very well. As the subscription list grew, we began shipping it for him, then marketing it, too. Eventually, it got to be a little more than he wanted to handle, and after dotting the i's and crossing the t's, we merged." They sealed the agreement with a handshake, and the partnership quickly became a successful venture. The diaries were sold using the theme: "Lawyers who keep time earn 42% more than non-time keepers." Results of a Bar Association study revealed that lawyers who used the system earned 50% more than those who didn't.

Lawyer's Day was a revolutionary concept that was soon being used by 20% of the lawyers in the country. Commerce and trade were booming in the early '50s, and the economy began to flourish. Calendars in use at that time were primitive, consisting of dates on simple pages or blocks of dates on a page, with little room for appointments, and no space to record details of meetings or transactions. Because of the vitality of the economy and the increase in "action," business people had outgrown these basic calendars, they needed more room to keep track of more obligations, appointments, expenses, and details. After conducting extensive market research, the Dorney brothers discovered that the Lawyer's Day system would also be effective for professionals other than lawyers.

*"We must use time creatively and forever realize that time is hope to do great things"*  
*-Martin Luther King Jr.*

## **Time Management Rule of Thumb**

To simplify time management into a simple rule of thumb. Find the few things that make the most difference in what you are about to do and spend most of your time on those few things. It is the Pareto 80/20 principle which states that there are usually about two out of ten things that will give you 80% of the results. Find those two things and spend most of your time working on them. Don't major on minor things and don't confuse activity with productivity. It has been found over and over again that in a typical list of activities if prioritized properly (as we have detailed for you in the last section Keys to a productive "To Do" list) that by the time you have completed the first half dozen tasks that the latter tasks have changed or need not even be done anymore.

This is a very important point and why you must work your "to do" list in order. The greatest time waster is doing things that don't need to be done at all. You must discipline yourself to identify and concentrate on the highest priority activities until they are complete before shifting to activities of lesser importance. This follows the statement that there is never enough time to do everything but there is always enough time to do the things that are most important to you. So identify the highest priority activities and start on #1. Tip: If you don't know the order of which activities will give you the best results then ask an expert, a highly successful person in that area or the boss who can help you prioritize the activities. In fact I highly recommend that you get feedback on your activity list, get some advice and counsel as we suggest in planning and decision making sections.

You probably already fill 24 hr of your day. If you want to do something new you need to ask yourself what are you prepared to give up so that you can make room for this new activity. Again there is never enough time to do everything there is to do, but there is always enough time to do what is most important to us. A real awakening can be taking inventory of how you are using your time now. You can have the best map in the world but if you don't know where you are then it is unlikely you will be able to find the best route to get where you're going. You now have clear goals and a good road map. You have to find out just exactly how you generally use your time. A common and simple method is to document everyday for a week everything that takes up your time. How many times did the phone ring and how long was each call, how many times and how long to brush your teeth, reading the paper, walking the dog, etc., etc., etc. How much time do you spend doing things from the time you get up to the time you go to bed.

Make note of them right away, don't try to trust your memory and record everything at the end of the day for you will not remember everything that you did. Identify your time wasters, and eliminate them or change the habits (see page 61 on "Habits") that you have formed. Correspondence with people and paper is most people's biggest time waster. They don't realize just how much dealing with these items dramatically impacts their ability to perform and be productive. Identify and eliminate.



## Exercise 6: Goal Planning Calendar

Plan on the a calendar and block out certain chunks of time for working on specific goals (A1, A2, A3, A4 .....). Of course you may have to use computer software, a Personal Digital Assistant or an appointment book for booking appointments and scheduling business meetings, etc. This exercise is about planning the ideal week. I am talking about setting aside certain blocks of time for working on your top goals. I simply print off the calendar in Appendix A and block off sections of my week to work on my A1-A6 goals.

- Block off time to work a goal and give it full attention applying yourself according to the points in the last section on task management.
- Review the goal, the objective and start working on the highest priority activity in the “To Do” list knocking them off one at a time.
- Work focused, steady with high expectations of excellent results. Complete one task before moving to the next.

### Example Calendar:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
5 am							
6 am	A2 Goal						
7 am							
8 am							A3 Goal
9 am							
10 am			A1 Goal				
11 am							
Noon							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm		A3 Goal				A3 Goal	
8 pm							
9 pm							
10 pm							
11 pm							
12 am							

- Print off and pencil in a new calendar every time a major goal is completed or a major change happens in your schedule.
- This calendar helps to plot a course and determine if suitable time is available for specific goals or not.
- This calendar gives a quick overview of the week for activity planning.
- Always ensure that your top goals and most life impacting thing (answer to Focus Question in Appendix A: Exercise 1) is getting sufficient time allocated to it.
- Don't make life complicated by doing or thinking you have 100 things to do. Focus on your high priority activities. 80/20% rule = focus on your major goals most of the time = discipline = time management = results, productivity, quality of life.

## **Time Management Systems**

What you have learned above is time and task management for goals. If you need a planner to keep track of appointments, a PDA, a computer program or day timer will be what you are looking for. In fact the PDA's are excellent for this and if you create your goal files in MS Word then you can keep them handy in your PDA.

There are many quality time management systems available. It is highly recommended that you investigate what's available and how you can benefit from them. If you purchase a complex system then I encourage taking a course and learning about the particular system or planner you plan on using to get the most from it. All of what you learned here works very well with all the popular systems. You will simply transfer the results from the exercises to your system instead of the Appendix or print off a copy and hole punch it for the system. Here are a few of the more popular systems available through the web or most of the office supply store chains.

- ❖ Day Timer, Day-Timers, a leading provider of time management and organizational solutions, offers more than 100 paper-based systems and computer and Internet-based products for business, school, and home use.  
<http://www.daytimer.com/>
- ❖ Day Runner, Day Runner develops, manufactures and markets a wide range of organizing products for home, business and school. Our goal is to help people of all ages and in virtually all walks of life become better organized.  
<http://www.dayrunner.com/>
- ❖ Franklin Covey is dedicated to helping you move in the right direction by focusing your efforts on what matters most to you. Whether you're looking for a Franklin Planner™, a public or custom workshop, or the latest Franklin Covey information, you can find it here. If you want to subscribe for free e-mail specials, you can do that, too.  
<http://www.dayrunner.com/>

## Getting Organized

*“To put the world in right order, we must first put the nation in order, to put the nation in order we must put the family in order, to put the family in order we must first cultivate our personal life, we must first set our hearts right.”*

*-Confucius*

I will add to Confucius words, you must put your self in order. The truth is that it's easier to be organized than it is to be disorganized. You receive all the benefits and don't suffer from the consequences. You have seen in goals, in activities, and in values that the order, the priority is absolutely crucial. Your organization is just as important. You want a life free of stress, then put yourself in order as you did your goals and you won't believe the difference it makes in your life. You have heard the statement that “What goes on - on the outside is going on - in the inside.” To rephrase this statement it means that your outer world is a reflection of your inner world.

Look around you. What does your outer world look like? What does your house look like, do you have piles of paper on various tables, do you have clutter all over the place. Your garage, your back yard, your car, your car trunk. Every clutter in your life is a reflection of some clutter in your mind. You don't need to go take these herbs on the market, these brain food tablets that clear the mind; you need to clear that clutter in your house. Organization is a life skill principle and you cannot violate principles without consequences. You are paying for it whether you realize it or not.

### **Consider these consequences.**

- disorder = chaos, dysfunctional.
- disorganized = blurred or hazy, cloudy, unclear.
- poor order = spinning your wheels.
- poor order = not making much progress on important things.
- poor organization = wasted time.

### **Disorganized goes hand in hand with some of the biggest characteristics of failure and mistakes.**

- indecision.
- laziness.
- lack of discipline.
- lack of focus and attention.
- stress and anxiety.
- lack of priority.
- out of control.

### **Organization goes hand in hand with some of the characteristics of success.**

- order = clarity.
- order = harmony.
- order = function.
- order = control and discipline.
- order = peace and patience.

Good order in your life, is a matter of first clarity of your values, then your goals, then clarity of your activities, then the simple development of habits and practices. You can expect to be more efficient and effective with your goals and more patient with your relationships. Yes, you will find much more patience with people who tend to get in your way (mostly your close relationships) and distract you from your objectives. You can not afford to be disorganized. It is too costly to your performance and your productivity. Worst of all, it is too costly on your relationships. All of you can identify with this.

You know how you feel when you have cleaned your house. You do your major spring cleaning. Your husband cuts the lawn and cleans out the garage. You clean the place from top to bottom. Then you sit down after it is all done and you breathe out, haaaaaa. You feel at peace, you're relaxed, you have clarity and you feel like you're ready to take on the world and you really can. You can take on your major life's goals with energy and clarity. You know what I mean, you feel great. Don't you? Why you would choose to live disorganized is beyond me. You either don't know the tremendous cost it's costing you or you don't believe that order is that important or you have developed bad habits that are ruining your life. Being organized will give you a sense of control and harmony. It reduces if not eliminates stress and anxiety and it facilitates efficiency, effectiveness and helps you to perform at your peak levels.

Look at your computer for example. Windows has a built-in program called "defrag" when your system starts acting up, when the mouse freezes or when the computer locks up. The first thing technical support will recommend is that you run the defrag program. This puts everything in order, lines all the sectors up so the machine will run with maximum performance and effectiveness. The program can find things quickly and efficiently; it runs more smoothly with less chance of corruption. Similarly, when your environment is set up with order you can expect the same results.

## **Let's Get Organized**

The 7 Habits of Highly Organized People.

1. They have clearly defined goals that they review on a regular basis and always know the outcome they want to achieve.
2. They take the time to create organized, efficient and effective work environments.
3. They deal with paper work, correspondence, issues as soon as they touch it and put things back or away when they are finished using it.
4. They prioritize and plan out their daily activities the night before.
5. They stick to their prioritized "to do list" and finish tasks before they start the next.
6. They create or use efficient systems to manage and accomplish tasks and activities.
7. They remain calm, positive and do not allow interruptions to take up unnecessary time and distract them from task on hand.

