

# 2014 GOAL-SETTING WORKBOOK

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## Reflect on Your Victories from 2013

What three goals from 2013 make you the most proud? Give yourself credit for your hard work over the past year. List these three goals in Chart 1, under the column titled “Greatest Goals Accomplished in 2013”.

Now that you have listed your greatest victories from 2013, identify what led to the attainment of those goals. Who helped you attain your goals? What specific strategies led to your success? Did you leverage technology to attain your goals? List these observations in Chart 1, under “Keys to Success”.

### Example 1

	Greatest Goals Accomplished in 2013	Keys to Success
1.	<i>Became a better cook</i>	<i>Read books: borrowed 2 books from the library and cooked 20 of the recipes</i>
2.	<i>Read a 1,000 page book</i>	<i>Maintained discipline: read 30 minutes every day until I finished</i>
3.	<i>Started to learn Chinese</i>	<i>Leveraged technology: used the Internet to find free online tutorials and audio files</i>

### Chart 1

	Greatest Goals Accomplished in 2013	Keys to Success
1.		
2.		
3.		

## Identify Your Goals for 2014

What 10 goals did you accomplish in 2010, in 2005 and in 2000? Unless you wrote your goals down, it's unlikely you remember. If your goals are not in writing they may be forgotten.

By writing your goals on paper they can easily be tracked for a year, decade, or a lifetime. As the Chinese proverb states "*The palest ink is better than the best memory*". Therefore, it's best to put your goals in writing (or saved as a digital document). Get into the habit of writing your goals.

Identify your top goal for 2014, and list it under the column titled "Goal Name" in Chart 2.

### Example 2

<b>Goal Name</b>	<b>Plan</b> (List 3 key actions necessary to attaining the goal)	<b>Start &amp; Completion Date:</b>
<input checked="" type="checkbox"/> <p><b>1. Run a mile under 7 minutes</b> (Check the box once the goal is completed)</p>	<p><b>1. Use a stopwatch to time how fast I can run a mile today</b></p> <p><b>2. Run 1 mile 3 times per week for the next 30 days</b></p> <p><b>3. Set new record time within 1 month</b></p>	<p><b>Start: Jan. 1, 2014</b></p> <p><b>Finish: Feb. 1, 2014</b></p>

### Chart 2

<b>Goal Name</b>	<b>Plan</b>	<b>Start &amp; Completion Date</b>
<input type="checkbox"/> <p><b>1.</b></p>	<p><b>1.</b></p> <p><b>2.</b></p> <p><b>3.</b></p>	<p><b>Start:</b></p> <p><b>Finish:</b></p>

## Design Your Plan

In Chart 2, you identified your top goal for 2014. Now you need to design a plan for attaining that goal. Some goals may be easy to plan – like running a mile in under 7 minutes. But other more complicated goals will require that you conduct research as part of your plan. When you are unsure how to attain a big goal, your plan should start with research and break the goals into smaller pieces. For example, if your goal is to become a movie producer, you could research Steven Spielberg on the Internet. You could read his life story, watch interviews of him, see his films and read books about him. After researching your role model, then you can better be able to design your plan.

### Example 3

<i>Goal Name</i>	<i>Plan</i>	<i>Start &amp; Completion Date:</i>
<input type="checkbox"/> <p><i>1. Learn how Stephen Spielberg became a successful movie producer</i></p>	<p><i>1. Research Stephen Spielberg on the Internet</i>  <i>2. Read a library book about Stephen Spielberg</i>  <i>3. After researching Stephen Spielberg, develop my plan for becoming a movie producer</i></p>	<p><b>Start:</b> Jan. 1, 2014   <b>Finish:</b> Feb. 1, 2014</p>

Now complete the “Plan” column in Chart 2.

## Due Dates

When setting goals it’s important to set deadlines to prevent procrastination. Setting deadlines will encourage you to take action. A deadline like “in 30 days” or “in 1 month” is too vague. A month later how will you know that the deadline has passed? Therefore, the “Start & Completion Date” of your goals should include the month, day, and year. Return to Chart 2 above and enter the deadlines under the “Start & Completion” date column.

## The Power of Questions

If you are asked “What are your top goals for 2014?”, you might not have many goals. The question is too vague. To help your mind focus, ask yourself many specific questions. Consider these:

- What are your 2014 health goals?
- What are your 2014 physical fitness goals?
- What are your 2014 academic/professional goals?
- Where do you want to be in 10 years?
- How can you get closer to your 10 year goal in 2014?
- Who do you most admire?
- How can you emulate your role model in 2014?
- What family goals do you have in 2014?
- How can you make the world a better place in 2014?

Questions like the ones above, will stimulate new ideas. Use the space below to create a list of 10 questions to generate ideas for goals.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## Your Goals Portfolio

You have reflected on your past victories and recognized your keys to success. You have learned to identify new goals, create plans for their attainment, to set deadlines, and use questions to generate new ideas. Now use the following pages to list all your goals for 2014. Set some goals that are easy to attain and others that are challenging. List goals for different categories of life, such as your: health, family, career, education, finances, hobbies, and benevolent interests. Set some goals which can be accomplished within 2014 and other goals which may take a decade or a lifetime to accomplish.

Once you complete the following pages, post them where they can be seen every day (like above your desk or on your bedroom wall). Update the sheets as you get closer to attaining your goals. Proudly check-off goals when they are attained. Attach additional sheets of paper as needed. Most importantly, keep these sheets for your records. Then, next New Year's Day you'll know how which goals you attained!

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## PERSONAL GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	3	1. 2. 3.	Start:  Finish:

## HEALTH GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	3.	1. 2. 3.	Start:  Finish:

## FAMILY GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	3.	1. 2. 3.	Start:  Finish:

## CAREER GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	3.	1. 2. 3.	Start:  Finish:

## EDUCATIONAL GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	3.	1. 2. 3.	Start:  Finish:

## FINANCIAL GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	3.	1. 2. 3.	Start:  Finish:



## RECREATIONAL GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	3.	1. 2. 3.	Start:  Finish:

## BENEVOLENT GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	3.	1. 2. 3.	Start:  Finish:

## GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	3.	1. 2. 3.	Start:  Finish:

## GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	3.	1. 2. 3.	Start:  Finish:

## GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	3.	1. 2. 3.	Start:  Finish:

## GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start:  Finish:
<input type="checkbox"/>	3.	1. 2. 3.	Start:  Finish:

