

# SUPPLEMENT WORKSHEETS TO CHAPTER 12

## 12 LIFE GOAL CATEGORIES & 2 ACTION STEPS

**NDT “No Distraction Time”** – We are always rushing, and distracted by all of life’s various tasks, work, family, etc. For your goal-setting process, I recommend that you spend time alone without any distractions (no cell phone, TV, email, etc.) to really think about what you want out of your life. Dream big and grab a pen and your journal to start the process. Remember please no computer. Focus on all the categories below and think about what you want to accomplish; what things will you try and “stretch” yourself to go outside of your comfort zone. There is nothing too outlandish! These goals will all become unique and specific to you, will make your life joyful, and what you want it to be. Life is too short not to consider pursuing lifelong goals.

### **Action Step 1 – Complete your goals for all the categories.**

It’s important to spend several days on this key exercise to develop your most important goals in each category. I suggest ranking with a priority rating of “A” Goals, “B” Goals, “C” Goals (so A - High Priority, B - Medium Priority, C - Lower Priority). The key is to keep this simple but still engage your brain to fill in specific goals with each category. Look for areas where you have no goals and add additional categories as you see fit as a supplement to the 12 Life Categories. Do you need to have 10 goals for each category, absolutely not just think about goals that you are most passionate about and will be life changing after you achieve them. I recommend that you do this exercise every year and evaluate where you are in your life and make the necessary changes and additions. Do it the beginning of the year or on your birthday, put it into your calendar system now on a specific date. This is your master goals list.

Keep in mind for each goal; you need to ask yourself the most valuable question:

### **“What will I gain in my life from achieving the goal?”**

Of course, you can physically write a note for each of the specific goals in each category by answering this question. I have included these worksheets to be used as a working document. I believe to instill the best ideas and concepts for anything I read it’s important to reread. Yes, mark up this book and reread it to ensure you enhance your learning of the key concepts to becoming your own Chief Goals Officer. Also, you can download these worksheets from our website at [www.chiefgoalsofficer.com](http://www.chiefgoalsofficer.com).

### **Action Step 2 – Start recording in your journal every day.**

You will then work from this large list and the goals ranked as “As” then write into your journal the specific goals you’re targeting with using words such as: “I will achieve the specific goal by the specific date,” etc. (Refer to sample journal entry in “Never Say I Wish I Had” – Appendix.)

LIFE GOAL CATEGORY

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| GOAL | TIME FRAME | RANK<br>A, B, C | OUTCOME -WHAT/HOW<br>WILL I GAIN FROM THIS<br>GOAL ACHIEVEMENT ? |
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**ALL THE LIFE CATEGORIES ARE:**

- Education and Personal Development
- Charity/Giving Back
- Spiritual
- Health, Nutrition and Fitness
- Career Advancement
- Business
- Family
- Travel and Personal Hobbies
- Relationship Building
- Financial
- Time Management and Organization
- Legacy Plan (What You Want To Leave Behind)

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