*Look, you are already halfway there. Now we just need some good systems and habits that can make a huge difference in the balance of your life. These habits should be held*

*consistent at home, at work, wherever you are and whatever you do. They are simple and easily developed by a slight reminder when you get off track.*

- 8. Continually prioritize your tasks and activities the night before or before you leave work. This simple task can free you up for evenings with your family or maybe your next goal. This will help you sleep better not having to worry about everything you have to do the next day. It also helps smooth the morning when the family is a little tired, possibly rushing around because they feel a little disorganized or have to get going to the many things they have to do.*
- 9. Review your goal or objectives on tasks before engaging in them to get the purpose fresh in mind. This is very important if the task is complex and of high importance. It helps ground and center you in the task. It helps keep the main thing the main thing.*
- 10. Work on only one task at a time in a clear work area. Clear from being able to see other things, don't clutter the desk or the mind with 10-15 things around you. As simple as this may sound it works like a charm especially with the amount of distractions we get on a regular basis. It works just as well on dealing with an incoming distraction helping you return and get back focused quickly.*
- 11. Focus and concentrate on the task at hand. Do not answer telephone calls, emails or other disturbances unless you have to. When distracted shift your focus to them, especially when it's someone important and then shift back. When the mind wanders or you are distracted literally tell yourself what I always say "focus" or "concentrate" out loud and get your attention back.*
- 12. Put things away when you are finished working with them even if you are going to come back to it later. Many, many times we don't make it back anyway so just pack it and put it away, close the file, put away the tools, etc. It only takes a minute and doesn't leave undone things. When you do return the simple unpacking where you left off tends to get you back on track right away.*
- 13. Complete one job before starting another. Do not have multiple tasks on the go at one time or you will end up not doing any of them well. It is better to do fewer projects in order of priority done well than a bunch of them done poorly, especially if they are not important. This is a common characteristic of highly successful men and women. Once you have good habits developed with one task you can then attempt multiple tasks with similar structure and organization.*

## Create the Work Environment

There is no one way to get organized. You will have to create your own system and set up that meets your particular needs. You will want to consider your overall environment. Lighting, heating or air-conditioning, comfortable furniture such as a well-designed chair. You may add access to water and or healthy food to endure the long hours one can spend at a work station or office. In this section we will focus on setting up an efficient work station and developing good habits that can make a major difference in information control and your performance. Set up a micro environment that will include furniture arrangement, filing systems and machinery to help you process your work. Then you can develop good management habits and organize your time accordingly.

I run a home office where I need to be able to communicate, motivate and lead several employees working in the field. There are basic business operations like bills, calls, common problems and complaints but most importantly I need to be able to process the constant flow of ideas, information and opportunities that present themselves. I want to be able to focus when tasks need special attention, access data quick and efficiently and at the same time be able to kick back and brainstorm new ideas.

The most common desk layouts are the L-shape (see figure 1.) and the U-shape (see figure 2.) with many slight variations. I use a variation of the L-shape (see figure 3.) and then strategically place the rest of the furniture and accessories around to give me the most efficient access and ease of processing information and performing tasks.

Figure 1. Typical L-shape station.

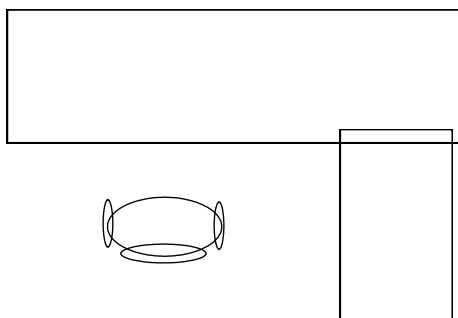
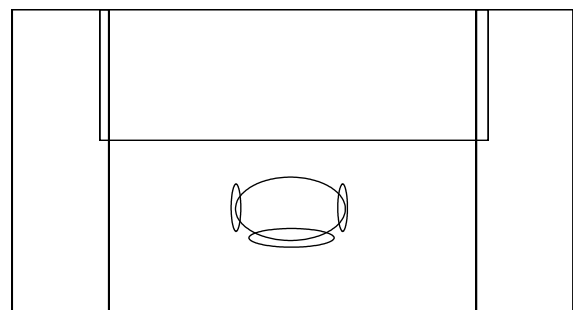
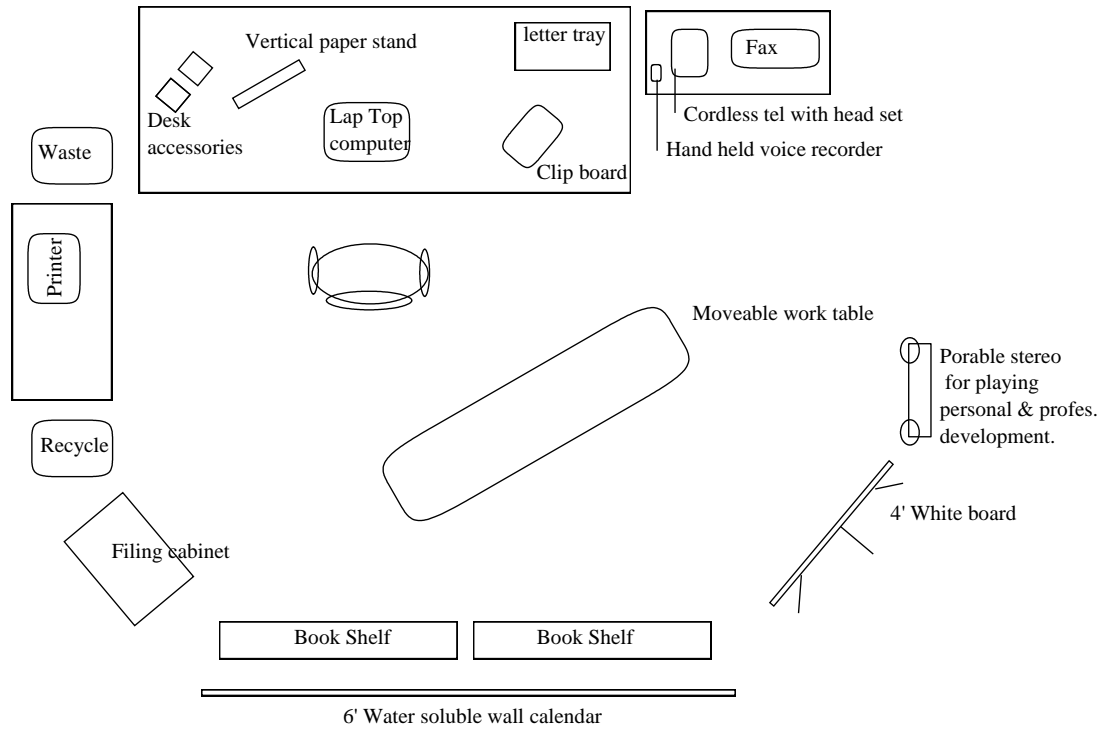


Figure 2. Typical U-shape station.



The above are some standard desk arrangements but how you have things arranged in, on and around your desk are most important. The more clutter you have in and around you the more your mind bounces around from item to item. Its distracting and will slow you down whether you are conscious of it or not. If you find yourself overwhelmed, frustrated and lacking the ability to focus, this may be the problem.

Figure 3. You can accomplish this in a 10'x10' spare bedroom or den.



## **Create a Filing System**

There are many ways to file your information. Most of us deal with standard letter and legal paper that simply files in file folders in file cabinets or drawers. The key is to develop a system that files information in categories. An inexpensive way to get going is to buy a hundred file folders, a set of file folder hangers and a 3 pack of the corrugated storage boxes. They work well. You can easily label the outside for a main category and get those plastic tabs that stick up from the file folder hanger for secondary categories. They stack easily and or slide under your desk or table. You can be up and running for \$20.00. I recommend a well-made 3 or 4 drawer filing cabinet.

A general rule of thumb for files and categories is not to go more than 3 deep. Choose a category which will be the whole box or drawer, fill it full of file folder hangers that you divide into several sub-categories in which you place your file folders to fill with papers. One of the key reasons for having a good filing system is to be able to deal with papers the moment you touch it. One of the biggest time wasters is picking a piece of paper, thinking about it, setting it back down, go do something else, then coming back to it and pick it up again. A rule of thumb is as soon as you pick up or receive a piece of paper then act on it. (Delegate, trash, file, act.) If you don't have a file for it, grab a file folder, label it, put the paper in and place it in the appropriate category.



## **Technology**

Computers are the ultimate when it comes to organizing your data, but again you must develop a system and use it. What I have on my computer, I have in my filing cabinet. The same categories, sub-categories, file folders and files. My filing cabinet on my computer is labeled "1". I label it "1" so that it is the first folder on my hard drive, then I break down into categories, into sub-categories and so on only going approximately 3-5 levels deep. With computers I think it is a good idea to have a hard copy of all important data. Though nothing happened with the Y2K scare, I took no chances and basically printed all important data and filed it in a cabinet exactly like it is on my computer. It is a practice I continue to maintain ever since. It is also recommended to back up your data on a disk, another machine, zip drive or whatever other method you choose.

Zip drives work well because you can automatically program your computer to start up in the middle of the night, back up then shut down not disturbing anything you might do during the day. I work a lot on a lap top so when I get home I connect my machine to the network with a cable and drag & drop files that need to be updated. The best way I have found is to have all my work in the "C" drive under the label "1" or "My Documents". This makes transferring files very easy for all I have to do is drag the folder labeled "1" and drop it in the appropriate drive on the server and it updates all my work. I use the same labels, categories, sub-categories, file folders and files names to keep things the same. This helps tremendously for I almost never have problems finding or filing information.

