

PLAN TO SUCCEED

Workbook

12-Weeks to Achieve Any Goal

Denise Hill

Plan to Succeed

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“Start where you are. Use what you have. Do what you can.”
—*Arthur Ashe*

Introduction

I am excited that you decided to take a step toward achieving a personal goal. Maybe your goal is to write a book. Or, you may have a goal to drop 20 pounds of excess weight. Perhaps your desire is to start a business. It could be that you just want to hit the reset button on your life and start up a path of purpose and happiness. Whatever your end goal, with this workbook you have taken the first step toward completion.

Do not view this beginning as miniscule. No matter how small the number one is, it is the most important number out of the millions of steps you will count throughout this journey. The ancient Chinese philosopher, Laozi, said, “The journey of a thousand miles begins with a single step.” Your goal has no chance of being attained without the decision to start the process.

Hockey giant, Wayne Gretsky, said, “You miss 100% of the shots you don’t take.” Your decision to start, together with persistence, consistency, productive relationships, a positive mindset, and guidance from mentors or coaches like myself, will determine how different Week 1 is from Week 12.

This guide is broken into months, weeks, and days, so you can comfortably create clear, measureable, and attainable tasks. Each day you will need to ensure you have time to complete the page for that day. It is best if you afford yourself time in the morning so you can plan how and where to most effectively apply any action steps. To consider them at the end of the day will be counterproductive. However, I highly recommend time at the end of each day to set aside time to reflect on the tasks, lessons, and smaller goals of the day. That reflection will allow you to review what is working or not, identify any unproductive traits (procrastination, poor time management, disorganization, etc.), and determine how best to proceed with incomplete tasks while not compromising desired outcomes.

Throughout this guide you will work inductively, using smaller steps to build toward your larger goal. Before you can know which direction to proceed, you must first identify your destination. Take the time to answer each question following this introduction. Put thought into your responses. Keep in mind, the goal you state should, realistically, be able to be accomplished within these 12-weeks or at least the year. Graduating a four-year undergraduate program would not serve as a realistic goal to achieve within a year. However, addressing your procrastination and finishing a degree or certification program where you only have a few courses remaining, for example, is a realistic and attainable goal capable of being broken into smaller, measurable steps.

Another thing to consider; only you know your family and employment responsibilities, as well as any other commitments that may pull at your time and energy. Do not state a goal that will require more than the remaining time you have left out of 24 hours after you have fulfilled all of your current obligations. In short, do not set yourself up for failure. On the flip side, do not underestimate yourself either. If you find yourself sitting with extra time on your hands to chill or watch reality television often, you are either not working hard enough on completing the steps necessary to achieve your goal, or you made your goal too small.

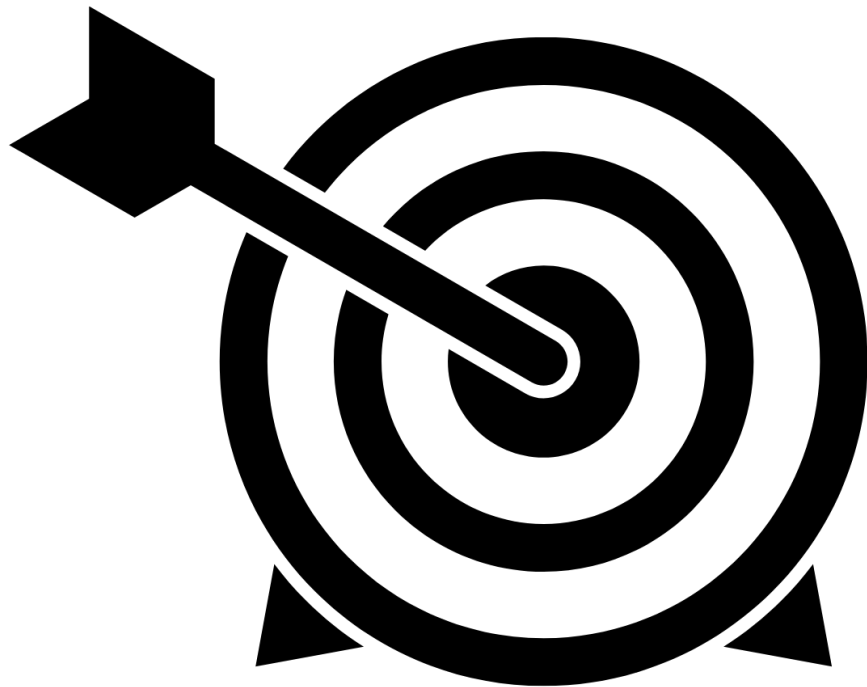
Use this workbook to help you create your personal roadmap to success that will continue to serve you. Have you ever been walking or driving with someone, and you were so deeply consumed by intense conversation that nothing else mattered but the words you shared? After some point you look up and ask yourself, “Where are we? How did we get here?” There are many reflective questions I will bombard you with. The goal is simply to get you into the habit of taking moments to pause and review the steps you have walked so far. At the end of this process, you need to stop the grinding and hustling long enough to ask yourself, “How did I get here?”

