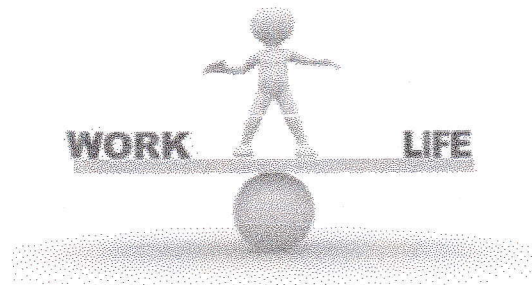


Goals Focus Plan



© Can Stock Photo



© Can Stock Photo - csp19377172

PERSONAL GOALS PLANNING - INTRODUCTION

PURPOSE OF GOALS PLANNING BINDER

Day to day tasks and happenings can get in our way of truly doing what we want to do.....the important things to us. By using this binder we can organize our thoughts and plans. This is YOUR binder, YOUR goals, YOUR plan. Share if you want to or keep it private, it is YOUR choice. Every person uses very little of the brain. By writing goals and plans down on paper we help use more of our own brain power. Make this a fun process by including pictures – draw or cut and paste/tape pictures.....this is YOUR BINDER, make it what YOU want it to be. Have fun!

MOTIVATIONAL INFORMATION

& PLEASE READ SHORT ARTICLES AT THE END OF BINDER

I CAN BE and I CAN DO

- I can be anything I set my mind to be
- I can do anything I set my mind to do
- I am special
- I matter
- I can have anything I set my mind to work for

SUCCESS COMES WITH HARD WORK, SOME FAILURES AND PERSISTENCE

Abraham Lincoln ran in 3 elections and failed before becoming President
Babe Ruth holds the batting score record BUT also holds the strike out record

THE POWER OF WRITTEN GOALS

Everyone uses very little of their brain. Even the people with a high IQ, even doctors, scientists and astronauts. When we write our goal down more of our brain works in the background to help us to work through the roadblocks, our brain looks for solutions and helps us to achieve our goal.

Our goals are our personal goals, we do not have to share them with anyone.

A Goal has a Target Date, list of Roadblocks, Solutions, the Personal Reward we have determined means something to us, an Affirmation – which is our way of saying “YES” to our self to give us the permission to achieve this goal, we can include a picture or a drawing of our goal because we believe what we see and a progress report section we can complete but never have to share with anyone.

REWARD SYSTEM

By using a simple reward to motivate you it is easier to get those tasks you may not like to do done, faster. Decide what your reward will be, set a time limit to get the task done so you get to the best part, the reward. It works.

PEOPLE SKILLS TOOLS

Before you begin the short term and long term goals section, here are some easy people building skills tools. We and others can play a key roll in how we proceed with our goals and plans.

IDEAS FOR GREAT CONVERSATION

- Each shares *what 2 good things happened today*
- Each also shares *what 1 good deed did you do*

GREAT COMMUNICATION TOOL – HAVE GROUP MEETINGS (Family or Friends or Both)

- Each member can talk about an issue they want discussed
- Negotiate and compromise is the key
- Suggest solutions (not blame or complaints)

TEAM WORK & TEAM BUILDING EXERCISE ALL THE GOOD THINGS

Write each persons name down, leave a space between each name, then write the nicest thing you can say about each of the people on your list.

You do not have to sign your name. Ask one person to read the list of the nice things others said about each.

This is a fun exercise for Families, Friends or Co-Workers to do.

NEVER ASSUME

A wise person ASKS questions and never assumes. Ask for help. Ask “who do you know”. When you are ready to talk about your goals many people will be willing to help you, even in the smallest way. Everyone wants to help you succeed, just give them a chance to help by asking questions and/or ask for their help.

SHORT TERM GOALS SECTIONS

SHORT TASKS TO DO

(Some items may be part of a Long Term Goal)

SHORT TERM SECTIONS

Making Me The Best I Can Be

My Health

Friends and Family

The World Around Me

My Education

My Entertainment

How I Can Make My World A Better Place This Week

LONG TERM GOALS

LONG TERM SECTIONS

Making Me The Best I Can Be

My Health

Friends and Family

The World Around Me

My Education

My Career

My Home

My Travels

My Entertainment

How I Will Make My World A Better Place

GOALS YOU HAVE COMPLETED

Include each goal completed, no matter how small the goal is and no matter how fast you completed a goal. Build up your list of WINS and SUCCESSES.

