



THE
→ ULTIMATE ←

GOAL SETTING

guide





IT'S TIME!

**“GREAT PEOPLE DO THINGS
BEFORE THEY’RE READY.”**

Are you ready to set some achievable goals that will move you closer to your dreams and what you really want in life? Are you ready to make positive changes in different areas such as your health, fitness, relationships and career? Are you ready to kick some MAJOR BUTT this year?! If you said “YES!” to all of the above, then this goal-setting guide is totally for YOU!

Use the following questions and information provided in this guide to become crystal clear on your vision, goals and the steps required to make them happen. I suggest, keeping it simple yet specific, actionable and exciting.

Now’s the time to clear your planner or calendar, get out your writing utensils and let’s get to work! Make sure to print out this guide so you can really put pen to paper. Don’t be afraid to get comfortable, work on this at your local coffee shop, sip on your favorite beverage, sit outside at the park on a nice day -- take the time to relax, refresh, get focused and down to business!

**THIS GUIDE WAS CREATED TO HELP YOU TAKE ACTION WITH
DOABLE GOALS AND MAKE THIS YEAR YOUR BEST YEAR YET!**

let the awesomeness begin!

#1

WHO ARE YOU? REALLY

Let's talk about your strengths and what makes you who you are.

So what exactly is a strength? Personal strengths are your own natural characteristics. People use their strengths in their daily lives to complete work, relate with others and achieve their goals. Strengths are present throughout our lives but can be enhanced through experience or training. Strengths are part of WHO we are, while skills are more what we do. Everybody has their own unique set of strengths. I know you got some. Let's find them together and bring them into the light!

Circle 5 strengths in the list below that apply to you:

- Adventurous
- Athletic
- Brave
- Calm
- Capable
- Caring
- Cheerful
- Considerate
- Courageous
- Creative
- Dedicated
- Determined
- Devoted
- Easy-going
- Efficient
- Encouraging
- Energetic
- Fair
- Flexible
- Forgiving
- Friendly
- Frugal
- Funny
- Gentle
- Gracious
- Hardworking
- Helpful
- Honest
- Hospitable
- Imaginative
- Intelligent
- Kind
- Loving
- Loyal
- Mature
- Organized
- Positive
- Protective
- Reflective
- Reliable
- Resilient
- Resourceful
- Responsible
- Sensitive
- Servant-hearted
- Spontaneous
- Supportive
- Talented
- Thoughtful
- Trustworthy
- Warm
- Wise

Knowing your personal strengths can help you a lot in choosing the right career and making good decisions. Because if you are able to focus fully on what you do around your personal strengths, you have the chance to create something remarkable. Strengths are what you do best and where your real talents are. Knowing your strengths will raise your self-awareness and give you clarity.

Write out anything else that makes YOU you and describes your CORE values:

#2

TAKE A LOOK BACK ON LAST YEAR

Reflect back on the past year, what was amazing (and what wasn't)?

One of the best ways to come up with new goals is to live a little in the past and examine what exactly was great about it and also what wasn't. Doing this will help you figure out what you might like to change, maintain and/or improve. Let's get to work! Take some time to reminisce and answer the questions below.

1) Did you set goals for yourself this past year? Did you achieve any of them?

Two horizontal lines for writing.

2) What were some of the BEST parts about the past year?

Two horizontal lines for writing.

3) What about the past year sucked the most?

Two horizontal lines for writing.

4) Did you let fear hold you back from some of your goals? If so, in what areas?

Two horizontal lines for writing.

5) What would you have done differently the past year?

Two horizontal lines for writing.

6) Were there barriers that drained your energy and took a lot of your time?

7) What were your top 3 favorite moments the past year and WHY?

8) What was your BIGGEST accomplishment the past year?

9) What was the most FUN thing you did the past year?

10) In summary, what did you learn from the past year about your goals?