## **E-mail.**

The same principles apply to e-mail. Create folders and sub folders and when you receive an e-mail deal with it at once. File it, trash it, act on it or delegate it. This will help you to keep your "In box" to a minimal and stay on top of your work. I am often shocked when I see some "In boxes" with hundreds of emails in there. This can be a huge time waster for every time you open the "In box" it takes you a half hour to sort through what's in there. I recommend you not have more than a few emails in there at any given time. Unless you are in an unusual situation, it is getting in the habit of: act, delegate, file, trash, forward or reply. A tip I use is to use as few words as possible. When I need to reply to an e-mail, I click reply, so they get the previous message and answer the need with as few words as possible. Have built-in thank you signature, and click send, then remove it from the "In box".

*"Before we choose our tools and technology, we must choose our dreams and values, for some technologies serve them, while others make them more unobtainable."*

*-Marylin Ferguson*

## **Habits**

It's a neuro chemical fact that habit patterns are etched in your brain. They are neuro chemical pathways. A computer program illustrates this in a simplistic way. A computer program uses pages of binary code, symbols, numbers and letters that don't mean anything as you see it on the page. Machine code doesn't make any sense until a programmer enters it into the computer system when it takes on meaning and creates a program. So when the person at the key board presses some keys and hits enter, at the speed of light produces a command, the response. Your brain works in a similar way. It has 100 billion brain cells that processes electricity at one one thousandths of a second, making 30,000 new cell connections every single second never repeating the same pattern. We process thought at 1,250 words per/minute and speak at approximately 250 words per/minute.

A habit is an experience that has been repeated so that it is etched into your brain and when something triggers a particular feeling at the speed of light you get a response. Just like when the person types in a bunch of keys and hits enter you get a response. Because of the repetition of a response to a feeling you have created a habit or a behavior. Now if you want to break this habit when you get that feeling instead of doing what you normally do (the response) you employ will power and do something different, your goal or new habit. By doing this you have just jumped track shall we say and formed a new pathway. To form a new habit it has been estimated that you keep that up for 21 - 80 days. Depending upon your diligence you can form a new habit or response to your old feeling or behavior. Use your will power, our gift of choice. Take what you know and how you feel to make new decisions and shape new habits. Use your strong feelings about things that you want to change or achieve and couple that with your knowledge, and your goals to make a new decision and you have just employed will power. Example; I feel like watching TV but I know that it just contributes to my laziness so I will do what I have set out in my goals and go do it. You have just jumped track and well on your way to a new habit, overcoming an addiction or any behavior you want to change.

There is another habit of ours that I briefly touched on in "Part 4 - Identifying Obstacles" that is worth a re-mention. That is our avoidance behaviors or our automatic reactions to some input. We can control our responses and create new actions that enable us to move beyond past experiences or programming. Our past negative experiences form fears and beliefs. The purpose is to protect us but in fact they limit growth. As Scott Peck described in *A World Waiting to be Born*; "People will employ a variety of psychological tricks we call defense mechanisms. While sometimes necessary, even life saving, these defense mechanisms are more often employed in an unhealthy fashion. When used this way, they are self-imposed limitations and prevent the person from moving forward becoming all that she or he can be." The clarity of your goals and development of your plans as I have described should surface these mental obstacles or limitations. Lack of awareness being is most of the problem. Application of your will power and commitment to form new habits will help you to move forward and achieve your goals.

## **Making Decisions**

*“Once you make a decision, the universe conspires to make it happen.”*

*-Ralph Waldo Emerson*

Many believe the above quote to be literal truth. Regardless of our belief, making wise decisions is a key to helping you realize your goals. From the classic mega best seller “Think and Grow Rich” by Napoleon Hill, a study of the five hundred wealthiest men of the United States found that their ability to make decisions was key to their success. He found that successful people were quick to make decisions and slow if ever to change, where unsuccessful people were slow to make decisions but quick to change. Here is one of my favorite word picture stories to illustrate the need to make good decisions:

Life is like a river for many people. They just jump in the river of life without ever deciding where they want to end up, so they quickly get caught up in the current, current events, current challenges, current fears. And then they come to the forks in the rivers, they don't consciously decide which way to go, they just go with the flow of the river, the flow of the majority instead of being directed by their own values and goals. As a result they feel out of control but continue to drift downstream until one day the sound of the raging water wakes them up and they realize they are five feet from the falls and they are in a boat with no oars. It's too late. They are going to take a fall. It may be a financial set-back or the break up of a relationship or maybe even a health problem. In almost all of the cases the fall could have been prevented by making better decisions upstream. Anthony Robbins

The currents of life are carrying people directly to the falls because they are not making thoughtful decisions according to their values and goals. One of the biggest problems is too many try to figure out their decision in their head. It is nearly impossible to get a good objective view of the decision you need to make in your head. We are too easily caught up in emotions and feelings that change day by day. One of the most effective ways to solve problems is to write it down, have a good look at the issue, ponder it for a couple of days and apply the exercise below to make the decision. Below is an awesome simple exercise to apply to any decision that you may need to make. Indecision when a decision needs to be made can lead to much unwanted stress and anxiety. Total the results from the exercise and I assure you that you see the answer staring right in front of you and you will not get stressed and have anxiety that only clouds the situation.

- Print off the following page and apply these six steps.
- Write your question or dilemma in the blank line at the top.
- Apply each question to your situation.
- Total the results at the bottom.
- Finish with My Decision.

**State your question:**

---



---



---

1. Does this decision bring you closer or further away from your goal? Answer: Yes or No.
2. What is your gut feeling, listen to that inner voice? Answer: Yes or No.
3. Weight the pro's and con's, create a 2 column chart and list as many positives and negatives you can.

Positives (Pros)	Negatives (Cons)

4. Hindsight is always 20/20. Reflect back and think about how have similar situations worked out in the past. Answer: Positive or Negative
5. Look at the circumstances surrounding this decision.
  - A) Are doors open or closed? Answer: Yes or no
  - B) Do I have the emotions to deal with this? Answer: Yes or no
6. Probably the most important is to seek counsel. I cannot emphasize the importance of this enough. Humble yourself and get some advice. Seek out those who have experience and success regarding your decision and get some feedback. An ancient proverb says "Listen to advice and accept instruction and in the end you will be wise."

Results Totals.	Do it.	Don't do it.
Question 1		
Question 2		
Question 3		
Question 4		
Question 5A		
Question 5B		
Question 6 Advice		
Question 6 Advice		
Question 6 Advice		

Your decision:

---

If you are still unsure of your decision then I have found another few questions to be most helpful.

1. What is the worst thing that can happen by making this decision now? Can you live with that result?
2. What is the worst thing that can happen by not making this decision now? Can you live with that?
3. Can I wait two, four or 6 more weeks?

I heard a wise man once say that “God's will for you is what you would do if you had all the facts”. I don't want you to analyze until you are paralyzed, but for any major decision it is wise to take some time and be considerate and thoughtful regarding your decision and I think you will find the above process and three questions. Here are some other thoughts regarding decision making or why people often make bad decisions.

## **6 Common Pit Falls in Decisions Making**

1. An unwillingness to think.
2. An unwillingness to think ahead.
3. An unwillingness to take advice.
4. An unwillingness to suspect oneself. Sometimes we don't want to be realistic with our self and our motives.
5. An unwillingness to discount personal magnetism, personal biases.
6. An unwillingness to wait.

Webster's dictionary defines decision as the quality of being positive and firm, a decisive result! Decision comes from the Latin root "ci-dere" which literally means to cut from. It means when we decide to do something then we need to cut away all other possibilities. When you say that you are going to quit smoking then that's it, you're finished. You have made a positive and firm decision.

Remember the story of Hernan Cortes who sailed from Cuba to Mexico in 1519 with plans to conquer the Aztec empire. He succeeded in conquering the Aztecs but found many other great challenges and difficulties. Many of his crew wanted to sail back to Cuba when Cortes made the decision to burn the ships. This left them no other opportunity but to succeed in this new land which they did forming the little town now called Veracruz. Maybe you have some decisions where you need to burn the ships. Make your decision and cut away all possibilities from turning back and you will succeed.

*“An undecided mind is a dangerous way to live.”*

*Daniel A. Janssen*

*Personal Development is the deliberate growth or development of a particular individual to bring out their potential and capabilities making them more aware of their inner feelings, belief systems to become a more conscious, whole or healthy human being.*

*-Daniel A. Janssen*

## Part 6 - Personal Development

---

*"To laugh often and much; to win the respect of intelligent people, and the affection of children; to earn the appreciation of honest critics and endure the betrayal of false friends; to appreciate beauty, to find the best in others; to leave the world a bit better, whether by a healthy child, a garden patch, or a redeemed social condition; to know even one life has breathed easier because you have lived. That is to have succeeded."*  
-Ralph Waldo Emerson

🔊 Listen to Audio Clip 10 – Personal Development & Conclusion ([Click here to activate audio clip.](#))

Enjoy concluding section for continued growth & success.

Congratulations on having completed some of the most fundamental and powerful exercises to having a successful, balanced life full of purpose, meaning and direction. If you do not feel that you are right on top of your major life's purpose, and certain you now have the understanding and keys you were looking for to create your dream life then do not worry. Please remember that all we have talked about is a process, a process that will become crystal clear as you move toward your goals and develop the habits of success. The miracle and magic takes place in the journey, in the discovery of who you are and the unique contribution you can make in this world.

We all want the same things. We all want to be happy, feel secure, peace of mind, health and wealth. We simply all want to be successful and have a purposeful and meaningful life. There is no one answer, there is no one way, it is simply a process of growth and you have learned some of the very core fundamentals to moving along in that process. You are now a better equipped, focused, purposeful human being with some key strategies to being effective, efficient and productive on that journey. Many of the characteristics in the upcoming pages you will already be on top of from having set your goals. Some you will know are obstacles that have hindered you in the past and there will be many you didn't expect that will arise as lessons to make you wiser and stronger. Consider the following characteristics as it applies to you.