BIRTHDAY TREATS FREE

Many companies have special birthday gifts, free. Here are a few websites where you can sign up to receive birthday gift coupons by email. With some companies you will receive a coupon for a free gift or food just for signing up and again on your birthday.

Free Birthday Meals: <http://freebirthdaymeals.org>

<https://www.bradsdeals.com/blog/free-birthday-meals>

TICKLER QUESTIONS FOR EACH GOALS SECTION

(These questions are just suggestions to help you think about your Goals)

MAKING ME THE BEST I CAN BE

Do I feel sorry for myself. If so, what can I do about that?

Do I try my hardest at everything I do

When I receive money how do I save some for myself instead of spending it all

MY HEALTH

Do I feel rested when I wake up

Am I careful to eat very little junk food

Do I exercise (walking, sports, floor exercises, biking)

Do I spend too much time watching TV or playing video games

Do I brush my teeth carefully at least once a day

FRIENDS & FAMILY

Can I act differently with my Family

How can I show my Family I care

How can I show my Friends I care

Do I forgive

Can I try to understand my Parents better

How can I understand my brothers, sisters, aunts, uncles better

Do I accept the authority of my Parents

What can I do to help solve small family problems

Do I help with chores around the house

What chores could I help with

How can I help my Family team

How can I help my Friends

Do I try to make others happy (rather than upset & miserable)

Do I try to make new friends

Do I admit when I am wrong and ask for forgiveness

Who can I reach out to in order to be their friend
Do I care too much about what others think about me
What kind of person do I want others to see me as
Do I try to make others feel good about themselves
Do I try to help others
What can I do to make others **want** to be around me
Do I share with others

THE WORLD AROUND ME

Is there someone worse off than me
Am I polite to strangers
Do I protect our environment (trees, plants, streams, lakes)
Do I drop garbage on the sidewalk or in the park
Is there a neighbor I could help

MY EDUCATION

Am I trying my best in school
Do I treat my Teachers with respect
Do I get along with other Students and treat them with respect
Do others treat me with respect? How can I help others to treat me with respect
Do I study enough
Do I use the library to read more about what we are studying
When I need help do I reach out and ask for help
What are my favorite subjects.
How can I share my skills and interests with others in my school
What are my least favorite subjects
Who in my school is really good in those subjects
Have I asked what scholarships are available to help with my education after
high school (there are many many)
How many different careers do most people have in a life time?
What do I want to do after I earn my high school certificate and graduate
What do I want to study at college for my first career choice
How will my education help me to live the lifestyle I want

MY CAREER

Most people have 2 or 3 different careers in a lifetime, what will be my 1st
Do I want to work with people or machines or both
Who do I know who works in my favorite career already
How can I find someone who works in my favorite career so I can learn

MY HOME

What does my dream home look like
How much land do I want
What do I want in my home
Do I want space for family and friends to visit
Do I want pets
What atmosphere do I want in my home

MY TRAVELS

Where do I want to travel to
Where can I volunteer and travel
What career will let me travel
How can I learn about the places I want to travel to
How can I find someone who has travelled to those places

MY ENTERTAINMENT

Do I spend enough time outside playing
Do I relax enough
Do I spend too much time inside
Do I spend too much time watching TV
Do I play when I should be studying or working
Do I sit and watch others play sports when I could be playing sports myself
Do I try to prove that I am better than others
Do I play well as a team member
What entertainment can I do to learn from
Do I enjoy time with myself just thinking and dreaming

HOW I WILL MAKE MY WORLD A BETTER PLACE

How can I protect our trees (which give us 20% of our oxygen)
How can I protect our oceans (which give us 80% of our oxygen, food,
medicine and jobs)
How can I reduce the waste of good drinking water
How can I help others close to home
How can I help those who are sick
How can I help those who have less than me

MY PERSONAL LONG TERM GOAL SHEET
FOR THE SECTION

GOAL:

TARGET DATE: I will reach my goal on or before

ROADBLOCKS:

SOLUTIONS:

MY PERSONAL REWARDS:

AFFIRMATION – Saying Yes To Myself.