Remember, the past is a place of reference, not a place of residence. Looking back on events from the past is simply to analyze why you reached some goals and/or why you didn't. It is only to remind you -- BUT it does not define you. There are so many good things that lie ahead! We are here to write a new story, it may look nothing like your past or it may look a little like your past, either way, can we agree it will be at least better than your past?? Now's your time friends. We can walk this goal-getting journey together.

GET READY! BECAUSE TOMORROW WE TALK ABOUT WHAT IT IS THAT YOU REALLY WANT OUT OF LIFE AND WHAT'S BEEN HOLDING YOU BACK!

#3

WHAT DO YOU REALLY WANT?

It's time to sit down and figure out what you really want out of life.

You may already know exactly what you want to achieve in life or you may have no clue at all... Totally okay! Why don't we go ahead and do a little brainstorming session to help figure it all out. Go ahead, pull out your pen and write down your responses to the following questions. Take your time!

1) What do I find really important in life? (family time, travel, volunteering, health, etc.)

2) What things am I passionate about? Things that fuel my heart & soul, that I love to do...

3) What would help to improve my quality of life? (health, money, time, etc.)

4) What would I want people to remember or say about me?

5) What's something new I'd like to try? Something even a little out of my comfort zone?

#4

WHAT'S HOLDING YOU BACK?

Give it to yourself straight, be real and honest about what's in your way.

I get it, goals can often feel very overwhelming and super tough to achieve at times. Life moves fast and there's always so much to do and never quite enough time to get it all done. When we feel this way, we let our negative thinking get the best of us. We allow ourselves to get bogged down by obstacles that hold us back, squandering our precious moments and dreams. While we can't stop time or slow things down, there is a way to work smarter, faster and more efficiently towards personal victory. One of those steps forward is to identify and get rid of the barriers standing in our way!

Mark an "X" next to all the obstacles you feel are holding you back:

 NOT ENOUGH TIME

 LACK OF PLANNING

 NOT ENOUGH MONEY

 FRIENDS AND FAMILY

 EXCUSES

 PROCRASTINATION

 FEAR OF FAILURE

 PAST EXPERIENCES

 PERFECTIONISM

 HIGH EXPECTATIONS

 LACK OF CONSISTENCY

 TAKING TOO BIG OF STEPS

 FOCUSING ONLY ON RESULTS

 MY LIMITING BELIEFS

If you had to rate them, which are the TOP 3 holding you back? WHY?

RECOGNIZING THESE WILL HELP YOU CREATE A CLEAR PLAN FOR SOLVING THEM, AS WELL AS DEVELOP A STRATEGY FOR REACHING YOUR LONG-TERM GOALS.

#5

WHAT ARE YOUR PRIORITIES?

Figuring out what's important to you will help prioritize your time!

What are some of the most important things in your life? Is it God? Your spouse? Your family? Helping out at a nursing home or your church? Your health & fitness? Maybe shedding 50 pounds or getting your blood pressure under control? Building up your strength to run a marathon or do a Spartan Race? What about finishing your college degree or starting up your own at-home business? Getting that promotion you've been working so hard for? Cleaning out your garage and decluttering? Or paying off debt and taking family vacations?

List as many things as you can that are most important to you:

Ex. kids, spouse, God, health, etc...

Now list all the ways in which you currently spend your time:

Ex. working, cleaning, cooking, crafting, etc...

NEXT with a RED marker circle the 5 things that take up most of your time. THEN with a BLUE marker circle the things that are most important to you. How many of your RED and BLUE circles overlap?



YOUR NEXT STEP

LIST THE TOP 5 THINGS THAT ARE THE MOST IMPORTANT TO YOU IN ORDER OF PRIORITY:

1

2

3

4

5

There you have it! These are your main priorities! This is where you should be spending most of your time and energy. Keep this list somewhere handy. Refer to it often! Maybe put it on your nightstand next to your bed, tucked into your favorite book or planner, or even tape it to the mirror in your bathroom. The more clear you are about your priorities, the easier it will be to make choices to use your time wisely.

IF IT'S IMPORTANT, YOU'LL FIND A WAY. IF NOT, YOU'LL FIND AN EXCUSE. YOU'LL ALWAYS HAVE TIME FOR THE THINGS YOU PUT FIRST.