‘Here’ may very well be a great place. It may be the completion of your stated goal. If so, you will need this map so you can find your way to success again. If you end in a place that is not so great, you still need this map so you know what turns and side streets to avoid in the future. If you are someone who has a heart for mentoring and helping those who walk the trail you blazed, your map will be so much more important for future generations. Use this workbook to take the time and chart your steps.

Date when your first week began and when your twelfth week concluded. If life interrupted things, as it often does, your 12-weeks may have turned into 36 or 52. That is okay. That is part of the journey. There are valuable lessons in those hiccups as well. Feel free to make as many copies of the blank pages as you need, or contact me to receive more. Just know, this is only a start. You are not finished until you have reached or surpassed your ultimate goal to creating the life you want.

Let’s start.

Set Your Goal



In no more than one simple sentence, what is the goal you want to accomplish by the end of this process? This may be personal, professional, physical, financial...you just need 1 realistic and attainable goal.

Who is your support or team members who will help you move toward success? _____

What daily affirmation will you say to keep you focused on the manifestation and success of your goal? I will/am _____.

What are at least 6 steps you will need to take to reach your stated goal? They do not need to be in order at this point. Just brainstorm and start writing. You will use these to guide your tasks and actions.

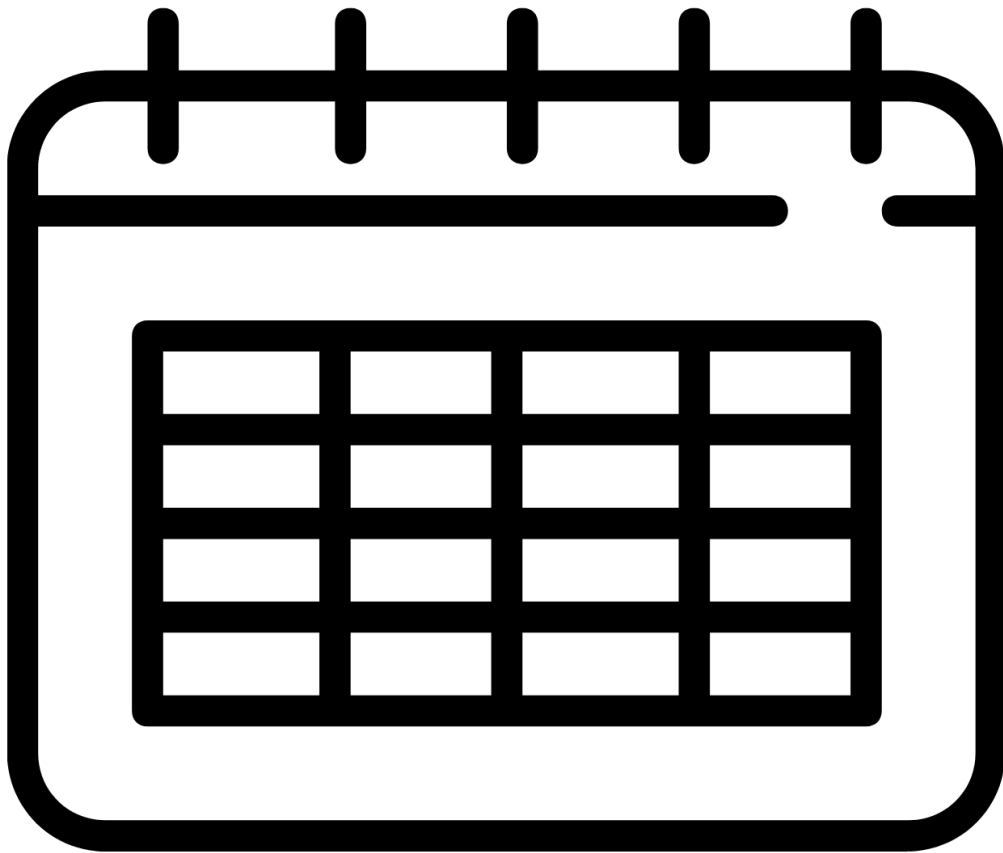
- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