(These statements will help me think and believe in my success)

I BELIEVE WHAT I SEE

(Draw a picture or glue a photo or magazine photo of my goal)

MY PROGRESS REPORT

MY PERSONAL LONG TERM GOAL SHEET
FOR THE SECTION

GOAL:

TARGET DATE: I will reach my goal on or before

ROADBLOCKS:

SOLUTIONS:

MY PERSONAL REWARDS:

AFFIRMATION – Saying Yes To Myself.
(These statements will help me think and believe in my success)

I BELIEVE WHAT I SEE
(Draw a picture or glue a photo or magazine photo of my goal)

MY PROGRESS REPORT

Biography of Author: Debbie White

Debbie is a retired entrepreneur, author of 6 books, 10 years media experience (TV host, radio host, newspaper weekly column) during and coupled with 5 decades of business/accounting/public speaking career spanning the world she has volunteered all of her life (her parents said "age 2" she demanded to be included). Convinced that planning helps personally, in business and the important world of volunteering she has devoted her time to helping others overcome obstacles, some based on fear. She is a life long environmentalist who spent 20 years in accounting, 30 years completing contracts related to business seminars & workshops and assisting Grads to launch careers she has given speeches on 3 continents despite her fear of public speaking, founded a MADD chapter, co-founded a Civitan service club, co-founded an SPCA chapter. She is a very proud Mother.

TRUE STORIES FROM DEBBIE WHITE

Welcome to my world....I have overcome many fears in order to have FUN.

PUBLIC SPEAKING

Fearful of public speaking I managed to graduate without overcoming my fear of public speaking or doing any speech. I was a quiet ok student. TV was easy to host in a studio with chosen guests and only one camera operator, a Director who stayed in the control room out of sight. All was well in my world until someone in my circle of business organizations assumed anyone who hosted a TV show must be able to pull off a great public speaking appearance with ease and not only volunteered me for 2 hours of speaking at a full day conference of international business peers but forgot to tell me and went to print/ mailing – this is where I read the conference details. Facing huge international embarrassment if I canceled I had but one choice overcome my fear of public speaking. And did.....no tapes exist of that speech. We all have fears which stop us. I was 30 years old before that dreadful 2 hour speaking engagement landed on me....the rest is history now. I learned and got better, making people laugh, helping each to learn and share, I had FUN. Giving speeches/workshops became an instrument in my business and volunteer world....I have very fond memories after that first terrifying speech was out of the way. Thanks to many others I have never stopped learning.

HORSES:

At age ten I was terrified when I sat on a small pony even though two tall adults held me and the pony. We lived in a small town so our dog, figure skating eight

times a week and hiking in the hills kept me happy. When my sister, 8 years younger, expressed interest in riding a pony I volunteered to bike with her to the same farm 2 miles outside of town. She loved the pony. In summer I took her to ride the pony, in winter we figure skated. It worked. My world was perfect. Colleen was excellent at both riding the pony and figure skating. Colleen did a duet on the ice at age 2. There was no room for a pony in our back yard. Once she was in high school Colleen helped me teach Figure Skating on outdoor rinks to children who could not afford lessons. We made sure our Figure Skaters had a Carnival to show case their skills. She helped me prepare the young skaters for their national badge testing.

Then I married and had children and gained wonderful nieces. All of a sudden there were 4 horse crazy girls and no figure skaters to be found in my family I was the doting Mom and Aunt making sure each got to lessons at farms outside the city. When we moved to the country there was no place nearby to take horse crazy girls riding. Oh Oh. I could see where I was heading. Time for me to get horse back riding lessons... walk the talk or move us back to the city. Long story short, 1 year later I purchased a 24 acre horse farm and 3 years later I ended up buying a 100 acre safe horse back riding farm. Horses, Holly Hen (boss of all 1,500 lb horses), ducks, more dogs, cats were added. Our veterinarian and horse shoe expert couldn't believe that not only did I overcome my fear of horses and rode full size horses, I talked with each animal. To save time I spoke in paragraphs not single words to each and every animal. Faster and peaceful. The animals did what I asked. I think they knew who paid for their food. My Children, Family & Friends hosted FUN horse shows complete with a recognized Judge and Ribbons for each rider. We raised \$1,000 for the local Food Bank at each show. Like raising animal crazy children the whole experience was a lot of team work for ALL OF US..... BUT THE BEST FUN EVER !!! Tired teens have no energy to get into trouble and only attract animal and sports minded friends. I miss the summer weekends feeding 6 to 14 teens all dedicated to the animals they bonded with, respectful of both the animals and nature.

CLIMBING UP THE GREAT WALL IN CHINA WENT WELL.... until....