#6

AREAS YOU WANT TO EXCEL IN

Let's pick areas of your life you want to kick butt and be awesome in!

Coming up with certain areas of your life that you'd like to see major improvement in is just another great way to come up with SMART goals. Think about areas such as your finances, job or business, health, fitness, mental well-being, spirituality, marriage, family relationships, friendships, education, etc. Which of these areas are most important to you? What areas have been neglected? What could use some enhancement? Use the previous assignment about priorities to drive your responses below.

Priority Area #1: _____

Desired Result : _____

Priority Area #2: _____

Desired Result : _____

Priority Area #3: _____

Desired Result : _____

Priority Area #4: _____

Desired Result : _____

Priority Area #5: _____

Desired Result : _____



#7

TIME TO SET YOUR SMART GOALS

Alright, today's the day! Time to put pen to paper with your specific goals!

Setting goals is essentially the process of creating a plan or roadmap for where we want to see ourselves and what we want to improve over a certain period of time. Setting goals is crucial to achieving results. They will provide direction, focus, motivation, allow us to plan, be prepared, and even measure our progress. The goals we set should also be SMART. Yes, SMART. Have you heard of the term SMART goals? If not, let's go over it! If so, this will just be a great refresher for you!

Take a look at the following graphic. When setting goals you want to put them through the S.M.A.R.T. test. You'll always want to ask yourself if your goals meet each of these criteria:

S Is your goal SPECIFIC?

M Is your goal MEASURABLE?

A With a plan is it ATTAINABLE?

R Is your goal RELEVANT?

T Do you have a TIME LIMIT?

Goals should pinpoint very specific things, know exactly what you want to accomplish. You should be able to know when you reach a goal and be able to measure your progress. You should be able to break a goal down into action-oriented tasks. You should be able to achieve your goals and it should inspire you. You should set timelines and deadlines for when you want to achieve your goals and stick to them!

SPECIFIC GOALS BRAINSTORMING SESH!

Great! I'm so glad we are all on the same page with SMART goals! Now, I firmly believe in the POWER of setting specific long-term and short-term goals. They will give us focus and help us stay locked in and away from distractions. Setting these goals will also keep us more accountable to finish the task. I also find that setting weekly short-term goals gives me inspiration and something to jump out of bed for! Don't dread Monday!

LONG-TERM GOALS



SHORT-TERM GOALS

Over the past couple of days we've examined our strengths, taken stock of the previous year, decided what we really want out of our life, defined what was holding us back, and dialed in our priorities... Let's set some SMART goals! We will begin by looking at long-term goals and our future. Once we got that down, we will break them down into smaller action steps to create some simple, not so overwhelming, short-term goals.

So to start, take some away time to day-dream about what your ideal life for would look like five years from now. Relax, close your eyes and imagine your life in detail. You'll want to also refer back to "STEP #3 : What do you really want?" of this guide. Where will you live? What will you be doing? What are your finances like? How much money is in the bank? What do you look like? How's your fitness? How's your health? Do you have kids or more kids? Are you married? How's your relationship with your spouse? What do you do as a family? What are your hobbies? Do you volunteer? Do you travel? Do you do more of what you LOVE? Oh the possibilities!!

Write down what your life looks like five years from now. GO!

→ SMART GOAL MAP ←

With your vision firmly in place and fresh in your mind, it's time to set your long-term goals! Use this goal map (and the next four pages) to create at least five major things you'd like to accomplish in the next year!
For each long-term goal list the required information in the appropriate areas as indicated.

S	MAKE IT SPECIFIC	What do you want to accomplish?
M	MAKE IT MEASURABLE	How will you measure your progress? How will you know when you accomplish it?
A	MAKE IT ATTAINABLE	What steps will you take to accomplish it?
R	MAKE IT RELEVANT	Is this goal important and worth working hard to accomplish?
T	MAKE IT TIMELY	When is your deadline for this goal to be accomplished?

