



THE
CONSCIOUS
BRAND

**GOALSETTING
& ACTIONWORKBOOK**

WELCOME

Welcome to another opportunity to be inspired, motivated and educated with reaching your GREATNESS!

Let's face it, those who wait for a new year or the perfect timing to embrace their goals and vision are losing valuable time and no doubt endless opportunities that come with. We have created this workbook to assist you in discovering and activating these the moment you download it! LETS MAKE IT HAPPEN!

HOW? Use the questions within the workbook to get crystal clear on your goals, vision and the actions required to bring them to life. The key is to keep it simple, actionable and exciting. Clear your schedule, find an inspiring environment and let's get to work. There's no need to print this out, (let's keep contributing to a GREEN world) this workbook is interactive and you can input straight into the fields.

Every magnificent accomplishment, discovery or transformation started with the decision to make a change and were followed up with small steps each day. Over time that commitment will move mountains.

“The greater danger for most of us is not that our aim is too high and we miss it, but that it is too low and we hit it.”

~ Michelangelo



STOP GIVING AWAY THE POWER!

This may sound like an easy step, but taking full responsibility for one's life is nothing less than revolutionary. It means to stop using excuses as the block for not reaching your full potential. The demanding employer, children, spouse, unpredictable weather, unreliable friend, useless government, unfavorable circumstances, lack of resources and the unjust God are NOT stopping you, you are the creator of your own life.

A good way of identifying when this is happening is noticing when you use the phrase “I can't do this because...”. This phrase is a perfect giveaway. You begin by saying there is something you want to do, but you can't because of this external force stopping you. In that moment you are no longer in control and have allowed these external influences to take over.

EMBRACE YOUR CONSCIOUS MIND!

When you begin to set your goals and plan the actions needed towards achieving them, ensure that they are YOUR goals, and that you are not holding back or leaving any rock unturned because you are fearful, not confident or don't know where to start. Remain conscious throughout this journey and you will be assured of making choices based on what will serve you, grow you and make for a fulfilling experience.

Time for a little REFLECTION!

Review the last 3-6 months and what you have achieved within this time; let's not forget the more challenging times also, they are equally as important.

start

Use these questions to guide you:

1. What are your most proudest achievements over the last 3 - 6 months? When you write these try and note down where you were, how you felt, what you did and who you were with.

2. What were your biggest challenges over the last 3 - 6 months? What did you learn from these times? Challenge > Learned.

3. If there were a newspaper headline describing this past 3-6 months for you, what would it say?

4. What are 3 areas that you feel like you've grown in within this time? Have you strengthened your ability to communicate, present or maybe embraced a new skill all together.

5. What are the 3 areas that you believe improvement is still required in, or that you could've done differently? Base this on the last 3-6 months only, not what you believe you may need in the future.

6. What new and inspiring people did you meet in the last 3-6 months? Who do you want to get closer with in the next 3- 6 months?

AREAS OF ACTION

1. List the core areas of your life where you want to get results. For example: Mindset, Health, Relationships, Financial, Business. The more creative you can get with your naming, the more committed you'll be. Continued Learning > Expand the Mind. Anything goes!

Don't list any more than 7 (ideally fewer). The point here is to nail the areas in your life that matter, have fun with it.

2. Now drill down with your core areas, be as specific as you can be with what your wanting to achieve. For example: I want to increase my opportunities for learning > I am going to allocate a specific amount of time to learn more about how to effectively use automation for my business to improve productivity.

HABITS & RESOLUTIONS

Before we start identifying the goals and visions we want to set, it's always good to start with general themes of improvement or the change you want to work on. We see these as positive habits or resolutions that you want to instigate. 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 include: being early, scheduling less, simplifying / decluttering, single-tasking or getting more sleep.

It's best to focus on no more than 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 > a natural behaviour. The good news is that for the super ambitious, this still allows for 12 new habits a year!

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

SETTING CORE GOALS

Now it's time to THINK BIG. These goals don't have to be massive, but remember goals are something to aim towards, set too low and yes you are assured of hitting them, but there's no fulfillment in this. A CHALLENGE MAKES FOR MORE FUN! The most crucial thing to consider when setting these are that your goals have meaning to you 'PURPOSE' and something that allows you to aim above your P.B (personal best). It's not necessary to pick something for every single category, but we encourage you to do so or you risk sacrificing parts of your life that matter. Refelct back of your responses in Phases 2. Approach this in a holistic manner - balance is key.

