

# 10 STEP *Goal Getter* PLANNER GUIDE



Take control of your life or business with this easy to follow  
**10 step guide to help you set, plan & achieve your goals!**

  
**ELIZABETH DIAS**  
COACHING

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# BACKSTAGE

## Pass

Welcome Behind the Scenes!

Thanks for accessing this guide! I just wanted to share a little insight into who I am and why I'm excited that you'll be working with this goal guide to make things happen!

As a **Personal Mindset and Business Coach**, I'm here to help you shift to better habits and achieve some pretty awesome outcomes!

I've **worked with thousands of women, entrepreneurs and organizations across the globe for over 20 years**, helping them to bring about transformation and lasting change.



Hi, I'm Elizabeth Dias!

  
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But to get there one always has to start by identifying some of the important elements, then devise a practical plan to get the results you want... which is what you'll be getting started with here!

Some extra CREDs...

Alongside being an **experienced Business Coach**, I'm grateful to receive intensive ongoing **mentorship from amazing leaders including Bob Proctor**, who's considered one of the world's best teachers in human potential, growth and success. He's taught me quite a bit about goal achieving and I love sharing that with others!

I'm also fortunate to be an actual Proctor Gallagher Institute **Certified Consultant & Mindset Coach**, plus to have helped various international **pioneer organizations** that empower people to positively impact our world.

But enough about me, let's dive into YOU and this guide now!

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# Using the 10 STEP GOAL GETTER Planner Guide



Thanks for accessing this guide on becoming a Goal Setter & Getter!

If you're looking to concretely identify and fulfill your vision and goals for this next chapter of your life or business, this planner guide will facilitate a smoother and quicker ride!

People who write down their goals are much more likely to achieve them. And if you commit to shifting your mindset and instilling the habits to support goal achieving activities on a regular basis, you'll be amazed at how much you can accomplish in a short period of time!

I'm really excited for your journey and delighted that you've chosen to go for that higher version of yourself. And as a result you're also choosing to live by design not default... cheers to that!

To your wellness and success,

*Elizabeth*



# Using the 10 STEP GOAL GETTER Planner Guide

Here're the two main parts to the guide:

## Part 1: The 10 Step Process to Becoming a Goal Getter

In this **step-by-step section you'll think through and start mapping** the important internal and external elements that need to be in place for you to both set AND get those goals!

Working through the steps will give you clarity regarding: your vision/why/goals; the mindset/habits/actions to put in place; and how to stay on track.

## Part 2: The Planner Templates to Keep You on Track

In this section, using the planner templates you'll get practical and clearly identify your:

**Top Goals + Daily Goal Activities + Weekly Goal Activities  
+ Quarterly Goal Activities + Your Goal Grader**

These will keep you focused on your goals and consistently moving forward!

**If you're serious about working on your goals and would like to claim a free Goal Alignment Session, I invite you to book yours here:**

<https://calendly.com/elizabethbooking/goalsession>

## Part 1: The Process

# 10 STEP GOAL GETTER

## Planner Guide

Let's identify the important internal & external stuff... including the **vision, mindset, habits & tools to move you from goal setting to goal getting!**  
OK, here we go...

### Step 1: Craft your Vision Statement

Start envisioning how you would like your life or business to be. How would you like to be showing up in your days? If you aren't fully sure, go into a quiet space and reflect upon the person you think you have the potential to be or are meant to be. At a minimum identify what brings you joy, what you're good at and how you can contribute to others.

Then craft your vision statement by answering the question: "How do you see yourself in the future?" Use this vision statement as the compass to move you forward.

### Step 2: Identify your Why

Ask yourself why you want this goal? Why is it REALLY important to you? Go beyond the surface and drill down as much as possible. Simon Sinek has a famous Ted Talk "Start with Why" that I recommend you check out.

The more deeply you connect to your why and your goals, the more likely you are to accomplish them. Understanding your why also helps push through some of those dips to get to the finish line.

# 10 STEP GOAL GETTER

## Planner Guide

### Step 3: Highlight Important Goals

Identify up to 3 goals that are in alignment with your vision and your why. Now of those choose the one that you feel the strongest about, and get started working on that one. Use the Goal Planner template in this guide.

### Step 4: Foster the Right Mindset

Simply put, your mindset is a collection of beliefs, thoughts and feelings that shape your understanding of YOURSELF and the world around you. They influence your behaviour and actions and are at the root of your results.

If you have a **growth mindset**, you expect to learn and grow including from “failures”. So, if you failed at being a goal getter in the past, focus on learning from that (rather than beating yourself up) and on working with the 10 step process and planners to better guide you to success.

Mindsets are really powerful, and shifting them can be absolutely transformative. Realizing that you can change your mindset to change your life or business is a game-changer! Control your thoughts and feelings so you can engage in productive actions which will get you the results you really want!