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#8

DEFINE YOUR WHY!

Dig deep and think about WHY you want to achieve each goal.

By now, you should have written down at least 5 long-term goals you want to reach, right? Okay, it's time to think about WHY you want to achieve each specific goal. This is the purpose behind each goal. This is also called LEVERAGE! Knowing your WHY is what will push you through when the going gets tough! You know what I'm talking about... We start out all strong, then somewhere along the way we slack off, get lazy, lose that gung-ho motivation and fall off track. It's bound to happen. What does each goal REALLY mean to you?

Your WHY can come from one of two places. You can focus on all the amazing things you'll experience if you complete your goal (ex. feeling better, personal freedom, being happier). Or you can focus on the awful things that might happen if you don't reach your goal (ex. poor health, bankruptcy, self-loathing).

Positive or negative (I prefer focusing on the positive!), discover what will make it an absolute must to achieve what you really want in life. Search inside to find massive reasons to make your goals happen!

For each goal, write down the benefits of achieving each one:

GOAL #1 :	YOUR WHY :
GOAL #2 :	YOUR WHY :
GOAL #3 :	YOUR WHY :
GOAL #4 :	YOUR WHY :
GOAL #5 :	YOUR WHY :

#9

BREAK IT DOWN NOW

We must break each long-term goal down into smaller, actionable steps.

Like we've discussed before, it's very easy to feel overwhelmed by specific goals. Especially these much bigger long-term goals, which tend to intimidate us and we have no idea where to start. Like... just looking at a goal makes your head swirl and you want to shut down! Have you been there? I have! This is why it's incredibly important to break each goal down. Breaking them down into actionable steps that can be tackled in 5-30 minute chunks is ideal. Think bite sizes!

Take some time to yourself, put on your comfy pants, bunny slippers, grab a glass of your favorite beverage and really brainstorm. Fill out the next few pages with some actionable steps in your goal-getter game plan!

For each goal, write down all the small, actionable steps that need to be completed in order to achieve it. Makes sense? Create as many steps as you need for each goal.

GOAL #1 :

BABY STEPS TO COMPLETE THIS GOAL:

**A GOAL BROKEN DOWN INTO STEPS BECOMES A PLAN.
A PLAN BACKED BY ACTION MAKES YOUR DREAMS COME TRUE.**

For each goal, write down all the small, actionable steps that need to be completed in order to achieve it. Makes sense? Create as many steps as you need for each goal.

GOAL #2 :

BABY STEPS TO COMPLETE THIS GOAL:

GOAL #3 :

BABY STEPS TO COMPLETE THIS GOAL:

**MAKE YOUR PLAN OF ACTION SO CLEAR THAT
WHATEVER IS HOLDING YOU BACK BECOMES IRRELEVANT.**

For each goal, write down all the small, actionable steps that need to be completed in order to achieve it. Makes sense? Create as many steps as you need for each goal.

GOAL #4 :

BABY STEPS TO COMPLETE THIS GOAL:

GOAL #5 :

BABY STEPS TO COMPLETE THIS GOAL:

WHAT STEPS OF ACTION CAN YOU DO EVERY SINGLE DAY THAT WILL BRING YOU CLOSER AND CLOSER TO YOUR GOALS?

SET SOME SHORT-TERM GOALS

You got all your long-term goals and action steps in place??! AWESOME! Now let's give some thought to your short-term goals. What are some of the smaller steps you'd like to accomplish in the next month? What about weekly? Can you take any of the actionable steps from your long-term goals and create short-term goals from them?

For example, if a long-term goal of mine for the next year is: "To gain the upper body strength where I can do at least 10 pull-ups without an assist." Then I might break that down into a weekly goal of doing at least 5 pull-ups a day with an assist and each week add a few more pull-ups. Weekly and monthly, I will re-evaluate my progress and continue setting more short-term goals to reach that long-term one by the end of the year. Does this make sense? I sure hope so! Your turn to try!