As a child jumping in figure skating was all I could focus on. However in the summer time like most others in our small town we climbed anything we could find. I was great at going up trees, hills, rocks and the occasional so called "cliff". I always had a back up plan. The others went up and down an even scarier route. I am known for climbing up ladders and having trouble almost always to climb down. It makes no sense. I always had plan B to Z as a child.

When I traveled to Beijing in China I knew it was expected I would travel to the Great Wall, a world marvel. To the surprise of my translator I asked her to make sure there was time for me to climb the steps of the Great Wall not just look and take pictures. This terrific young lady had come to North America to study, met my children, believed them. "No way will she climb the Great Wall" is what they told her.

Liang had to learn I can go up but coming down will be a major problem. Once in China I had lots of time to ask "how in the world will I get down?". She knew me better than I had first thought. Her reply in the gracious Chinese way "don't worry, many can go up but then cannot come down". I asked, "so what then". Liang assured me "I will make sure the staff understand who you are and they will help you". I was with her.... no one famous... friends. How is that going to help I wondered. China has many white visitors.

Being certain wearing pants under a skirt was acceptable I looked forward to the Great Wall. No picture prepares you for the height and wonder. At 5 feet 5 inches I sprinted up the the long steps of the Great Wall, way ahead of the 6 foot 6 inch professor I traveled with. I stopped along the way to gaze at the distance in awe. Liang stayed at the bottom.

Once at the top I sat down and could have stayed forever admiring the view, the wonder of the construction. The problem came when I stood up preparing to leave for the casual walk down the steps of the highest part of the Great Wall.

There is nothing to hold onto. The wall is 1484 feet/452 meters above Beijing. Nothing in between top to bottom on either side in the section I climbed...the tallest longest section at the Visitor location.

My legs shook, I was scared. Now what? I sat down and went down all of the steps on my behind. Thankfully the pants I had worn under my longer style skirt saved me some dignity. Not much BUT...

The staff said in perfect English "Liang said to tell you it happens to everyone" as they smiled graciously.

Bless her heart...I didn't believe it happens to everyone BUT so long as it happens to some.

The Great Wall of China is described as one of the most impressive architectural feats in history. Words escape me to add to the wonder I saw.

SPEAKING FRENCH & OTHER LANGUAGES FOR THE 1st TIME

Like people in Quebec, other languages are taught as one subject and we don't get much time to practice. In Quebec they learn English in school but are also shy to try to speak it. In the USA Spanish is taught in school but many are too shy to try to speak Spanish outside of the classroom.

Growing up in a small Northern Ontario town my first experience with French class was in Grade 9 yet one year later we moved to the huge city of Ottawa in Southern Ontario where French had been a subject in the classroom since Grade 1. I was terrified to speak a word of French for the remainder of my high school years. Traveling to Montreal and Quebec City as a young adult with totally bilingual Francophones I was sure one of them would speak on my behalf. They had planned to leave me to my own devices, reminding that Quebecers would help me. I was shy but Quebec residents helped me. I returned from the trip with a new confidence. Years later when I moved to Quebec I was determined to practice speaking French. As soon as I spoke in French I gave Quebec residents confidence to speak in English, some of whom had never tried to speak English outside of their classroom. My ear became so tuned to listening to French around me and on the radio and TV that I was able to follow along in meetings of volunteers working as hard as I was to achieve success whether it was to get more snowsuits for children, more skates, much needed food for the Food Bank, food for the School Breakfast Program or ensure the ice rink boards were in good shape for the children. At every meeting it would be announced that the meeting would be in English so I could follow along however every time I spoke up and said "No please conduct the meeting in French. Please, I have the agenda in both languages, if I loose you I will raise my hand or ask Line beside me". From casual conversations I had watched my bilingual friends switch back and forth between English and French each time one of them used a word in the other language. They were not aware they were switching languages. To conduct the formal meetings in English was a kind offer but I knew the second one of them used a French word they would all switch to French. I never missed a thing at the meetings. My input was in French peppered with English words as needed. I grew so much in my limited language skills that I was able to do the same with Spanish when I traveled on business to Mexico City and Montevideo Uruguay. My Spanish speaking hosts offered to make all meetings in English. Again I said "No please conduct the meeting in Spanish. Please, I have the agenda in both languages, if I loose you I will raise my hand or ask Maria beside me". With a Mandarin translation book in my hand constantly I did try speaking Mandarin in China, much to the delight of both my translator, a longtime friend, and my hosts.