List 1-3 goals per Area of Attention:

GET SPECIFIC

Define what you really want. Goals 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 exactly what you want. If you want to write a book, then how many words a day can you commit to?

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:

Quantifiable Outcome & Specifics:

GET LEVERAGE

Find the purpose and the compelling and emotional reason 'Why' you need to implement these goals? The purpose is the shift that will allow you to make change. If your purpose is greater than yourself, than your more likely to achieve it. Such as someone who wants to improve their health, their purpose is to become healthier in order to improve not only their life, but so they can be more active and engaged with their loved ones. Your why is the motivator, it will keep you moving forward. Leverage can come from one of two places. You can focus on the wonderful things you'll experience if you complete your goal (i.e. happiness, personal freedom, finding fulfillment in your relationships). Or you can focus on the less enjoyable things that might happen if you don't (i.e. loneliness, poor health, bankruptcy). Positive or negative, discover what will make it an absolute must to accomplish your goal.

What relentless reason can you find for making your goal a must?

List one WHY for each goal.

Goal:

Leverage—Your massive reason why:

BREAK IT DOWN

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 to 5 Steps. Then create 3 to 5 littler steps for each one. You may need more or fewer steps depending on the size of your goal. Feel it out. Also, think about who can help you make each goal a reality. No one does anything on their own. Behind every success is a support team that makes it possible. For each of your goals, list one person who could help you achieve it. Ideally they have experience and expertise on the topic. This could be someone close to you, a colleague, friend or someone you've never met who you'd love to get assistance from.

List your goals, the step & little steps needed to obtain it, and someone that can help you accomplish it. Write as much or little as necessary per goal, but try to get at least a couple points listed for both.

Goal:
Step:
Little Step:
Assistance needed by:

MAKE THEM VISUAL & A PRIORITY

Everything we do takes up energy and physical time in our lives. Without putting things on a calendar and giving it a priority, it's easy to plan way too much and become overwhelmed, often more than not resulting in achieving nothing!

Now look at the goals and habits you've created. Begin to place each into various months. Be conscious of your life. If you know you'll 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.

Write your goal / habit, the outcome and the months you would like to work on these ending in the month you would like to see the result in. Once you have completed this go back and prioritise each.

Goals, Habits:

Outcome by Month:

Level of Priority:

January

February

March

April

May

June

July

August

September

October

November

December

Remember: There are times when the enevitable occurs, so it's important to allow your goals to slide without feeling like you have failed. Make notes when these times occur and rescedule with if any lessons learned along the way.

FIND YOUR ANCHOR

Get Accountable. We tend to keep to our word much better with others than we do with ourselves. Select at least four people close to you to tell your goals to (These people may be a part of your purpose). They'll be your accountability anchors. Walk them through your process and explain why it's so important to you. Sometimes it might feel awkward to ask for this type of help, but remember if you don't ask, you walk a lonely path. There's always your Social Media Community too. Making your goal public knowledge can also help, if you choose to do this though, just remember that you need to be confident within to answer the questions if you divert.

List your anchors and how they will keep you accountable:

Anchor:

How:

CHECK IN

Remember the 4 Success Laws we speak about in our programs; to make achievement or a habit we need to ensure these goals align with our values, be confident towards our abilities; and be persistent and consistent with courage and action. To see progress, you must keep your plans front and centre of mind. Create a routine that allows you to review your goals and actions needed on a weekly basis. This will keep you moving forward with momentum.

By checking in regularly also assists in any shifts that we may need to make consciously. If a certain action isn't getting you closer to your goal, then perhaps the action needs to be changed, or if you are in front of schedule then you can plan more time for other areas that perhaps are taking a little longer.

Write down when you will review your goals on a routine basis and how.

Day of Week: _____ Time of Day: _____

DO IT NOW.

Procrastination is never far... so the best way to beat it is to act immediately. Whilst your in planning mode, think of your goals and the small steps and select two that you can action right now! Thats right, NOW! It could be an email, or entering your latest contacts. Whatever the task may be, appreciate the opportunity to jump in right now and do it!

What actions did you take? Did you find it difficult to get started on the action? Describe your sense of achievement.

Awesome work! You have completed the first process of achieving your goals & vision. Always keep in mind that there is no quick fix, magic formula or wand for that matter in achieving anything... success comes from consciously guiding your energy, knowledge and actions.

And make no mistake, effort is required at all times. 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 extraordinary life and an ordinary one.

HAPPY TRAVELS

LIVE**YOUR**GREATNESS

ONE LIFE. ONE WORLD. MAKE IT EXTRAORDINARY.

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