WRITE DOWN FIVE SHORT-TERM GOALS TO ACHIEVE NEXT MONTH:

1 _____

2 _____

3 _____

4 _____

5 _____



ASK YOURSELF IF WHAT YOU'RE DOING TODAY IS GETTING YOU CLOSER TO WHERE YOU WANT TO BE TOMORROW.

#10

EAT THAT FROG!

A motto to totally change the way you approach each and every day!

This is based on a book called "Eat That Frog: 21 Great Ways to Stop Procrastinating and Get Things Done" by Brian Tracy. Have you read it?! The point of the book is what if you start your day by tackling the hardest thing on your list, but one of the most important tasks, even if you don't do that much for the rest of the day -- you will still have accomplished a lot!

I mean, think about it... do you find that it's easy to get sucked into the mundane, essential tasks of everyday life? I think we can all agree, we spend most of our days "putting out fires" or falling into the time-wasting social media pit. In the moment, it may seem immediate and important, but before we know it, we've spent the entire day so focused with other people rather than being proactive towards our own ambitions. Your life can transform dramatically when you change the order of which you complete your tasks. Upon waking, during the first couple hours of the day -- change your focus towards long-term projects and goals, instead of checking your Facebook, Instagram social media and emails. I have no doubt, your productivity will go through the roof and you'll finally be able to start accomplishing the things you REALLY want to do in life.

If you're really ready to jumpstart your day and be a goal-getter, 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's 30 minutes or 2 hours, to focus on your goals.



Beginning tomorrow, I will set aside _____ minutes FIRST THING every single day to work on my SMART goals and most important tasks.

Until I "EAT MY FROG" -- I will not do any of the following less essential tasks:

#11

ELIMINATE THE UNNECESSARY

Stop doing things that add no value and are unessential.

One of the hardest things is to completely eliminate baggage we don't really need to be doing. Everyone has a some unnecessary stuff taking up their time they could do without. Some examples might be: cooking something from scratch when it could be store-bought instead, spending an hour scrolling through social media when a workout has yet to be done, watching the latest (*cough* entire) season on Netflix while the to-do list still hangs on the fridge, or even getting caught up in online shopping when there are finance goals to meet...

This is also where those priorities you set come in handy. If you look at your day, you can probably find many things that don't align up with your priorities and important goals. Something has to give! Start small and think of what you can eliminate. Maybe 2-3 things in your life that are taking up too much and not adding in any value. Just stop doing them. Easier said than done, I KNOW IT. But making a conscious decision will pave the road for life change.

WRITE DOWN 3 THINGS YOU CAN ELIMINATE FROM YOUR LIFE COMPLETELY

1

2

3

MAKE CHANGES IMMEDIATELY! STOP WASTING TIME TODAY!

Every day, we need to decide what kind of day we want to have. Wasting our time on the unnecessary things in life won't help us make the most out of life. Get started on eliminating the three things above, once you've done those do a few more. I'm positive you will have a bundle of time to focus more on what you really want in life!

YOU'VE IDENTIFIED THE ESSENTIAL. NOW TIME TO ELIMINATE THE UNESSENTIAL. EVOLVING INVOLVES ELIMINATING.

#12

CLEAN UP YOUR HABITS

Have you ever heard the saying, "We become what we repeatedly do." ?

Did you know 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 run on autopilot to perform that specific habit. This means we no longer have to use mental energy to perform the task, which leaves our brain to focus on other things. Therefore, the more good habits we have, the more willpower and energy we will have leftover to use towards other things and our goals. Make sense?

What are some things you'd like to do automatically every morning? Is it having a personal devotion and prayer time? Is it to begin the day being thankful for at least 3 things? Maybe it's drinking a full glass of water to get your body moving or to simply write down your plan for the day. Fill in the blanks below!

Write down 5 morning habits you'd like to establish:

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

Write down 5 evening habits you'd like to establish:

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

Once you've established these habits for several weeks (21 days to make a habit!), you'll finally stop thinking about them and just start doing them. It'll take almost no effort to get your day started off right!

