



I Can.

Therefore, I Will.

The Definitive Guide to
**Sculpting Your
Ultimate Destiny**

BY CAROLYN HANSEN

I Can. Therefore I Will!

Goal Setting and Action Workbook

Completed By: _____ On _____

Guidance: This was created to help you take action to help you reach your goals. Use the following questions to get crystal clear on your goals and the actions required to make them happen. The key is to keep it simple, actionable and exciting.

Clear your calendar, get out your journal and let's get to work. Be sure to print this out so you can put pen to paper.

A Successful life is available to all of us. This simple goal setting process works.

STEP ONE

REFLECT - REVIEW WHAT MADE LAST YEAR GREAT (AND NOT SO GREAT!)

Take stock of what you HAVE accomplished and what you are proud of. Also think through the low points of the year and what you don't want to repeat.

Use the below questions to guide you

1. What are you most proud of in the last year?

2. If there were a newspaper headline describing this past year for you, what would it say?

3. What unfinished business did you want to resolve before the year-end and when will you do it? (i.e. lingering relationships, apologies, goals yet to achieve, and so on.)

4. When were you most excited about life in this past year? What were you doing? Who were you with?

5. In the last year what new dream for yourself did you achieve?

6. Where did you let fear hold you back from a goal you had?

7. What lacked excitement to you in the last year that you hope to change for next year?

STEP TWO

DEFINE YOUR AREAS OF ATTENTION

List the core areas of your life where you want to get results. Examples include: health, continued learning, career, helping others, relationships, marriage, business and so on.

Don't list any more than 8 (ideally fewer).

The point here is to nail the areas in your life that matter and have fun with it.

Areas of Attention

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

STEP THREE

DEFINE RESOLUTIONS AND HABITS

Before we start thinking through our intended goals, it's good to start with general themes of improvement or change you want to work on. Think of them as habits or resolutions. These differ from goals in the sense that goals are things you eventually accomplish or check off your list.

Habits are things you want to adopt as a part of your life going forward. Some examples of habits I've focused on include: being on time, getting up earlier, being early, scheduling less, slowing down, spending less time on email, simplifying/decluttering, single tasking or getting more sleep.

It's best to focus on just one new habit or resolution at a time (ideally no more than one a month). If we do that one thing for a month straight, it will likely become a part of our routine. The good news is that for the super ambitious, this still allows for 12 new habits a year! Although, even half that number would be a great goal to aim for.

List up to 12 habits or resolutions you'd like to focus on for the next year.

Habits and Resolutions:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

STEP FOUR

CREATE A CORE GOAL IN EACH AREA

Choose areas of your life that are meaningful to you. Could be everything from being a better parent, to getting to the gym more often or improving some area of your career or business with the view to gaining financial freedom at some point in your working life. Try and get a good balance.

List 1-3 goals per Area of Attention:

Area One:

- 1.
- 2.
- 3.

Area Two:

- 1.
- 2.
- 3.

Area Three:

- 1.
- 2.
- 3.

Area Four:

- 1.
- 2.
- 3.

Area Five:

- 1.
- 2.
- 3.

Area Six:

- 1.
- 2.
- 3.

STEP FIVE

GET SPECIFIC – DEFINE WHAT YOU REALLY WANT

It's not enough to say, "I want to be healthier" or "I want to make more money". They must be quantifiable and measurable. And you need to be in control of whether they happen. You can't control whether you actually lose 10 pounds but you can control what you eat and how often you exercise, which usually leads to losing the weight.

Define what you want exactly. You want to write a book, then how many words a day can you commit to writing each day? If you don't know the rules of the game, then how could you ever expect to win?

List the quantifiable outcomes and the specifics of each goal.

Goal:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

Quantifiable Outcome & Specifics:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
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- 8.
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- 11.
- 12.
- 13.
- 14.
- 15.