## **Characteristics of Failure**

It is from our failures that we learn life's most valuable lessons. Nobody should be afraid of failure but we seem to avoid it at all costs. The founder of IBM was interviewed once and asked what is the quickest way to succeed? His reply was "double your rate of failure". What he was referring to is that we all fail and make mistakes. We continually try things until we get it right and master the lesson. It is part of the process. Thomas Alva Edison, considered to be one of the worlds greatest inventors always recognized the importance of hard work and determination. Before succeeding in 1879 he recalled, "I tested no fewer than 6,000 vegetable growths, and ransacked the world for the most suitable filament material." It was Edison that said "Genius is one percent inspiration and ninety-nine percent perspiration."

In the early 1950s a new interstate highway was planned to bypass the town of Corbin. Seeing an end to his business, the Colonel auctioned off his operations. After paying his bills, he was reduced to living on his \$105 Social Security checks. Colonel Harland Sanders actively began franchising his chicken business at the age of 65. He traveled across the country by car from restaurant to restaurant, cooking batches of chicken for restaurant owners and their employees. If the reaction was favorable, he entered into a handshake agreement on a deal that stipulated a payment to him of a nickel for each chicken the restaurant sold. By 1964, Colonel Sanders had more than 600 franchised outlets for his chicken in the United States and Canada. That year, he sold his interest in the U.S. company for \$2 million to a group of investors including John Y. Brown Jr., who later was governor of Kentucky from 1980 to 1984. Our failures and attempts are our stepping stones to success.

For this particular part of the book I would like to define failure as not getting what you want. If you have failed to get something you want, you have failed. You are not a bad person, you are not stupid you just missed the mark. By the way "missing the mark" is a literal definition of "sin", and you can take that anyway you want. Nobody wants to fail but many do not realize how subtle it is. Like success, it is the little things added up month after month that will soon benefit you or rob you of the joys of life. Procrastination, laziness, indecision, pride and arrogance, mocking and destructive criticism, constant complaining, and neglect are the big ones, especially neglect.

Neglect is a disease; it's a subtle attitude that will lead you right into the formula for failure. Should do it, could do it, don't do it. Here is a simple analogy we can all relate to. Bacteria can be defined as an alien hostile life force with an agenda to take over a host system for its own survival. These are germs which look for openings in the skin like a cut or a scrape. Now if you get a little infection (bacteria) on this cut or opening you can go to the medicine cabinet and pour a little rubbing alcohol on it or wash it and it probably won't turn into much. If you neglect to treat that infection, it is likely it to grow until you are going to have to see a doctor to get antibiotics because your immune system has been penetrated and compromised. That's the disease of neglect. It starts as a little infection and if we don't deal with it, it will grow and spread until it robs you of all of life's values, happiness, joys and successes. Neglect is a disease and if you neglect to do wise things with one area of life like bacteria it spreads to other areas which is why we so often see people who failed mess up every area of life.

Procrastination is an obvious major killer in life but we also have to watch out for majoring in minor things. I know many people including myself who had worked very hard at different jobs



but still failed. Just because we are busy and work hard does not mean success. In fact, as we described in activity planning and time management we must identify the high value activities if we are to make measurable progress. Working on low result activities is a sure way to miss the mark. This is why we spend lots of time to create clarity on our goals and plans for their attainment. “Failing to plan is planning to fail” as basketball hall-of-fame coach John Wooden would say.

Finally don't be afraid to admit a mistake. One of the worst things we can do is try to hide, cover up or pretend that its not a mistake. The best thing that one can do is admit something was a mistake and change immediately. Brian Tracy claims that 70% of our decisions turn out to be wrong in the long run so as soon as you have identified a mistake, cut your losses and move to the next decision. This falls in line with not being able to admit that you don't know something. Ignorance is not bliss and arrogance is one of the worst of human qualities. Being arrogant and un-teachable can be fatal to one's progress and even psychologically prevent you from personal growth. This usually stems from poor attitude, insecurity or low self esteem or self image.

## **Characteristics of Success**

Like beauty success is in the eyes of the beholder. Success is something that you must define for yourself. It has been said: “Never pity a man who has everything that is important to him and pity the man who has everything but what is important to him”. I hope that working through your goals has helped you to define what success means to you. This section of the planner is not to define what success is but to understand some of the common characteristics that show up in successful men and women through out the world.

To talk a little more about success I would like to refer to the classic international best seller we have referred to earlier. “Think and Grow Rich” Under the guidance of Andrew Carnegie, Napoleon Hill had studied 500 of the richest men of America to try to better understand the road to success. Many of these men have claimed that his teachings contributed to their vast fortunes. Some of these men are Thomas A. Edison who became the world's greatest inventor with only 3 months of formal schooling, Charles M. Schwab, Henry Ford, Theodore Roosevelt, Wilber Wright, John D. Rockefeller, F. W. Woolworth, Woodrow Wilson, Alexander Graham Bell. He stated at the beginning of the book that he will mention over 100 times the keys to success and making money. This is something that you must see with your inner eyes if it is going to have any impact on your life, if you are ready for it. After reading the book you will come to the conclusion that the answer is summed up in this quote of his. “There is one quality which one must possess to win, and that is definiteness of purpose, the knowledge of what one wants, and a burning desire to possess it.” Napoleon Hill

I would like to share with you some of the characteristics of successful people whom I have studied. I call it the G.A.P. theory. I have adopted this acronym to help me remember the common personal characteristics of great men and women of the past and to remember the big 3 characteristics that they have all seemed to master. The G.A.P. theory is not a theory but a fact. It is the fact that these three fundamentals produce most of the characteristics of successful men and women around the world. It is these qualities and characteristics that set apart the winners and high performers. It is these characteristics and qualities that will be produced in you as you engage in the process of doing, becoming and having all that life offers.

## The G.A.P. Theory

G = Goals    A = Attitude    P = Personal Development

Goals	Attitude	Personal Development
Key traits that properly set goals produce:  Purpose Passion Organized plans Meaning Direction Mission Clarity Burning desire Productivity Decisive <input type="checkbox"/>	Key traits a proper attitude produces:  Responsibility Resilience Resourcefulness Proactive Commitment Teach ability Humility Discipline Positive Persistence Determination <input type="checkbox"/>	Key traits personal development produces:  Courage Character Confidence Competence Compassion Self esteem Optimism Integrity Security

Consider these values or characteristics and check which ones you feel you have and circle those which you feel you should improve upon. Now that you have completed the exercises of the planner you probably have most if not all of the traits under Goals on the left, but what about the other two boxes. What is your attitude like? What personal development traits do you display in your daily life or better yet when things get a little tough. Can you still act with integrity? Do you still have the courage to make the right decision even when it may cost you some time or money?

I would now like to conclude with a couple of teachings from Jim Rohn. The teaching actually stems back to the great philosophers and sages of the past. It is simply that our beliefs, the way we think affects our attitudes which in turn affects our behaviors which give us our results. Mr. Rohn has created an excellent formula to help us remember which goes like this;

**Your Beliefs = Attitude = Actions = Results  
(and then he adds this creates your life style.)**

It is the information age. A shift from manpower to mindpower. In this new age, you are no longer rewarded for the hours you put in but what you put in to those hours. The mind is the key to change, to understand the underlying beliefs that propel us forward or hold us back. For

too long in sports, business and education the emphasis has been on physical or technical skills and not on mental skills. With athletes as well as business professionals it is clear that outcome is based on psychological factors. It is the way we think about things, the way we feel about things that we need to develop, understand and take to new levels. Change the way you think and everything will change for you in the direction of your newly established goals. This is the core goal of personal development which I have demonstrated in my recent book “From Success to Salvation Personal Development is the Issue”, a book which is listed in the “Resources” section with a special offer for you.

**Attitude by Jim Rohn**

*"The only limitation placed on our abilities is the inability to easily recognize our unlimited nature . It takes effort to become aware of our staggering and limitless abilities, it takes effort to become enthusiastic over a cause or an occupation. It takes effort to continue when our results as well as our friends tell us to give up trying. It takes effort to feel right about everything that happens, the joy and the sorrow of life. It takes effort to learn to love ourselves above all others, especially when we are so conscious of our failures, doubts and tragedies. It does not however take effort to fail. It is ironic that one of the few things in this life we have total control over is our attitude and yet most of us live our entire life behaving as if we have no control whatsoever. By our attitude we decide to read or not to read, by our attitude we decide to try or to give up, by our attitude we blame ourselves for our failure or foolishly blame others. Our attitude determines whether we love or hate, tell the truth or lie, act or procrastinate, advance or recede, and by our own attitude, we and we alone actually decide whether to succeed or fail"*

## Closing Comments

---

There are three things that I hope have been accomplished with this program;

1. **Clarity of your values, mission and life's goals.**

This being absolutely foundational to our success and development of character. I hope that you are well on track and now know how to keep yourself focused, fulfilled and productive.

2. **Create a more balanced and effective person.**

I hope that with the clarity of your goals, the understanding of planning, time and task management, being organized, and this decision making process will serve you to being a more effective human being.

3. **Produce courage, responsibility and personal leadership.**

I hope that this clarity and these new skills will help you to be more courageous to pursue your dreams and become the most that you can be.

No one on this planet knows your desires, your wants, your needs and your hopes but you. No one knows your fears, your insecurities or your weaknesses but you so no one can really tell you what you should or should not do. It is my belief that the overall goal of mankind is to become the most that we can be, to grow to new levels of awareness and fulfill our human potential. To do that will require your commitment to your goals and dreams, the disciplines of good habits and courage. Sir Winston Churchill said "*courage is rightly considered the foremost of the virtues for upon it all others depend.*"

- It takes courage to set goals and pursue your dreams.
- It takes courage to choose values and resolve to live by them.
- It takes courage to stay the course under subtle pressure to give up or conform.
- It takes courage to go the way you feel in your heart even when its not sure to succeed.
- Most of all it takes courage to try to become the most that you can be.