### Step 5: Create Supportive Habits

Identify a new habit that will keep you on track working towards your goal. Include reviewing your vision statement, maintaining a conducive mindset focussed on succeeding and staying on top of carrying out your goal achieving actions identified in your planners. Nowadays you can find lots of free or paid habit apps to help you stay on track.



# 10 STEP GOAL GETTER

## Planner Guide

### Step 6: ID Action Steps & Resources

Brainstorm the various steps that need to happen to achieve this goal, and then order them in a manner that makes sense. From these choose the top 5 most pertinent action steps to get started with.

### Step 7: Set & Book Dates

Now set the relevant dates including when you're getting started and plan on having it accomplished. Include the milestone dates too so you have targets to work towards, as well as any accountability partner meetings (if applicable).

Most importantly BOOK these dates into your planner and calendar. If you want to make your goals a reality you have to treat them the way you would other deadlines and deliverables, otherwise they're not real!

### Step 8: Stay Focused with a Planner

For you to get the results you want, you have to be actively taking inspired action. Work with the Daily and Weekly Planners in the guide to outline your goal achieving actions and include your specific due dates and milestones to help you stay on track.

Working with the planners not only helps with managing your time but most importantly managing YOURSELF! Check in with your planner throughout the day. And at night make any necessary adjustments for the following day.



# 10 STEP GOAL GETTER

## Planner Guide

### Step 9: Get an Accountability Partner

Having a vision and goal is not enough. You have to own it and hold yourself accountable to making it happen! Find yourself a good accountability partner (ideally not a romantic partner) to help you stay accountable, honest and on track. In return you can assist them with their goals. Working with one can help you minimize procrastination, while increasing your productivity, morale and chances of success. Working with a coach is a great option.

### Step 10: Track your Progress

Embrace the mantra: monitor, measure and tweak (as needed). You may have to tweak some of the steps based on how the first round went. For ex. if you were working on launching your business and mostly tackling your daily goal achieving activities at night when you were tired, then you may want to get on them first thing in the morning.

**Then rinse & repeat!**

You've done it, working through the first part: the identifying and planning stages.

Please take a moment to thank yourself... and then honor your purpose (and yourself) by getting busy with tackling your first goal.

To your wellness & success,  
*Elizabeth*

If you'd like to claim a free Goal Alignment Session, I invite you to book yours here:

<https://calendly.com/elizabethbooking/goalsession>

[www.elizabethdias.co](http://www.elizabethdias.co)

## Part 2: The Planner Templates

# THE GOAL *planner*

Writing out your goals forces you to get clarify what you want, keeps you motivated, and prompts you to brainstorm and strategize moving forward towards their attainment.

Goal 1:

Due Date:

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Goal 2:

Due Date:

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Goal 3:

Due Date:

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# THE DAILY

## planner

Use the Daily Planner to identify the high priority items for the day. Unless urgent or unforeseen things come up, you should start getting in the habit of saying "no" to non-goal achieving activities during your working hours ;) In the Goals section reiterate what they are, so that your mind keep you focused on achieving them. In the Gratitude section, note things you are grateful for - this both reminds you of the fact that there is plenty to be grateful for and also helps in creating the right mindset.

### GOALS

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### GRATITUDE

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### PRIORITIES

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### Morning Activities

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### Afternoon Activities

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### Evening Activities

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# THE WEEKLY

## planner

At the beginning of each week review your priorities for the next seven days. Then at the end of the week, map out your goal achieving activities for the following week (make adjustments on a needs basis). And don't forget to build in time for self-care and enjoying life too!

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Tuesday

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Wednesday

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Thursday

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Friday

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Sat/Sun

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# THE QUARTERLY *planner*

At the beginning of each quarter review your priorities for the next three months. Then at the end of that particular quarter, map out your goal achieving activities for the following quarter. And don't forget to build in your milestones PLUS enjoyable activities too. Remember, you're designing the life or business you REALLY want!

Q1 Month #1

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Q1 Month #2

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Q1 Month #3

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Q2 Month #1

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Q2 Month #2

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Q2 Month #3

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# THE QUARTERLY *planner*

At the beginning of each quarter review your priorities for the next three months. Then at the end of that particular quarter, map out your goal achieving activities for the following quarter. And don't forget to build in your milestones PLUS enjoyable activities too. Remember, you're designing the life or business you REALLY want!

Q3 Month #1

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Q3 Month #2

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Q3 Month #3

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Q4 Month #1

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Q4 Month #2

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Q4 Month #3

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## Part 2: The Planner Templates

# YOUR GOAL *grader*

Now that you've come to the end, track how you did and any lessons learned for the next round. Don't forget: you're applying a growth mindset here so that you're always learning and growing. **Always choose progress over perfectionism and procrastination....** you'll get much farther!

Was Goal#1 Achieved: Yes/No/Partially? What lessons did you learn?

Was Goal#2 Achieved: Yes/No/Partially? What lessons did you learn?

Was Goal#3 Achieved: Yes/No/Partially? What lessons did you learn?





# TAKE GOOD

*notes*

Use the space below to take helpful notes...

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