

PRACTICAL APPLICATION WORKSHEETS

MARCH 2019 | THE GOAL SETTING ISSUE

do^{ing} it scared

PRACTICAL APPLICATION

STEP 1: LIST YOUR PRIORITIES

You can't prioritize your time if you aren't clear—even if just to yourself—about what's most important to you. Is it your family? Your spouse? Serving your church or community? Getting your blood pressure under control or losing 50 pounds? Is it finishing your college degree? Getting your house in order or remodeled or ready to sell? Getting in shape or training to run a marathon? Getting a promotion or establishing your own business? Getting your budget under control, paying off your debt, or establishing an emergency fund?

List as many things as you can that are most important to you (i.e. kids, spouse, God, etc), as well as all the ways in which you currently spend your time (i.e. work, crafting, computer, etc.):

Next, with a red marker, circle five things that currently take up the most of your time. With a green marker, circle the things that are most important to you. **How many of your green and red circles overlap?**

List the **five things that are most important to you** in order of priority:

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

These are your priorities. This is where you should be focusing most of your time and energy. Refer to this list often, or post it in a spot where you can see it every single day—on your phone, next to your bed, in your Bible or in your planner. The more clear you are about your priorities, the easier to make wise choices about your time.

STEP 2: SET SPECIFIC GOALS

Close your eyes and imagine your life in detail five years from now. Where do you live? Where do you work? What is your job title? What do you look like? What does your house look like? How much money do you have in the bank? Where did it come from? What is your relationship with your kids and spouse? How do you spend time together? What do you do in your free time? What are your hobbies? Where do you volunteer?

Spend a few minutes day-dreaming about what your ideal life would look like five years from now, then **write it down:**

With this vision of the distant future fresh in your mind, it is time to set your long term goals. **List five major things you would like to accomplish by this time next year.** Be as specific as possible. Use dates and locations and quantifiable goals.

1.

2.

3.

4.

5.

Now that your long term goals are in place, give some thought to your short term goals. What is it that you want to get done in the next month? Is there any small chunk of your long term goals that you could do right away?

Set five manageable goals for the things you would like to accomplish in the next month, **then repeat this process every 30 days.**

1.

2.

3.

4.

5.

STEP 3: EAT THAT FROG

I read a book a few years ago that totally changed the way I approached my daily task list. It was called, “Eat That Frog: 21 Great Ways to Stop Procrastinating and Get Things Done” by Brian Tracy. It got its name from a quote by Mark Twain, who famously once said something to the effect of “**if you eat a live frog for breakfast, chances are that will be the worst thing you have to do all day.**” The point of the quote—and the book—was that if you start your day by tackling your hardest but most important tasks, even if you don’t do that much for the rest of the day, you will still have accomplished a lot.

Life moves fast and it is far too easy to get sucked into mundane—albeit essential—tasks of the everyday. We spend our time putting out fires or escaping into the time-wasting vortex of social media and email. It all seems so important, so urgent, but before we know it, we’ve spent the whole day reacting to other people rather than proactively reaching our own goals.

My own life changed dramatically when I changed the order in which I completed my task list. Most importantly, I stopped checking email first thing in the morning, and instead focused those first few hours of my day on long-term projects and goals. As a result, my productivity skyrocketed and **I was finally able to start accomplishing the things I really wanted to.**

If you want to jump-start your productivity, take a moment to decide which important tasks you will do **first thing** every day, and which less important tasks you will put off until later. Make it a goal to set aside a certain amount of time, whether it be 30 minutes or two hours, to focus each day on your long term goals.

Beginning *tomorrow*, I will set aside _____ minutes *first thing* every
single day to work on my *long term* goals and *most important* tasks.

Until I have “eaten my frog,” **I will not do any of the following less essential tasks:**

STEP 4: RESET YOUR HABITS

I read another book recently called, “The Power of Habit: by Charles Duhigg Why We Do What We Do in Life and Business” that has also greatly impacted how I structure my day. One of the many interesting points the book made is that **our brains are wired to form habits**. These habits can become good or bad, but once something has become a true habit, a different part of our brain takes over and we begin to perform that particular habit on autopilot. This means we no longer have to use mental energy to perform the task, which leaves our brain free to focus on getting other things done.

I used to get frustrated with myself because it seemed like I would start out my day so well, **but at the end I would just fizzle out**, with no energy left to put towards any sort of productive endeavor. After reading this book, I realized that because my willpower in a given day is limited, the more good habits I create for myself, the more willpower and energy I will have leftover to use towards other things.

I decided to make a list of the things I wanted to do automatically every morning. My list included drinking a glass of water, planning my day over a cup of coffee, having personal devotion & prayer time, then writing for at least 90 minutes. **After several weeks of doing this every day, I finally stopped thinking about it.** I would find myself in the kitchen drinking my water before I was even fully awake. It takes almost no effort to get my day started off right, and at the end of my writing session, when I take a morning break, I still feel refreshed and **ready to conquer** the rest of my day.

List the **5 morning habits** you would like to develop:

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

List the **5 evening habits** you would like to develop:

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

STEP 5: ELIMINATE THE UNESSENTIAL

I think for me **getting rid** of the things I don't really need to be doing is probably the **hardest part**.

Everyone has a few time fillers they could probably eliminate from their day, whether it be baking something from scratch when it could be store-bought, spending an hour watching TV or drooling over Pinterest, or even taking on a few too many commitments.

This is where the priority list and goal setting becomes so important! If when you look at your day, you find that much of your time is filled with things that don't match up to your priorities or your most important goals, then something has to give. Start small—eliminate 3-5 things in your life that are taking up time but not adding much value. **Just stop doing them.** Yes, I know it is easier said than done, but making a conscious decision paves the way for change.

Go back to step one and examine all the things you listed that are currently occupying your time. Circle in yellow the ones that are unessential—the ones that either don't fall in line with your goals or fit with your priorities. Of those circled in yellow, **which five things could you eliminate from your life completely?**

5 things you can **eliminate from your life completely**:

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

time to crush your goals!

GOAL CRUSHING®

BREAKING BIG INTO BITE SIZED



CLAIM YOUR TARGET
what do you want to accomplish?



REFINE YOUR OBJECTIVE
Get specific about your measures of success (numbers, dates, etc.)



UNDERSTAND YOUR MOTIVATION
why is this goal important?



STEP IT OUT
what has to happen for this goal to be successful?

-
-
-
-
-
-
-
-
-



HANDLE OBSTACLES
what are the potential roadblocks & what will you do when things get in your way?



IMPLEMENT YOUR PLAN
what is the danger you face if you don't follow through?



TREAT YOURSELF
how will you celebrate your win?