What are the resources you have to help you achieve this goal (fiscal, personnel, skills, etc.)?

What barriers or challenges do you foresee facing that will challenge your success?

What will you need to eliminate to ensure your success? Consider bad habits, toxic people, extra activities or commitments that do not contribute toward your goal. _____

MONTH 1



A key component to your successfully achieving your goal over the next 12-weeks, will be your ability to be consistent and dedicated toward completing smaller weekly actions and daily tasks.

In one simple sentence, what do you want to achieve over the next 4-weeks toward your overall goal? _____

How does this goal relate to your larger goal? _____

Why is this month’s goal your first step toward achieving your larger goal? Is it part of a process where this is your first step? Is it just the first thing you thought of? Is it the only step in a series that you know how to execute? This first month is important to laying the foundation for your overall success. If you are making moves out of haste, fear, or lack of education, you are likely setting yourself up to waste time and momentum. If you can identify your motives early, you will be able to address and correct them sooner than later. While you are considering this first step, consider relevance and motivation in all your tasks and steps throughout your journey. Once again, why is this month’s goal your first step toward achieving your larger goal?

What benchmarks do you need to see at the end of these 4-weeks to know you are on the right path toward success? Be as descriptive and vivid as possible.

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MONTH 1 REFLECTION

What did you accomplish this month toward your overall goal? _____

What did you plan to accomplish, but did not? Why? _____

What were your successes during this 4-week period? _____

How did you celebrate them? _____

What were some of your challenges? _____

How did you overcome them? _____

Were there any barriers to your success that continue to have you stuck? If so, what were they?

What is your plan for breaking through them? _____

Who/what do you need to help? _____

What did this first month reveal to you about yourself, your discipline, your work ethic, those who said they support you, etc.? _____

Do you feel your overall goal is still attainable? _____

What will you do differently these next 4 weeks? _____

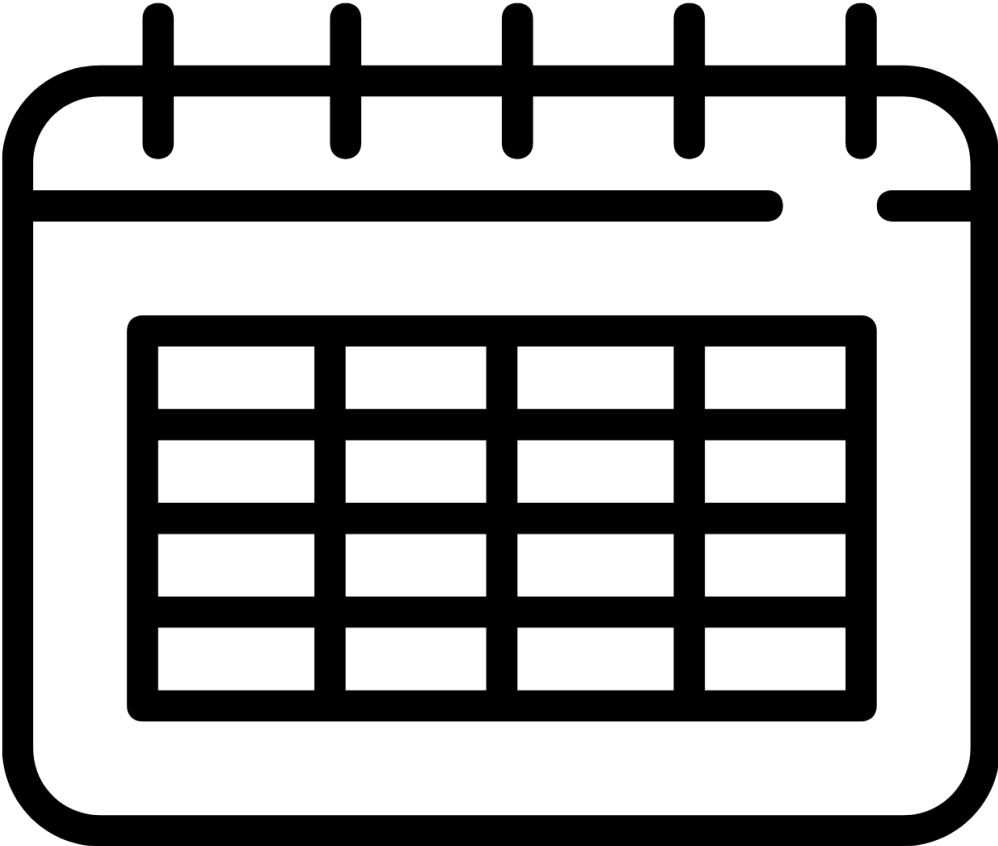
What worked that you will continue to implement? _____

