

Setting and Exceeding Your Goals - Workbook



Presented by Rabbi Leib Irons
AJOP Convention, February 1, 2016

1. Changes occurring... (Industry/Business/Team/Self)

2. Challenges impacting me as the result of these changes.

3. What am I looking to accomplish over the next year?

4. What is my Current Reality in relationship to my goals?

5. What skills, attitudes, disciplines and habits would be important to me to develop over the next year to reach my goals and/or my organizations objectives?

The Straight A's Club

What do you love?

What are your passions in life?

I Love _____

I Love _____

I Love _____

I Love _____

I Love _____

I Love _____

I Love _____

I Love _____

I Love _____

I Love _____

I Love _____

I Love _____

I Love _____

I Love _____

I Love _____

I Love _____

- Now go back and prioritize your list by number.

“Find something you love to do and you will never work another day in your life.”

The Straight A's Club

What are your greatest successes to date and what are you most proud of?

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

I am proud of _____

What are your short term career goals?

What are your long term career goals? (Your future self: characteristics, purpose, environment i.e. people and places, people you'll impact most, core skills, seniority)

What are your personal goals (family, financial, physical, leisure, community, spiritual, and attitude)?

My Life Vision is to.....

My curiosities = what is worth spending time exploring in order to achieve my vision

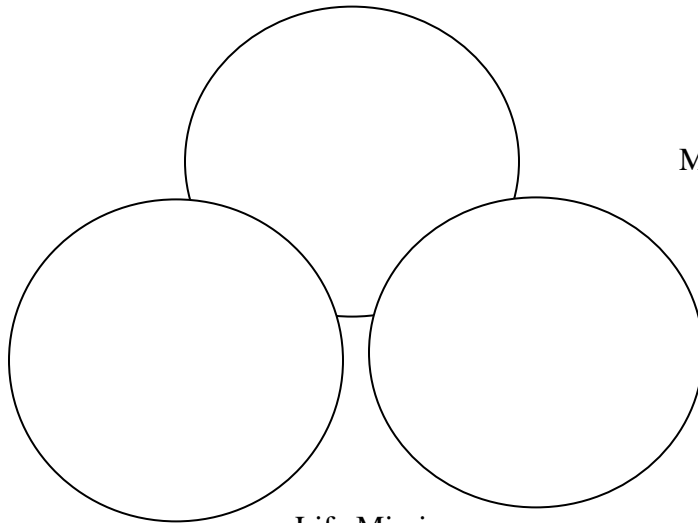
Long term: My retirement (write in the present as though you are retired)

Now:

Interests:

Key Skills

Motivators:



Life Mission

Guide to Building a Personal Mission Statement

- A focus guide for your life and your decisions
- Gives you a greater sense of purpose
- Helps you design your life, live a life on purpose
- A tuning fork; beacon for when you are lost
- The measure to look for is the impact you are having on your world
- Private expression; not public
- Make it enormous

Build it

1. Define your legacy.

- Identify up to seven key roles you play in your life (professional and personal)
- Identify a key person in your life regarding each role
- How would you want them to describe you or the influence you had on them in that role?

2. Identify Long-Term Goals

- In each role, what 2 or 3 things could you do to help make these tribute statements above come true?

3. Discover Yourself.

- I am my best when...worst when...
- Love list – what do you love?
- My natural talents/gifts are....
- With unlimited time and resources, I would choose to do....
- Life goals list – big, audacious goals!
- I want to be a person who....
- My most important future contribution to others would be...
- Things I've been meaning to do/really should do....

4. Reflect on those who have influenced you.

- Name five people in your life, historical figures, mentors, famous leaders, etc. and their admirable attributes.

5. Draft your Personal Mission Statement

- Get all random thoughts on paper for 10 minutes
- “I will...”, “I am the...who....”. “To...”

6. Reflect/Revisit/Revise it.

- You can also consider a structure, metaphor, or image to represent you Mission Statement

Also see <http://msb.franklincovey.com/>

Source: 7 Habits of Highly Effective People, S. Covey; *Coaches Training Institute*