



2013 GOAL SETTING & ACTION WORKBOOK

A Part of *the* LIVE YOUR LEGEND
PASSIONATE WORK TOOLKIT

2013 GOAL SETTING & ACTION WORKBOOK

A SIMPLE PROCESS THAT WORKS!

CREATED BY

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COMPLETED BY: _____ DATE: _____

*This is a supplement to the post: [Simple Goal Setting That Gets Results: Make 2013 Epic](#)

**ABOUT THE AUTHOR
& LIVE YOUR LEGEND**

Hey Guys – Welcome to my absolute favorite time of the year!

For those of you new to our community, I'm the founder of Live Your Legend, a community and movement dedicated to changing the world by helping people find work that genuinely excites them – and build a career around making the impact only you can. The majority of the Live Your Legend tools and community resources are totally free to the public – this workbook is only one of the many tools in our Passionate Work Toolkit. Along the journey we've also created a career course, Live Off Your Passion, as well as How to Connect with Anyone, designed to help you build genuine connections with the people who can change everything.

I look forward to this being just the beginning. We're in your corner however you need us.

Here's to taking 2013 by storm!
~Scott & the Live Your Legend Team

GUIDANCE:

This was created to help you take action to make 2013 your best year yet. Use the following questions to get crystal clear on your vision, goals and the actions required to make them happen. The key is to keep it simple, actionable and exciting.

Clear your calendar, get out your journal and let's get to work. Be sure to print this out so you can put pen to paper. Then take it to a coffee shop or park, **WITHOUT** an Internet connection or a time limit, and let the awesomeness begin.

Every magnificent accomplishment, discovery or transformation started with the decision to make a change and the tiny steps to follow. Over time those will move mountains.

Let's get to it!

~Scott & the Live Your Legend Team

“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

STEP ONE

REFLECT! REVIEW WHAT MADE LAST YEAR
AWESOME (AND NOT SO AWESOME).

*“The more you praise and celebrate your life, the
more there is in life to celebrate.” ~ Oprah Winfrey*

Take stock of what you’ve accomplished and what you’re proud of. Also think through the low points of the year and what you don’t want to repeat.

Use the below questions to guide you:

1. What are you most proud of in the last year?

2. If there were a newspaper headline describing this past year for you, what would it say?

3. What unfinished business did you want to resolve before the year-end, and when will you do it? (Ex: lingering relationships, apologies, goals yet to achieve, etc.)

4. When were you most excited about life in this past year? What were you doing? Who were you with?

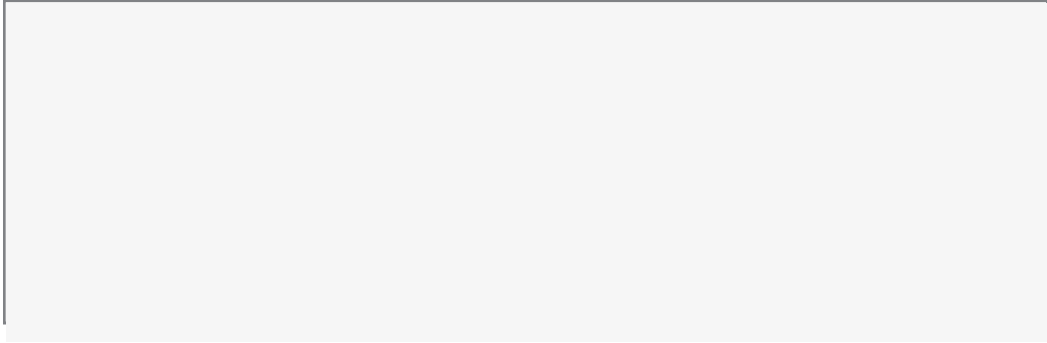
5. Looking back, what would you have done differently in 2012?

6. What new dream for yourself did you achieve?

7. Where did you let fear hold you back from a goal you had?

8. What was boring to you this year that you hope to change for next year?

9. What new and inspiring people did you meet in the last year? Who do you want to get closer with in the year to come? Remember, you are the average of the five people you spend most time with. Choose wisely!