Great Job!



Keep Going!

MONTH 2



MONTH 2

A key component to your successfully achieving your goal over the next 12-weeks, will be your ability to be consistent and dedicated toward completing smaller weekly actions and daily tasks.

In one simple sentence, what do you want to achieve over the next 4-weeks toward your overall goal? _____

How does this goal relate to your larger goal? _____

Why is this month’s goal your first step toward achieving your larger goal? Is it part of a process where this is your first step? Is it just the first thing you thought of? Is it the only step in a series that you know how to execute? This first month is important to laying the foundation for your overall success. If you are making moves out of haste, fear, or lack of education, you are likely setting yourself up to waste time and momentum. If you can identify your motives early, you will be able to address and correct them sooner than later. While you are considering this first step, consider relevance and motivation in all your tasks and steps throughout your journey. Once again, why is this month’s goal your first step toward achieving your larger goal?

What benchmarks do you need to see at the end of these 4-weeks to know you are on the right path toward success? Be as descriptive and vivid as possible.

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MONTH 2 REFLECTION

What did you accomplish this month toward your overall goal? _____

What did you plan to accomplish, but did not? Why? _____

What were your successes during this 4-week period? _____

How did you celebrate them? _____

What were some of your challenges? _____

How did you overcome them? _____

Were there any barriers to your success that continue to have you stuck? If so, what were they?

What is your plan for breaking through them? _____

Who/what do you need to help? _____

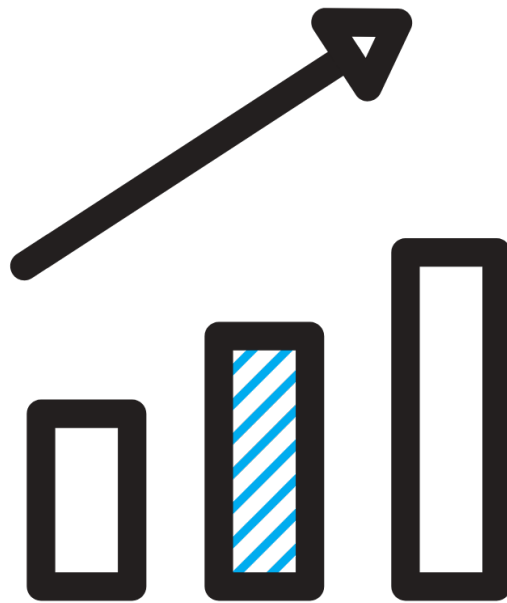
What did this first month reveal to you about yourself, your discipline, your work ethic, those who said they support you, etc.? _____