Courage and wisdom is what I wish for you on that journey of becoming the most that you can be. I close with this well known prayer from Reinhold Niebuhr, to me, to you.

*The Serenity Prayer.*

*"Oh God grant me the serenity to accept the things I can not change, the courage to change the things I can, and the wisdom to know the difference. Living one day at a time, enjoying one moment at a time."*



*“The only limit to our realization of tomorrow  
will be our doubts of today.”  
-Franklin D. Roosevelt*

### Templates for Goal Identifying

1. Make a copy of these templates or create your own file.
2. Fill in your Goal Category on top of lists.
3. Create your Goal Lists.
4. Prioritize your goal lists - Steps 1, 2, & 3.

### Life Goals Achieving Process

1. Identify all your life's goals.
2. Prioritize those goals.
3. Clarify your values and virtues.
4. Create a personal mission statement.
5. Set 1 - 3 goals with an action plan.
6. Be effective with your time, talent and resources.
7. Organize your work environment, develop good habits and make wise decisions.

### Keep The Main Thing The Main Thing

- Plan to review your goals monthly or quarterly basis. Or when you have achieved a major goal or had a major life change.
- Continually reflect on your A1 - A6 goals during your daily and weekly routines.
- Frame and review your personal mission statement regularly.
- Stay committed to your values and your life goals.

## Goal Lists

\_\_\_\_\_ Goals

)
)
)
)
)
)
)
)
)
)
)
)
)
)
)

*“Lord, grant that I may not seek so much to be understood as to understand”  
-Saint Francis of Assisi 1182-1226*

\_\_\_\_\_ Goals

)
)
)
)
)
)
)
)
)
)
)
)
)
)
)

*“Ill-health, of body or of mind, is defeat. Health alone is victory. Let all men, if they can manage it, contrive to be healthy”  
-Thomas Carlyle*

\_\_\_\_\_ Goals



## Goal Lists

)
)
)
)
)
)
)
)
)
)
)
)
)
)
)

*“Conducting your business in a socially responsible way is good business. It means that you can attract better employees and that customers will know what you stand for and like you for it”*

*- M. Anthony Burns*

\_\_\_\_\_ Goals

)
)
)
)
)
)
)
)
)
)
)
)
)
)
)

*“The best augur of a man’s success in his profession is that he thinks it’s the finest in the world”*

*- George Eliot*

\_\_\_\_\_ Goals

)
---

## Goal Lists

[illegible]

*“You do not get power so that you can go out and do things, you go out and do things and you will get the power”*

-Ralph Waldo Emerson 1803-1882

## Goals

[illegible]

*“Of journeying the benefits are many: the freshness it bringeth to the heart, the seeing and hearing of marvelous things, the delight of beholding new cities, the meeting of unknown friends, and the learning of high manners”*

-Sadi, Gulistan

## Goal Lists

\_\_\_\_\_ Goals

[illegible]

*“Finance is the art of passing currency from hand to hand until it finally disappears”*  
- Robert W. Sarnoff

---

Goals[illegible]

*"There is one advantage to having nothing, it never needs repair"*  
- Frank A. Clark

## Goals

## Goal Lists

)
)
)
)
)
)
)
)
)
)
)
)
)
)
)

*“We make a living by what we get, but we make a life by what we give”  
-Sir Winston Churchill*

\_\_\_\_\_ Goals

)
)
)
)
)
)
)
)
)
)
)
)
)
)
)

*“Truth resides in every human heart, and one has to search for it there and to be guided by truth as one sees it. But no one has a right to coerce others to act according to his own view of truth”  
- Mahatma Gandhi*

## Goal Prioritizing

### A) Goals

)
)
)
)
)
)
)
)
)
)
)
)
)
)
)

*“The quality of an individual is reflected in the standards they set for themselves”  
-Ray Kroc*

### B) Goals

)
)
)
)
)
)
)
)
)
)
)
)
)
)
)
)

*The older I get the more wisdom I find in the ancient rule of taking first things first, a process which often reduces the most complex human problem to a manageable proportion.  
-Dwight D. Eisenhower*

## Goal Prioritizing

### C) Goals

[illegible]

*"The journey of a thousand miles begins with one step"*  
Lao-Tzu

## D) Goals

)	
)	
)	
)	
)	
)	
)	
)	
)	
)	
)	
)	
)	
)	
)	

*“When you are tough on yourself, life is inevitably easy. When you are easy on yourself, life will be inevitably difficult”*  
Zig Ziglar

## My Top Goals

*“All who have accomplished great things have had a great aim, have fixed their gaze on a goal which was high”*

*-Orison Sweet Marden*

A 1)	<input type="checkbox"/>
A 2)	<input type="checkbox"/>
A 3)	<input type="checkbox"/>
A 4)	<input type="checkbox"/>
A 5)	<input type="checkbox"/>
A 6)	<input type="checkbox"/>

*“There is one quality which one must possess to win, and that is definiteness of purpose, the knowledge of what one wants, and a burning desire to possess it.”*

*-Napoleon Hill*

## Goal Planning

- Clearly define the goal.
- Identify the obstacles.
- Prioritize the obstacles.
- Write a solution to the obstacles.
- List information, people, skills you need to acquire.
- Answer all questions.
- Set a dead line.
- Create an organized plan of action.
- Manage tasks.

**Write down a clear definition.**

<div><input type="checkbox"/></div>
-------------------------------------

**Identify then prioritize the obstacles.**

)
)
)
)
)
)
)
)
)
)
)
)
)
)

**Write a solution to each obstacle.**

<div><input type="checkbox"/></div>
-------------------------------------



**Identify people, information and skills needed.**

**People.**


**Organizations.**


**Books & information.**


**Questions I need answered.**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Skills.**


**Dates for completion.**

Date: <input type="checkbox"/>
--------------------------------

## Appendix B: Planning Template

----- To Do's ----- Must do Activities.

-  
-  
-  
-  
-  
-  
-  
-  
-

----- A 1 Goal

-  
-  
-  
-  
-

----- A 2 Goal

-  
-  
-  
-  
-

----- A 3 Goal

-  
-  
-  
-

----- A 4 Goal

-  
-  
-  
-  
-

## Appendix C: Values, Virtues Chart

Accuracy	Education	Joy	Professionalism
Accountability	Effective	Justice	Prompt
Adaptability	Empathy	Judgment	Punctuality
Admirable	Encouragement	Kind	Relational
Adventurous	Energetic	Knowledge	Resourcefulness
Assertive	Enthusiastic	Learned	Respect
Attentive	Entrepreneurial	Liberal	Responsibility
Authenticity	Equality	Logical	Sharing
Balanced	Esteem	Loyalty	Simple
Beauty	Fair	Love	Sincerity
Bravery	Faith	Maturity	Self Control
Brilliant	Faithful	Methodical	Sensibility
Broadmindedness	Flexible	Modesty	Serious
Capability	Focused	Obedient	Sex
Caring	Fruitful	Open minded	Sociable
Carefree	Fulfilled	Orderly	Spirituality
Clarity	Funny	Originality	Status
Committed	Gentleness	Organized	Steadfast
Compassionate	Godliness	Passionate	Supportive
Competence	Happiness	Patient	Shyness
Complete	Healthy	Peaceful	Successful
Confident	Holistic	Perseverance	Sympathetic
Conservative	Holy	Perfect	Talent
Cooperative	Honesty	Persistent	Timidity
Courage	Humility	Persuasiveness	Truth
Courteous	Imaginative	Playful	Trustworthy
Creativity	Independence	Pleasant	Wisdom
Dependability	Influential	Powerful	Understanding
Determination	Initiative	Practicality	Unity
Discipline	Integrity	Prestige	Victorious
Dynamic	Intercession <input type="checkbox"/>	Privacy	Versatility
		Productive <input type="checkbox"/>	Zealous

*“Courage is rightly considered the foremost of the virtues for upon it all others depend.”*

*-Sir Winston Churchill*

## Appendix D: Calendar

Time Planner	Monday	Tuesday	Wed	Thursday	Friday	Saturday	Sunday
5 am							
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
Noon							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
Mid night							

## Appendix E: Sample Plans

- **Relationship Goal.**
- **Health Goal.**
- **Career Goal.**

The following plans demonstrate a few different ways of organizing your information. As briefly mentioned at the end of Part 4 there is no one way to do plan. You have learned and applied some of the best principles there are for efficiency and effectiveness. Those are solid practices but don't fit every schedule. Take what ideas you can use and adapt them to your particular goals and schedule. This is where flexibility comes in and the constant adjustment of your activities until you master the basics. (80/20 Rule of Thumb)

- 80% of your time on 20% of the activities. (For specific goals.)
- 20% of your goals that bring your 80% of your results. (For success & productivity.)

**This general rule will give you tremendous balance, structure and productivity.**

Below is calendar of how someone might plan their time to schedule an A1, A2 and A3 goal. During these times the key is to work on the highest priority activities with focused concentration. Following the calendar are some examples of how someone might plan to achieve the three sample goals of relationship, health and career.

### Relationship, career and fitness goal. (A1, A2 & A3)

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
5 am							
6 am							
7 am	A3 Goal	A1 Goal		A3 Goal	A2 Goal	A2 Goal	
8 am							
9 am						A1 Goal	A3 Goal
10 am	A2 Goal						
11 am							
Noon							
1 pm	A2 Goal				A3 Goal		
2 pm						A2 Goal	A1 Goal
3 pm					A2 Goal		
4 pm							
5 pm							
6 pm							
7 pm		A3 Goal					
8 pm							
9 pm	A1 Goal	A2 Goal		A1 Goal			
10 pm					A2 Goal		A2 Goal
11 pm							
12 am							

## Example Health & Fitness Goal.

The benefits of having good health and being fit are enormous. The saying goes if you look good you feel good and if you feel good you ..... perform better, have energy to do the things you want to do, think more clearly, act more diligently, overall improves your quality of life.