STEP TWO

DEFINE YOUR AREAS OF ATTENTION

*“If you have built castles in the sky, let not your dreams go to waste.
Just build the foundations under them.” ~ Henry David Thoreau*

List the core areas of your life where you want to get results. Examples include: Health, Continued Learning, Helping Others, Marriage, Business. The more creative you can get with your naming, the more committed you’ll be (i.e. Expand the Mind instead of Continued Learning). Anything goes.

Don’t list any more than 8 (ideally fewer). The point here is to nail the areas in your life that matter and have fun with it.

Areas of Attention

1.
2.
3.
4.
5.
6.

7.

8.

STEP THREE

DEFINE RESOLUTIONS AND HABITS

We are what we repeatedly do. Excellence, then, is not an act, but a habit.” - Aristotle

Before we start thinking through our massive goals, it's good to start with general themes of improvement or change you want to work on. I see them as habits or resolutions. 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 I've focused on include: being early, scheduling less, slowing down, spending less time on email, simplifying/decluttering, singletasking or getting more sleep.

My friend Leo Babauta of ZenHabits.net has a really effective and simple approach to changing habits that I've also adopted - It's best to focus on a max of 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. The good news is that for the super ambitious, this still allows for 12 new habits a year! Although, I'd recommend fewer.

List up to 12 habits or resolutions you'd like to focus on for the New Year:

1.	2.	3.	4.	5.	6.
7.	8.	9.	10.	11.	12.

STEP FOUR

CREATE A CORE GOAL IN EACH AREA OF ATTENTION

“A goal is a dream with a deadline.” ~ Napoleon Hill

Now it's time to think big. These don't have to be massive, but that certainly makes it more fun. They just have to be meaningful to you. It's not necessary to pick something for every single category but I encourage you to do so or else we're at the risk of sacrificing parts of our life that matter. Balance is key.

List 1-3 goals per Area of Attention:

AA1.	AA2.	AA3.	AA4.
AA5.	AA6.	AA7.	AA8.

STEP FIVE**GET SPECIFIC!
DEFINE WHAT YOU REALLY WANT**

“Only those who will risk going too far can possibly find out how far one can go.” ~ T. S. Eliot

It’s not enough to say, “I want to be healthier” or “I want to make more money”. 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 what you want exactly. 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:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.

STEP SIX

GET LEVERAGE
FIND A COMPELLING AND EMOTIONAL REASON WHY

He who has a strong enough why can bear almost any how. ~ Friedrich Nietzsche

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 the love of your life). Or you can focus on the awful things that might happen if you don't (i.e. loneliness, a heart attack, or the death of a loved one). Positive or negative, discover what will make it an absolute must to accomplish your goal. It's like the father who couldn't quit smoking until his six-year-old daughter walked into his home office one morning and said "daddy, I don't want you to die before I'm 10." He never smoked again. That's leverage.

What massive reason can you find for making your goal a must? It could be fitting into your wedding dress or being sure you're alive to teach your grandson math. It's your call. Just be sure there is major emotion behind it.

List one WHY for each goal.

Goal:

Leverage—Your massive reason why:

1.	1.
2.	2.
3.	3.
4.	4.

- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

STEP SEVEN

FILL IN THE DETAILS - CREATE BABY STEPS

“Great things are not done by impulse, but by a series of small things brought together.” ~ Vincent Van Gogh

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.

1. Take each core goal and divide it into 3-5 Minor Steps. Then create 3-5 Baby Steps for each minor step. You may need more or fewer steps depending on the size of your goal. Feel it out.
2. 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 at least one name for each goal.

On the following pages name and list your goals, their Minor & Baby Steps, 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 minor and baby steps.

See example formatting listed in the first box.

<p><i>Goal <click to edit></i></p> <p><i>Minor Steps:</i></p> <ul style="list-style-type: none">••• <p><i>Baby Steps:</i></p> <ul style="list-style-type: none">••• <p><i>Who can help?</i></p>		

STEP EIGHT

GET THEM ON A CALENDAR

*Show me your calendar and I'll show you
your priorities. ~ Unknown*

Everything we do takes up physical time in our lives. Without putting things on the calendar, it's easy to plan way too much. Too much then leads to overwhelm, which leads to the opposite of progress. Not good.

Now look at the goals and habits/resolutions 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.