Do you feel your overall goal is still attainable? _____

What will you do differently these next 4 weeks? _____

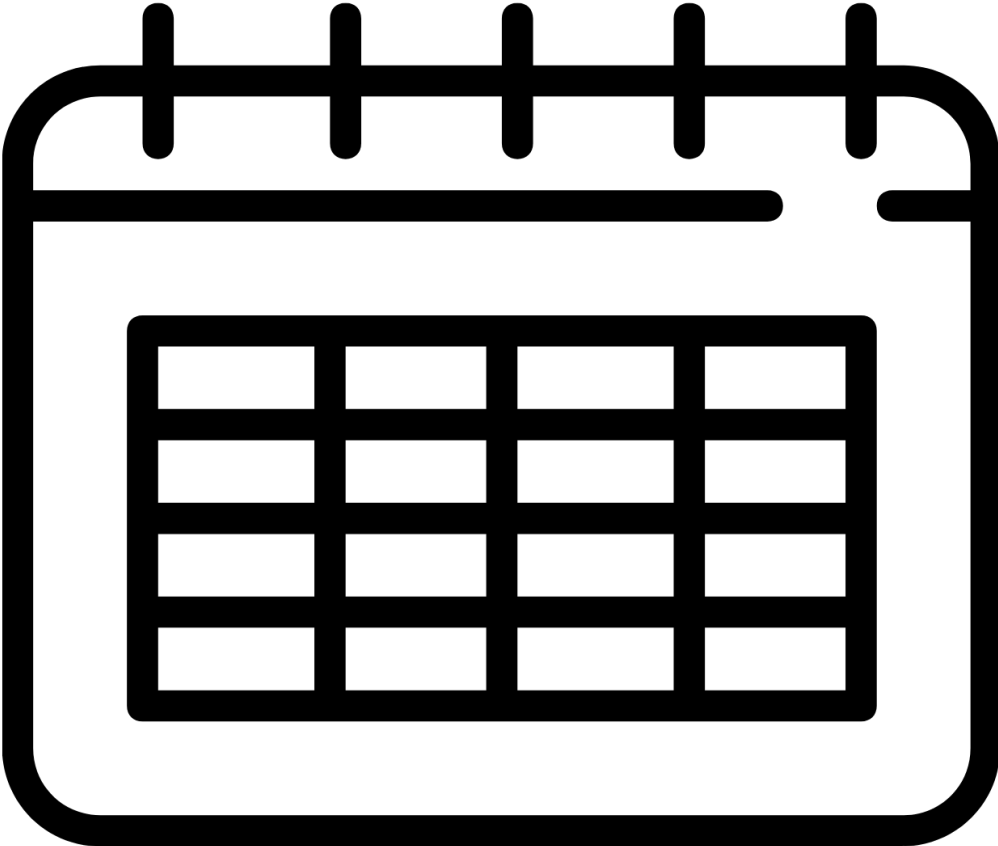
What worked that you will continue to implement? _____

Great Progress!



Don't Stop Now!

MONTH 3



MONTH 3

A key component to your successfully achieving your goal over the next 12-weeks, will be your ability to be consistent and dedicated toward completing smaller weekly actions and daily tasks.

In one simple sentence, what do you want to achieve over the next 4-weeks toward your overall goal? _____

How does this goal relate to your larger goal? _____

Why is this month’s goal your first step toward achieving your larger goal? Is it part of a process where this is your first step? Is it just the first thing you thought of? Is it the only step in a series that you know how to execute? This first month is important to laying the foundation for your overall success. If you are making moves out of haste, fear, or lack of education, you are likely setting yourself up to waste time and momentum. If you can identify your motives early, you will be able to address and correct them sooner than later. While you are considering this first step, consider relevance and motivation in all your tasks and steps throughout your journey. Once again, why is this month’s goal your first step toward achieving your larger goal?

What benchmarks do you need to see at the end of these 4-weeks to know you are on the right path toward success? Be as descriptive and vivid as possible.

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MONTH 3 REFLECTION

What did you accomplish this month toward your overall goal? _____

What did you plan to accomplish, but did not? Why? _____

What were your successes during this 4-week period? _____

How did you celebrate them? _____

What were some of your challenges? _____

How did you overcome them? _____

Were there any barriers to your success that continue to have you stuck? If so, what were they?

What is your plan for breaking through them? _____

Who/what do you need to help? _____

What did this first month reveal to you about yourself, your discipline, your work ethic, those who said they support you, etc.? _____

Do you feel your overall goal is still attainable? _____

What will you do differently these next 4 weeks? _____

What worked that you will continue to implement? _____

You Did It!



12-WEEK REVIEW

Take the time to reflect on the last 12-weeks. Reflect on every emotional twist and turn, every financial challenge and victory, and every additional part of this complicated process. It is important to have an ongoing and honest personal reflection. It is so easy for us to get caught up in the grind of just ‘making it happen’ that we don’t learn the lessons, see any warning signs, or take the time to celebrate and enjoy the journey toward reaching that place we have dreamed of for so long.