The same principles apply here as any other goal. Clarity on exactly what you want, identify the people, places, skill, information and obstacles, prioritize and apply concentrated focused effort when working on the goal. You might want to make this a priority for 3-6 months to get in top shape and then back off to a more manageable routine as I do on a regular basis.

### Assumptions:

- Completed the Life Goals Planner
- Identified and prioritized values and goals and health and fitness goal is one of your priorities.
- Developed personal mission statement.

### Goal: Healthy & Fit.

Define the goal as to exactly what it is you want, healthy and fit is too vague. You might need to do some consulting with a fitness professional to clearly identify this target. Fit does not necessarily mean healthy and you might not know what an ideal weight or fat% might be.

- Ideal fat/mass ratio.
- Certain pant or dress size.
- Muscles, strength and tone.
- Maybe to have excellent control over a particular disease like diabetes. ☐

### Identify then prioritize the obstacles.

2	) Unsure exactly what I should have for a target.
4	) Don't know exactly what to do.
3	) No time.
5	) No money.
1	) No discipline.

### Solution to each obstacle.

1. Set a goal, have the plan and commit to doing it. Make it a priority in my life and apply the Life Goals Planner techniques to help me move forward.
2. Consult with a variety of professionals and read a book or two.
3. Time is never an issue . It is always a matter of priority and direction. Complete this planner and plan according to my goals and priorities.
4. Learn and consult with as many people, books and information as it take to have a good understanding of what I need to know and do.

### People.

Local fitness center has professional trainers I can talk to.
Bill & Mary are in fantastic shape, talk to them about my goal.

Pete is a body builder, get some feed back from him

### **Organizations.**

Check into local recreation center.
Join local health & fitness club.
Government resources.

### **Books & information.**

Buy best selling book on health & fitness by Bill Phillips. "Body for Life"
Subscribe to muscle magazine.
Find a few top quality websites, book mark and subscribe to their newsletter.

### **Questions I need answered.**

Where exactly am I at. Body weight and measurements.
What is my health really like. - fat/mass ratio. - have a full work up by a fitness professional not a regular doctor. - blood work, cholesterol, B12 levels, etc.
What about supplementation. What products are valuable for my particular goals?
What's my maximum heart rate for fat burning & cardio? What's my resting heart rate?
What sport may be most beneficial for my health & fitness goals?
What are the recommended diets for weight loss and weight gain these days? - how many meals per/day is recommended for my goal? - what is the standard balance of fats, proteins and carbohydrates for my goal? - what about calorie counting? How much, how many?
How can I make best use of time at gym? Listen to personal development tapes?

### **Skills.**

Learn proper forms for weight training.
Learn the mental techniques for maximum results.
Learn proper stretching.
Form the habits and disciplines.

### **Dates for completion.**

Date: December 1, 2003
------------------------

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
5 am							
6 am							



7 am	A3 Goal						
8 am							
9 am							
10 am							
11 am							
Noon							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
12 am							

### Action Plan:

Applying the task management principles listing the activities that need to be done in order of priority then set aside the times I will work on them. Just do it with focused concentration.

#### ----- To Do's -----

- Set the goal and commit to doing it.
- Plan in the time to start doing these items.
- Start a file to gather all information and health records.
- Call three professionals and schedule a meeting in the next time slots for some ideas and opinions regarding my goal.
- Book appointment with health professional for full work up and measurements.
- Get all my questions answered.
- Book a dinner with Bill & Mary and talk about their health, ideas and strategies.
- Stop by the library and get a couple of books.
- Surf Internet and find one or two quality sites to book mark and subscribe to their newsletters.
- Gather all information and make decisions on;
  - what gym or club to join.
  - whether or not to hire a trainer for first exercise routine.
  - determine exercise routine.
  - what gym gear I want to purchase if any.
  - what days and times work best according to my other goals and work.

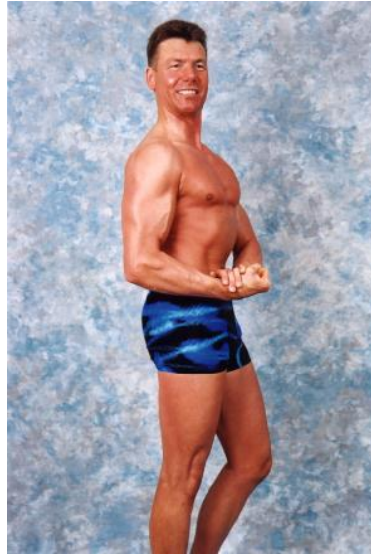
The following is an example of a goal I set to get back in top physical shape. Starting a business caused me to do much less exercise than normal which lead to getting a little out of shape. To add a higher level of challenge I enter a fitness contest called the Finally Fit Challenge. This was a fitness challenge to try to get the best physical transformation within a 90 day period.

The key to getting these kind of results was exactly what I preach regarding clarity of goals, gathering information, organizing it in 80/20 activities and concentrated focus when working on goal. Of course I invested a little more time than the above calendar but not much more and got excellent results in just 90 days. The same principle that can be applied to any goal whether a relationship, financial, health not just shape or a personal development. Anything can be accomplished with excellent results when you master the art of setting goals.

January 2002



April 2002



## Example Career Advancement Goal.

Your ability to earn money is the most valuable asset you have. Each one of you possesses everything you need to be recognized as one of the top people in your company or the top 10% of your industry, regardless of what business you are in. How would you like to be known as an authority. How would you feel if people sought you out to ask for advice and modeled you? How would you feel if the media and consultants wanted to interview you because of the profound difference you made in your job? Pretty good I imagine.

I personally think that everyone should consider setting a goal to go to the top of their company or industry if they are going to work for a company at all. If you are going to be there you might as well do your best and add tremendous value while you're at it. It will make a big impact on your job security, your self esteem, your attitude toward work and the people there and you will learn some success skills and attitudes you would need if you were to go to work for yourself anyway.

The examples I will use are advice I have given and applied myself when I was building a career. Critical Assumptions for this particular kind of goal:

- Completed the Life Goals Planner
- Identified & prioritized values & goals.
- Developed personal mission statement.

As with all goals and particularly this goal it is very important that you have identified your major life's goals and values. Your primary aim as Michael Gerber of the E-Myth, The E-Myth Manager and the E-Myth Academy would say. It's the place to start to becoming an effective manager, and effective employee and an effective person. Your work then can be the vehicle that will help you fulfill that purpose. It will also help you to best determine the direction your career should go as you strive towards becoming a top performing employee.

### **Goal: To be in the top performing manager or employee.**

Define the goal as to exactly what it means to be top performer.

Sales or Revenues  
Department Quotas  
Overall Performance  
Tasks Accomplished  
Customer Service

### **Identify then prioritize the obstacles.**

3	) No role models.
1	) Poor time management skills.
5	) Scared to do the things of the top performers.
4	) Don't know who the top performers are.
6	) Lack of discipline.
7	) Low level of education.
2	) Lack of industry or product knowledge.

**Solution to each obstacle.**

- |   |
|---|
| 1. Learn time management skills.                                      |
| 2. Learn everything I can about the industry and products.            |
| 3. Clarify who would be the best model.                               |
| 4 & 5. Identify the top performers and find out exactly what they do. |
| 6. Develop the habits and disciplines.                                |

**People.**

The boss.
The owner of company.
Top performers in company.
Top performers in industry.
Personal development trainers & coaches.

**Organizations.**

Personal development companies.
Competitive companies. (the leaders in the industry)
Career development companies.

**Books & information.**

Industry magazines.
Industry journals.
Best selling books within industry.
Product information materials.

**Questions I need answered.**

Who are the high performers?
What would be the straightest path to go to the top?
What are the skills needed to be a top performer?
What are the characteristics of top performers?
What activities would help me to be more effective on the job?
What books would be best to read?
What skills would be the best to develop to reach this goal?
Who is the best person/persons to ask these questions to?

**Skills.**

Leadership development.
Goal setting.
Time management.
Soft skills.
Communication skills.

**Dates for completion.**

Date: June 2004
-----------------

### Action Plan: (The how)

----- To Do's -----

- Tell the boss that I am committed to this goal and ask for his/her support. Ask for detailed job description and what the highest priority tasks are.
- Apply the time and task management skills taught in this planner and develop these habits.
- Modeling. Find the best in the company or industry and find out what they do and how they do it. Identify the strategy and the thinking behind the strategy.
- Ask one of the best to mentor me.
- Gather knowledge about the products, services and industry. Read the best selling books.
- Subscribe to industry journals or trade magazines.
- Join professional or trade associations where I can find key people, resources and information.
- Be teachable and take good notes. Learn from every situation. Learn from the experts, mentors, magazines, trade journals.
- Start a personal development plan, library of books and tapes and listen to them every where I go in my car and when I am working out in the gym.
- Get in excellent mental and physical shape.
- Review goal and plan to see if on track and think through some ideas to improve the process to insure you will get the results.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
5 am							
6 am							
7 am							
8 am							
9 am							
10 am	A2 Goal						
11 am							
Noon							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
12 am							

### **Example Relationship Goal: To be a Great Father and Husband.**

The following is an example of how one might set a goal, gather the information to create a plan meet the goal “To be a great father and a husband.”

We will assume that he has;

- Completed the Life Goals Planner.
- Identified and prioritized his values. (Exercise 5)
- Created a personal mission statement. (Exercise 6)
- Identified 3 or 4 people who he admires and their qualities. (Exercise 10)
- A1 goal is to be a great father and husband.

Core Values Statement

Exercise 5

Mission Statement

Exercise 6

### **Definition: (The what & why)**

A1 Goal: To be a great father and husband.

It is my #1 goal to be the best father and husband that I can be. To be a man of true integrity so that my wife and children can count on what I say I am going to do. A man whose values are clear in practice and in principle. A father who models for his children what it is to be a man and how to treat a woman. A dad and husband who sets an example because of who he is, not who he wants to be, and a husband who is understanding, caring and considerate. A man who trusts, honors and respects his wife.