#13

STICK IT TO YOUR SCHEDULE!

If it's not scheduled, then it's not real! Get em on the calendar!

This part of goal-setting is so VITAL, please do not skip it!! It's so easy to say you're going to reach these goals and create better habits, but if you don't actually schedule it in, the likelihood of that happening is pretty close to zero. You'll either forget the change or you'll push it off indefinitely! You don't want that to happen, right?! Because you're on your way to achieving great big AWESOME things!

Pull out your planner now! Whether you use a tangible planner or a digital planner, grab it and begin to place your goals (along with their actionable baby steps) into specific months. It's best to be realistic in giving yourself plenty of time to finish each task. Also, as we all know, life happens! Take into account real life things that might slow you down from time to time. For example, if you're going to be on vacation for 2 weeks in June or it's the holiday season -- you won't want to schedule yourself a bunch of tasks. Major stress alert and who wants that?!

Helpful tip: Before scribbling in your planner, take a quick moment to jot down your big goals in the spaces below. By doing so, it will give you a quick overview of your year.

JANUARY

JULY

FEBRUARY

AUGUST

MARCH

SEPTEMBER

APRIL

OCTOBER

MAY

NOVEMBER

JUNE

DECEMBER

#14

ACCOUNTABILITY IS TRULY KEY

When you have an accountability partner, you're much more likely to succeed.

Okay guys! You've got some goals on your calendar along with establishing how you'll jumpstart each new day and create good habits... Woohooooo!!! You should be so DARN PROUD of yourself!! Now what?!

Now, my goal-getter friend, the next step is finding that super special someone who can help keep you accountable. If I had to guess, for the goals you wanted to achieve last year but didn't -- did you actually have someone behind your back cheering you on? Maybe not much eh? For me and my experience, I've found that my ultimate success depends heavily on the accountability system that I have in place.

We need people in our lives to help us dream, develop our goals, work out strategies and execute a plan. We should have at least someone in our circle of influence that we can confide in about our goals and enlist help from them -- preferably someone who has already achieved what you're aiming to do or is also on the same path as you. There is power in having a trusted confidant to help you along your way.

Take some time to think about who you can really trust. Who you believe can hold you accountable on the goals you want to accomplish. Someone who won't be afraid to "tell you like it is."

***Jot down in the spaces below the names of those people.
Keeping in mind, you might have different people to help you with different goals.***

GOAL : _____ **PARTNER:** _____

**AN ACCOUNTABILITY PARTNER IS SOMEONE WHO YOU TRUST
TO HOLD YOU TO THE STANDARDS YOU SET FOR YOURSELF.**

TRACK YOUR PROGRESS!

The key to long-term success is to regularly evaluate your progress. Use this page to do a self-evaluation once a week. How have things changed? Have you been more productive? What's been difficult? What's been successful? Did you check in with your accountability partner? What goals have you reached?

WEEK 1

WEEK 2

WEEK 3

WEEK 4

WEEK 5



HOORAY!!

**“YOU ARE CAPABLE
OF AMAZING THINGS!”**

You made it! You've completed this ultimate goal setting guide! You are super AWESOME. How are you feeling? Feeling motivated and inspired? Are you ready to run the race towards your wildest dreams?! I sure hope so!! Remember to follow through with these commitments you've made no matter how you feel. Stop convincing yourself that you can't, because it's simply not true. YOU CAN do it! Now get out there and kick some major butt!!

You goal-getter, you!

Thank you so much for joining me on this journey! Together, I just know we're going to accomplish our goals and dreams one step at a time! No matter how many times we've quit and given up, today can be a day for new beginnings!

If you're ready to continue the course reaching your goals, I'm ready to help in any way I can! Contact me to chat about my next exclusive challenge group and see if it would be a good fit for you! In addition, please if you have a moment, shoot me a message to let me know what you liked most about this workbook.

**LIFE WILL ONLY CHANGE WHEN YOU BECOME MORE
COMMITTED TO YOUR DREAMS THAN TO YOUR COMFORT ZONE!**