These pit stops along the way are so important to your ability to stay on track. They allow you to focus and refocus where necessary. You are able to see what is working, and continue it. Likewise, you are able to see what is not working, and adjust. If you continue as is, and do not reflect on the state of your progress, you may keep working on something that is not working, and not give more attention to what is. Next thing you know, valuable time has passed that you cannot reclaim.

Take a few moments to look back on these last 12 weeks. It may have been a great start for you; a start that solidifies your resolve to passionately continue after your dreams and goals. This time may also have been a wake-up call. Perhaps you thought it would be easier than it has been or that you had more support and resources than you actually do. You need to be clear about what this process has been to ensures you continue down a productive and profitable path to success.

What was your greatest win this quarter? _____

What was your biggest disappointment? _____

What did you do to achieve that greatest win? What were some values you displayed or some good habits you practiced? _____

_____ This is what you need to replicate to continue to see positive results.

What lead up to your biggest disappointment so far? Was it fear? Did you procrastinate? Did you allow others to influence you? Were you undereducated about the process, product, or consumer? _____

_____ It is important that you identify these actions, behaviors, and beliefs, so not to continue to practice them. They don't work.

Did you have all the resources and personnel that you needed throughout this process? If not, what/who were you lacking? _____

If you had more than you needed, where could you scale back? _____

What/who do you feel you need that will move you closer to your goal? _____

Why? _____

Who was there, helping you to achieve those winning moments? _____

This is your team; your support system. Keep them close and keep them few. Too many, though well-meaning and supportive, may bring confusion to the mission and cloud your judgement.

Who was there during the disappointing times, without helpful suggestions or encouraging words? _____

These may be the toxic people you need to keep at a distance. Unfortunately, sometimes these types of people are our family members, spouses, or those closest to us. I am not suggesting you remove them from your life completely. I am suggesting that you are conscious of who to share your goals, dreams, and the details of both with. The right negative seed from the right person can grow and, within minutes, destroy everything you worked so hard and so long to build.

What barriers did you encounter during these 12-weeks that you feel you just cannot conquer?

Is your inability to push pass these obstacles permanent or temporary? For example, maybe your barrier is a certification that you need. Perhaps you cannot proceed in your given field without it, and perhaps that certification course is not offered again until next year. That is indeed a barrier to your progress. However, it is temporary. You will get a chance at it next year. If that year passes and, through your lack of action, that barrier becomes permanent, you have only yourself to hold accountable. Is it temporary or permanent? _____

Now that you have identified your barriers to success, integrate into your plan how you will overcome them. It may take many of these workbook exercises, but stay persistent. What can you do in the meantime? _____

_____ Focus on that.

During this quarter, there was a point where things made a turn for either the better or the worse. Perhaps it was a phone call from a new client that turned things in a positive direction. Maybe it was a sponsor who pulled out at the last minute causing you added and unexpected stress. What was a pivotal point during this process? _____

What was the result of that moment? How did it affect your goal? Your motivation? Your mindset? Your plan? _____

What worked that you will continue to implement? _____

What did not serve your goal? _____

The activities in this workbook and the reflective questions can be replicated in your effort to achieve any goal helping you create the life you want. Don't stop. You can achieve any goal. **-DH**

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Who is your support in achieving this task? _____

What do they contribute to the completion of this task? It is important that anyone you connect to your goal, is meeting a need and not depleting from you for their own gain.

Daily Reflection (Complete at the end of your day.)

Did you complete your Top 3 “To-Do’s” to complete your task? _____

If not, what were the barriers to your success? Be honest about what is holding up your progress. If it is you (bad habits, lack of motivation, etc.) revisit why you decided to chase this goal in the first place. If outer challenges caused you to miss the mark, what is your plan to overcome any issues? _____

Would you consider today successful? Why or why not? _____

What did working on this task reveal to you? Are there any adjustments you need to make to your goal, process, team, mindset, etc.? _____

Are there any incomplete or follow-up tasks? _____

How do you plan to integrate them into tomorrow’s tasks? _____

MONTH ___ – WEEK ___ – DAY ___

DATE ___ / ___ / ___

What targeted task do you need to complete today? _____

How does this task contribute to your overall goal? _____

The top 3 things you need to do to complete this task are:

1) _____

2) _____

3) _____

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