The values which are reflected in my core values and personal mission statement.

I am personally committed and take full responsibility in becoming the man I desire to be. I will do whatever it takes and now write a plan of steps to take as a guide and source of accountability and measurement.

### (The when)

Date: December 25, 2003.

Even though this is a continuous goal I would like to have clarified my role and build a more solid foundation with measurable improvement by the end of this year. □

### Obstacles:

) Work takes all my energy
) Little experience and education on fathering
) Poor past role modeling
) Low energy levels
) Attitude a little negative
) Lack of clarity on my values and purpose
) Poor discipline and habits
) Very little time
) Lack of trust or maybe even lack of respect for my wife
) Very few role models in my life
) Friends who have conflicting goals and values
) Poor understanding of what love really is

### Prioritized obstacles:

8	) Work takes all my time and energy
4	) Little experience and education on fathering
5	) Poor past role modeling
6	) Low energy levels
10	) Attitude a little negative
3	) Lack of clarity on my values and purpose
9	) Poor discipline and habits
11	) Very little time
7	) Lack of trust or respect for my wife
2	) Very few role models in my life
12	) Friends who have conflicting goals and values
1	) Poor understanding of what love really is

### Obstacles solutions:

#1 obstacle. Poor understanding of what love really is.

- write out a definition the best I can to begin this process of clarifying and defining.

#2 obstacle.

- seek out the kind of role models that have the kind of relationship I am trying to build and see about meeting them, buying their books, spending time around them and developing a relationship.  
- limit time with those that are not healthy associations.

#3 obstacle.

- clarify goals & values.

#4 obstacle.

- read a book or two on the subject and apply some of the knowledge.
- take a local work shop.
- get some advice and counsel from some successful fathers. □

### **People and organizations: (The who)**

A neighbor who seems to be very happy and committed in their family.

A relative who has been successfully married for 20 or 30 years.

Seek out resources from the government family services.

Local church, para-church or social service ministries.

- Focus on the Family has great family/relationship people and resources.

Information sources:

- Library
- Internet
- Local personal development training company has couple packages.

### **Action Plan: (The how)**

Applying the task management principles listing the activities that need to be done in order of priority then set aside the times I will work on them. Just do it with focused concentration.

#### **----- To Do's -----**

- Judging from my obstacles I can see that it may be best I start with getting a clear understanding of what love really means to me. Write out my definition of love now and then take it to my spouse to discuss it and build upon it.

- Discuss this with the family and let us define what love means to each one of us, something we might frame as a reminder for our family values.

- Develop a family mission statement, frame it and hang it in kitchen where we all see it on a daily basis. We can also use it to affirm, confirm or possibly prevent a dispute that may arise.

- Call Uncle Jack and ask him what his secret is for his success in his marriage and ask him if he can recommend a book, course or audio tape. Call the neighbor and ask him the same thing.

- Stop by the library and see if those recommended titles my neighbor and uncle gave me are there and take them out. Browse the shelves under parenting for other materials that could be useful.

- Book in the calendar two nights per/week for reading, taking notes and applying the materials I have gathered from those I respect and admire.

- Seek out a workshop or course that my wife and I can take together.

- Review goal and plan to see if on track and think through some ideas to improve the process to insure you will get the results. Ask the family how things are going? What do they think about the goal? How do you feel about the plan? What could you do differently? What could we do differently?



	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
5 am							
6 am							
7 am		A1 Goal					
8 am							
9 am							
10 am							
11 am							
Noon							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
12 am							

## **Appendix F: Quotations**

These quotations were selected because they had specific meaning or principles to teach for the specific sections. We hope that you may use them for meditating or pondering, to enhance a speech or teaching moment, to be an encouragement or a gentle reminder as we go through our journey of life.

*“Open your heart and mind, let the magic of your uniqueness, your creativity, and the power of choice work miracles in your life as you set your life's goals.”*

*-Daniel A. Janssen*

*“Quality is never an accident. It is always the result of high intention, sincere effort, intelligent direction, and skillful execution. It represents the wise choice of many alternatives.”*

*-William A. Foster*

*“Becoming the most that you can be through the power of pursuing your major life goals.”*

*-Daniel A. Janssen*

*“The potential of the average person is like a huge ocean unsailed, a world of possibilities waiting to be released and channeled toward some good.”*

*-Brian Tracy*

*“Some people are more talented than others. Some are more educationally privileged than others. But we all have the capacity to be great. Greatness comes with recognizing that your potential is limited only by how you choose, how you use your freedom, how resolute you are, in short, by your attitude. And we are all free to choose our attitude.”*

*-Peter Koestenbaum*

*“We must all suffer from one of two pains: the pain of discipline or the pain of regret. The difference is discipline weighs ounces while regret weighs tons.”*

*-Jim Rohn*

*“The problem in life isn't finding the right answer but identifying our current questions.”*

*-Celestine Prophecy*

*“Ask and it will be given to you; seek and you will find; knock and the door will be opened to you..”*

*-Matthew 7:7*

*“Give me a stock clerk with a goal and I will give you someone who will make history. Give me someone with out a goal and I will give you a stock clerk”*

*-J.C. Penny*

*“Genius is one percent inspiration and ninety-nine percent perspiration.”*

*-Thomas Alva Edison*

*“One day Alice came to a fork in the road and saw a Cheshire cat in a tree. Which road do I take? she asked. Where do you want to go? was his response. I don't know, Alice answered.*

*Then, said the cat, it doesn't matter.”*

*-Lewis Carroll*

*“We make our world significant by the courage of our questions and the depth of our - answers”*

*-Carl Sagan*

*“The person with a fixed goal, a clear picture of his desire, or an ideal always before him, causes it, through repetition, to be buried deeply in his subconscious mind and is thus enabled, thanks to its generative and sustaining power, to realize his goal in a minimum of time and with a minimum of physical effort. Just pursue the thought unceasingly. Step by step you will achieve realization, for all your faculties and powers become directed to that end”*

*-Claude M. Bristol*

*“We teach what we know, but we reproduce what we are.”*

*-Sir Winston Churchill*

*“What ever the mind can conceive and believe it can achieve.”*

*-Napoleon Hill*

*“Confidence is the ability to act on your goals consistent with your values despite your feelings and situation.”*

*-Daniel A. Janssen*

*“I feel that the most important step in any major accomplishment is setting a specific goal.*

*This enables you to keep your mind focused on your goal and off the many obstacles that will arise when you're striving to do your best.”*

*-Kurt Thomas*

*“Decide what you want, decide what you are willing to exchange for it. Establish your priorities and go to work.”*

*-H. L. Hunt*

*“The long term consequences are the true measure of anything important that you have to do.”*

*-Brian Tracy*

*“Unless commitment is made, there are only promises and hopes; but no plans”*

*-Peter F. Drucker*

*“Try not to become a man of success but rather try to become a man of value.”*

*-Albert Einstein*

*“It's not hard to make decisions when you know what your values are.”*

*-Roy Disney*

*“The measure of a man's real character is what he would do if he would never be found out.”*

*-Thomas MaCauley*

*“Nearly all men can stand adversity, but if you want to test a man's character, give him power.”*

*-Abraham Lincoln*

*“It is peculiar that man can only live by looking to the future.”*

*Man's Search for Meaning by Viktor E. Frankl*

*“We make a living by what we get, we make a life by what we give.”*

*-Sir Winston Churchill*

*“If you don't design your own life plan, chances are you'll fall into someone else's plan. And guess what they have planned for you? Not much.”*

*-Jim Rohn*

*“I believe life is constantly testing us for our level of commitment, and life's greatest rewards are reserved for those who demonstrate a never-ending commitment to act until they achieve. This level of resolve can move mountains, but it must be constant and consistent. As simplistic as this may sound, it is still the common denominator separating those who live their dreams from those who live in regret”*

*-Anthony Robbins*

*“Our goals can only be reached through a vehicle of a plan, in which we must fervently believe, and upon which we must vigorously act. There is no other route to success”*

*-Stephen A. Brennan*

*“In preparing for battle I have always found that plans are useless, but planning is indispensable.”*

*-Dwight D Eisenhower*

*"Time is free, but it's priceless. You can't own it, but you can use it. You can't keep it, but you can spend it. Once you've lost it, you can never get it back."*

*-Harvey Mackay*

*"We must use time creatively and forever realize that time is here to do great things"*

*-Martin Luther King Jr.*

*"To put the world in right order, we must first put the nation in order, to put the nation in order we must put the family in order, to put the family in order we must first cultivate our personal life, we must first set our hearts right."*

*Confucius*

*"Before we choose our tools and technology, we must choose our dreams and values, for some technologies serve them, while others make them more unobtainable."*

*-Marylin Ferguson*

*"Once you make a decision, the universe conspires to make it happen."*

*-Ralph Waldo Emerson*

*"Listen to advice and accept instruction and in the end you will be wise."*

*-Proverb*

*"An undecided mind is a dangerous way to live."*

*-Daniel A. Janssen*

*Personal Development is the deliberate growth or development of a particular individual to bring out their potential and capabilities making them more aware of their inner feelings, belief systems to become a more conscious, whole or healthy human being.*

*-Daniel A. Janssen*

*"To laugh often and much; to win the respect of intelligent people, and the affection of children; to earn the appreciation of honest critics and endure the betrayal of false friends; to appreciate beauty, to find the best in others; to leave the world a bit better, whether by a healthy child, a garden patch, or a redeemed social condition; to know even one life has breathed easier because you have lived. That is to have succeeded."*

*-Ralph Waldo Emerson*

*"Genius is one percent inspiration and ninety-nine percent perspiration."*

*-Thomas Alva Edison*

*"There is one quality which one must possess to win, and that is definiteness of purpose, the knowledge of what one wants, and a burning desire to possess it."*