STEP SIX

GET LEVERAGE - FIND A COMPELLING AND EMOTIONAL REASON WHY

Leverage can come from one of two places. You can focus on the wonderful things you will experience if you achieve your goal (i.e. happiness, personal freedom, finding the love of your life). Or you can focus on the awful things that might happen if you don't (i.e. loneliness, a heart attack, or the death of a loved one).

Positive or negative, discover what will make it an absolute must to accomplish your goal. It's like the father who couldn't quit smoking until his six-year-old daughter walked into his home office one morning and said "daddy, I don't want you to die before I'm 10." He never smoked again. That's leverage.

What massive reason can you find for making your goal a must? It could be fitting into your wedding dress or being around to get to know your grandchildren (or even get to meet them!). It's your call. Just be sure there is major emotion behind it.

List one WHY for each goal.

Goal:	Leverage—Your massive reason why:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.

STEP SEVEN

FILL IN THE DETAILS - CREATE BABY STEPS

Thinking of a long-term goal as a single item to accomplish can be massively overwhelming. But every goal has all kinds of 5-minute or one-hour tasks leading up to it.

Take each core goal and divide it into 3-5 Minor Steps. Then create 3-5 Baby Steps for each minor step. You may need more or fewer steps depending on the size of your goal. Feel it out.

Goal:

Minor Steps:

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Baby Steps:

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Goal:

Minor Steps:

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Baby Steps:

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Goal:

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STEP EIGHT

GET THEM ON A CALENDAR

Everything we do takes up physical time in our lives. Without putting things on the calendar, it's easy to plan way too much. Too much then leads to overwhelm which leads to the opposite of progress.

Now look at the goals and habits/resolutions you have established and begin to place each into various months. Be conscious of your life. If you know you will be traveling all of April then don't expect huge results that month. If some of your goals will take the whole year to complete then fill in your Minor tasks in the months where you will take the action.

Goals, Habits and Outcomes by Month:

January

February

March

April

May

June

July

August

September

October

November

December

STEP NINE

GET ACCOUNTABLE - TELL AT LEAST ONE PERSON ABOUT YOUR GOALS

We tend to keep our word much better with others than with ourselves. Pick at least one person close to you to tell about your goals which will make them your Accountability Ally. Walk them through your process. Explain why it's so important to you and even give them a copy of your goals and plan (just photocopy this when complete). Ask for their support.

Accountability Ally:

- 1.
- 2.

How they will keep you accountable (weekly checkups, getting you to email a small report to them on a regular basis etc.):

- 1.
- 2.
- 3.
- 4.

STEP TEN

ROUTINELY REVIEW YOUR PROGRESS - WEEKLY OR MONTHLY AT THE LEAST

To see forward progress you must keep your plans front of mind. Create a routine that allows you to review the above on a weekly basis. Anything more infrequent than weekly makes it too easy to keep the ideas and dreams just that - ideas and dreams. They become reality when we consistently address them and make small gradual progress. In a year that can become enormous.

Write down when you will review your goals on a routine basis:

Day of Week:

Time of Day:

STEP ELEVEN

DO SOMETHING NOW - NO MATTER HOW SMALL

Never leave the site of a planning session without taking some action to get you closer to victory. It could be the tiniest thing in the world. Maybe send a short email or make a quick list. Pick something that only takes 5 minutes or less. And do it. Let the momentum build.

Pick one small task for your top few goals that you can do right now to get you closer.

- 1.
- 2.
- 3.
- 4.

Become Your Dreams - Just Add Hard Work

Congratulations! The fact that you've finished this process means you are nearly guaranteed to experience your dreams. As long as you do one thing...

Consistent Effort.

Dreams don't become reality by dreaming. That is the very first and simplest step. The magic happens when a consistent process of dedicated action is applied to the things that matter most in your life. And make no mistake, consistent effort is required.

When you get committed on such a level, the sky is literally the limit. That is what has turned the impossible into the possible and is what makes the difference between an "I Can. Therefore I Will" life.