2013 Goals, Habits and Outcomes by Month:

January	February
March	April

May	June
July	August
September	October
November	December

STEP NINE

GET ACCOUNTABLE - TELL AT LEAST 4 PEOPLE ABOUT THEM

“Show me your friends and I will show you your future.” - Unknown

We tend to keep our word much better with others than with ourselves. Pick at least four people close to you to tell about your goals. They'll be your Accountability Allies. Walk them through your process. Explain why it's so deadly important to you and even give them a copy of your goals and plan (Just photocopy this when complete). Ask for their help.

Accountability Ally:	How they'll keep you accountable (weekly checkups, whip cracking, etc.):

Bonus Task: Better yet, head over to our [Live Your Legend Accountability & Action Group on Facebook](#) and openly declare your biggest goals to our community. Not only will it make you more accountable but I know there are also a ton of ways our talented members can help you be successful. Go get the word out!

STEP TEN

ROUTINELY REVIEW YOUR PROGRESS,
WEEKLY OR MONTHLY AT THE LEAST

Steady perseverance is taking small steps to get to your achievement and toward which effort is directed. As long as you make movement toward a goal, that's what matter most in life. ~ Kemmy Nola

To see massive progress you must keep your plans front of mind. Create a routine that allows you to review the above on a weekly basis. Anything more infrequent than weekly makes it too easy to keep the ideas and dreams just that - ideas and dreams. They become reality when we consistently address them and make small gradual progress. In a year that can become enormous.

1. Write down when you will review your goals on a routine basis:

Day of Week: _____ Time of Day: _____

2. Adopt a weekly planning process to ensure you continue to stay accountable and make progress. The good news is we already created this for you. ***Go download How Tony Robbins Plans His Week*** and get started!

STEP ELEVEN

DO SOMETHING NOW - NO MATTER HOW SMALL

Never leave the site of setting a goal without first taking some form of positive action toward its attainment.” - Tony Robbins

Never leave the site of a planning session without taking some action to get you closer to victory. It could be the tiniest thing in the world. Maybe send a short email or make a quick list. Pick something that only takes 5 minutes or less. And do it. Let the momentum build.

Pick one small task for your top few goals that you can do right now to get you closer.

- 1.
- 2.
- 3.
- 4.

Become Your Dreams - Just Add Hard Work

Congratulations! The fact that you've finished this process means you are nearly guaranteed to experience your dreams. As long as you do one thing...

Work.

Dreams don't become reality by dreaming. That is the very first and simplest step. The magic happens when a consistent process of dedicated action is applied to the things that matter most in your life. And make no mistake. Massive hard work is required.

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 a Legendary life and an ordinary one.

We have a lot more power than we often give ourselves credit for.

All we have to do is want it badly enough. That part is up to you.

Here's to a year of doing what actually matters – to you and to the world.
I'll see you out there!



Is one of your goals to quit your job, or better yet, find a career you love?

I think we can help.

It turns out 80% of people don't enjoy their work. So you're not alone, but it doesn't have to be that way.

The good news is that last year we created the *Live Off Your Passion career course* to help with that exact goal.

It's the first course of its kind to give you the exact repeatable process and proven framework for finding your passions, choosing the most lucrative option and building a career around doing work that genuinely excites you...



And after helping over a thousand people find and do work they love, the course was even voted *The Best Personal Development Product of 2011*. Perhaps it could help you too.

Here's to a new year of finding passion and building a career around it!

Click here to learn all about the Live Off Your Passion Course or pick up your own copy.

And one last thing – please help one person:

Do you know someone else who could use some help with goals this year? I created this as a free tool for all of you and I'd greatly appreciate you sharing it with those who need it. Please take two minutes to email this guide to one or two friends. Just a one line email with subject that says "You've gotta see this free goals workbook."

And if you're game, also share it on Twitter or Facebook. You can use the links on the *Download Page*.

Also, our community of world-changers at Live Your Legend loves to hear the experiences and successes of others – and to help in any way we can.

Be sure to share at least one of your big goals with our [Action & Accountability Group](#) on Facebook here.

Thanks so much for being a part of what we're building.

You guys are awesome!

- Scott & the Live Your Legend Team



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