*-Napoleon Hill*

**Attitude**

*"The only limitation placed on our abilities is the inability to easily recognize our unlimited nature . It takes effort to become aware of our staggering and limitless abilities, it takes effort to become enthusiastic over a cause or an occupation. It takes effort to continue when our results as well as our friends tell us to give up trying. It takes effort to feel right about everything that happens, the joy and the sorrow of life. It takes effort to learn to love ourselves above all others, especially when we are so conscious of our failures, doubts and tragedies. It does not however take effort to fail. It is ironic that one of the few things in this life we have total control over is our attitude and yet most of us live our entire life behaving as if we have no control whatsoever. By our attitude we decide to read or not to read, by our attitude we decide to try or to give up, by our attitude we blame ourselves for our failure or foolishly blame others. Our attitude determines whether we love or hate, tell the truth or lie, act or procrastinate, advance or recede, and by our own attitude, we and we alone actually decide whether to succeed or fail"*

*-Jim Rohn*

**The Serenity Prayer.**

*"Oh God grant me the serenity to accept the things I can not change, the courage to change the things I can, and the wisdom to know the difference. Living one day at a time, enjoying one moment at a time."*

*-Reinhold Niebuhr (1892-1971)*

*"The only limit to our realization of tomorrow will be our doubts of today."*

*-Franklin D. Roosevelt*

*"Lord, grant that I may not seek so much to be understood as to understand"*

*-Saint Francis of Assisi 1182-1226*

*"Ill-health, of body or of mind, is defeat. Health alone is victory. Let all men, if they can manage it, contrive to be healthy"*

*-Thomas Carlyle*

*"Conducting your business in a socially responsible way is good business. It means that you can attract better employees and that customers will know what you stand for and like you for it"*

*-M. Anthony Burns*

*"The best augur of a man's success in his profession is that he thinks it's the finest in the world"*

*-George Eliot*

*"You do not get power so that you can go out and do things, you go out and do things and you will get the power"*

*-Ralph Waldo Emerson 1803-1882*

*“Of journeying the benefits are many: the freshness it bringeth to the heart, the seeing and hearing of marvelous things, the delight of beholding new cities, the meeting of unknown friends, and the learning of high manners”*

*-Sadi, Gulistan*

*“Finance is the art of passing currency from hand to hand until it finally disappears”*

*-Robert W. Sarnoff*

*“There is one advantage to having nothing, it never needs repair”*

*-Frank A. Clark*

*“We make a living by what we get, but we make a life by what we give”*

*-Sir Winston Churchill*

*“Truth resides in every human heart, and one has to search for it there and to be guided by truth as one sees it. But no one has a right to coerce others to act according to his own view of truth”*

*-Mahatma Gandhi*

*“The quality of an individual is reflected in the standards they set for themselves”*

*-Ray Kroc*

*“The older I get the more wisdom I find in the ancient rule of taking first things first, a process which often reduces the most complex human problem to a manageable proportion.”*

*-Dwight D. Eisenhower*

*“The journey of a thousand miles begins with one step”*

*-Lao-Tzu*

*“When you are tough on yourself, life is inevitably easy. When you are easy on yourself, life will be inevitably difficult”*

*-Zig Ziglar*

*“All who have accomplished great things have had a great aim, have fixed their gaze on a goal which was high”*

*-Orison Sweet Marden*

*“There is one quality which one must possess to win, and that is definiteness of purpose,*

*the knowledge of what one wants, and a burning desire to possess it.”*

*-Napoleon Hill*

**For more quotations, movie quotes and links to the best quote sites, visit <http://www.danieljanssen.com/speakingresources/quoteshome.shtml>**

## Appendix G: Resources

I would like to personally thank you for working through this program and wish that you would give us your feedback whether positive or negative so that we may be inspired or improve this life skills product. Please direct your feedback or personal success story to [danieljanssen@danieljanssen.com](mailto:danieljanssen@danieljanssen.com)

I am also committed to providing any ongoing support that may be necessary to ensure you reach your goals. To do that I have developed a unique Life Goals Coaching Package for individual or group support. For inquiries please visit [www.danieljanssen.com](http://www.danieljanssen.com) and click on the link Life Goals Coaching Package or e-mail your requests to [danieljanssen@danieljanssen.com](mailto:danieljanssen@danieljanssen.com)

Below is a list of resources that were used for my own personal development, goal achievements and in the development of this planner. For your continued personal development, leadership and personal effectiveness you may find some of the below authors and trainers a valuable resource. Don't forget to visit <http://www.danieljanssen.com/archivearticleshome.shtml> for new articles and ideas to help you grow.

### **Special book offer for The Life Goals Planner customers.**

All customers who have purchased this planner are encouraged to purchase Daniel's latest book From Success to Salvation Personal Development is the Issue eBook for half price. Download this eBook on the Special Order Page at <http://www.danieljanssen.com/SpecialOrderPage.shtml>

Below is a list of resources that were used for my own personal development, goal achievements and in the development of this planner. For your continued personal development, leadership and personal effectiveness you may find some of the below authors and trainers a valuable resource. Don't forget to visit [www.danieljanssen.com](http://www.danieljanssen.com) for new articles and ideas to help you grow.

**For more details and a sneak preview of this book. visit**  
**<http://www.danieljanssen.com> and click on the cover of the book.**



## **Key Tips from Other Great Books**

### **7 Strategies for Wealth & Happiness by Jim Rohn**

Strategy One: Unleash the power of Goals.

Strategy Two: Seek Knowledge.

Strategy Three: Learn how to change.

Strategy Four: Control your finances.

Strategy Five: Master time..

Strategy Six: Surround yourself with winners.

Strategy Seven: Learn the art of living well.

### **7 Keys to High Productivity by Brian Tracy.**

1. Work harder at what you do.

2. Work faster at what you do.

3. Work on higher-value activities. (80/20 rule.)

4. Do things you are better at.

5. Bunch your tasks. (do several similar activities at the same time.)

6. Simplify your work. (create better systems so there is less steps.)

7. Work longer hours.

### **The 7 Habits of Highly Effective People by Steven R. Covey**

Habit 1: Be Proactive.

Habit 2: Begin with the end in mind.

Habit 3: Put first things first.

Habit 4: Think win/win.

Habit 5: Seek first to understand before being understood.

Habit 6: Synergize.

Habit 7: Sharpen the Saw.

### **The 7 Steps to an E-Myth Manager by Michael Gerber**

Step 1: Primary Aim.

Step 2: Strategic Objective.

Step 3: Financial Strategy.

Step 4: Organizational Strategy.

Step 5: Management Strategy.

Step 6: People Strategy.

Step 7: Marketing Strategy.

## Personal & Professional Development Books & Tapes

Scott Peck is well known to millions for his psychological and spiritual journeys. This recent work *"A World Waiting to be Born - Civility Rediscovered"* has an important message and some excellent guidance for the times we live in. Peck is also the founder of The Foundation for Community Encouragement (FCE) which encourages people, in a fragmented world, to discover new and better ways of being together. It is to this foundation that Peck has dedicated this tremendous new book.

Is *Progress Speeding Up* by Sir John Templeton. This book has been a real uplifter with a positive outlook that too few ever see. I recommended read to boost the spirit.

*Working with Emotional Intelligence* by Daniel Goleman talks about emotional intelligence as the new yard stick for excellence in the 21st Century. He defines it as; "Emotional Intelligence refers to the capacity for recognizing our own feelings and those of others, and for managing emotions well in ourselves as well as in our relationships."

*The Art of Happiness* by The Dalai Lama & Howard C. Cutler The Dalai Lama shares real, practical steps and insights to gain more discipline and in turn more happiness. "No matter what activity or practice we are pursuing, there isn't anything that isn't made easier through constant familiarity and training. Through training we can change; we can transform ourselves."

James Rohn. His simple approach to understanding success has helped me to realize my dreams and reach them. A cassette program I have recommended many times is "The Philosophy of Successful Living". Others by James Rohn: *Take Charge of Your Life* by Jim Rohn, *The Jim Rohn Philosophy* and *The Art of Exceptional Living* by Jim Rohn — Discover how to turn everyday into a treasured experience.

Anthony Robbins. Anthony's material is outstanding for personal development, creating change and achieving your goals. Some highly recommended titles are his mega best seller *Unlimited Power*, *Giant Steps* and *Awaken the Giant Within*..

Dr. Denis Waitley is recognized as a world authority on high-level achievement and personal excellence. With over 10 million of his motivational audio tapes sold in 14 languages, he is the most listened to voice on personal and professional development.. *The New Dynamics of Goal Setting* by Denis Waitley. *The Power of Resilience* by Denis Waitley. *The Psychology Of Winning* by Denis Waitley, will teach you how to program your mind for success and achievement.

Steven R. Covey has some solid principle centered material starting with *4 Roles of Leadership* and another great book or cassette program for life balance *First Things First*. *The 7 Habits of Highly Effective People* and *The 7 Habits of Highly Effective Families* are other excellent titles by Steven R.

*The E-Myth and E-Myth Manager* by Michael E. Gerber. Similar to *The E-Myth*, the *E-Myth Manager* demonstrates and communicates the importance of having a primary aim. This is the starting place for the entrepreneur and the manager. It is the foundation of business and I contend that it is the foundation of life. These are excellent business books that help us to put first things first.

## **Classic Success Books**

- Psycho-Cybernetics by Maxwell Maltz. This classic book is a renowned doctor's simple, scientific, and revolutionary program for success and health.
- Think and Grow Rich by Napoleon Hill is the life long study of 500 of the most successful men of North America like Charles M. Schwab, Henry Ford, Theodore Roosevelt, Wilbur Wright, John D. Rockefeller, F. W. Woolworth, Woodrow Wilson, Alexander Graham Bell. This program has helped more people make more money than any other book ever published.
- The Richest Man in Babylon, by George S. Clason. With over 2 million in print George Clason reveals the success secrets of the ancients.