

Toni Coleman Brown

*How to Reach Your*  
**PERSONAL**  
**BEST**   
*in life*

ACCOMPLISH YOUR GOALS AND  
LIVE YOUR DREAMS RIGHT NOW

## **Welcome**

Welcome to the “**How to Reach Your Personal Best in Life.**” This e-book is all about YOU and how you can obtain and accomplish everything that you want in life. I believe that all things are possible and with this e-book I set forth to show you just how to reach your full potential right now.

It all starts with being intentional. Once you become clear about what it is that you’re seeking to accomplish in life then you can begin to change your habits in a very intentional way to put you on the right track to reach your target.

Also when you become obedient to performing the right habits and you exercise self-discipline during the process, what begins to show up in your life are the very thing or things that you’ve been desiring all along.

When you put these two concepts together you get something called “*Intentional Obedience,*” which is a character trait that is necessary to move you towards becoming your personal best.

## **It All Starts In the Mind**

I was having a conversation with my girlfriend Julia and I told her that the reason we all need a mind, body and soul approach is because the three work in tandem. It appears that the body and soul are always in conflict. The soul wants to work for good, but the flesh is weak. But the mind controls the body and soul, which is probably why the Bible says, “As a man thinketh, so is he.”

Therefore all success starts first in the mind. Once your mind is made up, you can accomplish anything. It’s hard to resist the flesh because it’s forever present, but so is the soul. I guess at the end of the day it pays to nurture the soul and make peace with it because it is the one thing that lives forever. Your spirit and your essence is forever present even when you’re not around. And with that being said, let your mind take control and speak to your soul and your body to force it to do what YOU want it to do, so that you can have the outcomes that you’re looking for. And with that being said, let’s get started.

## **Getting Started**

On the next page I have a worksheet and it represents the beginning of your journey to a new you. It starts off by asking you to list your Top 3 Goals. The reason that we start off by focusing on only 3 goals is because if you try to work on too many goals at one time, then you will most likely get overwhelmed and quit before you have a chance to truly get started. Being overwhelmed causes analysis paralysis, which is why if you're anything like me, you can walk around your house or look on your computer and find a myriad of unfinished projects. Three goals at a time as a target is optimal. It's manageable and realistic.

So don't hesitate, move on to the next page and let's get started on the first exercise.



## Mastering the Art of Intentional Obedience

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### Top 3 Goals (List them):

My **Top 3 Goals** in Life/Business right now are:

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*“Motivation is what gets you started. Habits is what keeps you going” Jim Rohn*

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What daily **habits** can you intentionally introduce to help support you in achieving your goals? Also list those habits that might stop you.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

#### **Examples:**

- Exercise in the morning
- Drink 8 glasses of water each day
- Make 10 sales calls a day
- Make 10 follow up calls a day
- Read 15 minutes everyday

What daily habits will you be **intentionally obedient** in pursuing? And how does being obedient to these new habits serve you in life/business?

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## **It All Starts With Goals**

Whether you want to try to do something as simple as lose a few pounds, or something as complex as starting your own business, it is absolutely important to create and set goals, and then stick to them. Goals are what make us strive to become better and to continue to press onward so we can have the things we want or be the person we have always wanted to be.

By setting goals, we create a sort of “visual prize” for ourselves that helps us stay on track. Without having a goal in mind, the final result does not appear to be as clear. If we come up with some goals and then stick to meeting them, it’s amazing what we can achieve. There are many things you can do to help you reach your goals, and with some simple advice and a bit of hard work, your dreams no matter how big or small can come true.

## **Why Goals are Important?**

Goals are important because they help to give you clarity. For example, if you want to lose 50 pounds, setting small, incremental goals can encourage you and keep you moving in the right direction.

Once you reach your final goal, a true feeling of achievement takes hold and you gain courage to try something else. Perhaps it may also encourage you to do something bolder like going rock climbing or learning a new sport. Seek small wins, because small wins are wonderful stepping stones towards helping us reach that final outcome.

But with that being said goals also help you to become more accountable to yourself. If there is no accountability, there is no repercussion if you falter. Therefore with every goal there should be some rules or boundaries put in places to help you stick to it.

It’s often lots of fun to let others know about your goal and keep them informed of your progress. This way, someone else is aware of what you are working

toward and can help to encourage you. Goals are designed to help you be responsible for the mistakes you make, or for any learning curves you might experience along the way. It helps keep us focused.

No two people are alike, so it is no surprise that not everyone will attempt to reach the goals the same way. However, we can all utilize some simple techniques that will help us to get to the final goal easier. Like any task you face, a list is essential. Create a simple list of things you will need to accomplish before your goal can be reached.

Most goals are reached in steps, so write down all of the steps that will need to be accomplished in advance before the final goal is reached. You can also make a list of items you might need to buy, books you might need to read, or just little things you can do to prepare for the finalization of your goal ahead of time.

**Example:**

<b>List Your Specific Goal</b>	<b>List the Steps to Achieve Goal</b>
<b>e.g. Lose 10 lbs</b>	Exercise 3 times a week
	Lift Weights
	Do Not Eat After 7:00pm
	Eat Low Carb Meals
	Lift Weights
	Win Fitbit Challenges

Think about realistic goals versus unrealistic ones, and then only establish goals that you can feasibly conquer. For instance, if you want that dream car that costs \$50,000 and you know you can never afford it, it might be time to take a step back and re-evaluate your goal. Maybe the compact sedan for

\$15,000 is something you can actually afford to purchase and may be what you will really enjoy.

## **Set S.M.A.R.T.E.R. Goals**

Before you start going astray use the S.M.A.R.T.E.R. acronym as a tool to help you accomplish your goals. So let's break this acronym down.

### **(S)Specific**

Your goals should be as specific as possible. Therefore if you want to lose weight, you would not set a goal that states you want to lose weight because that's too vague. A specific goal would be to lose 25 pounds. Or if you have a goal to purchase a car. You would be better off stating exactly what car you want and what color you would like it to be and what price range. Be very specific. Most people don't have what they want because they're really not specific about what they want. It's just that simple.

### **(M)Meaningful and Measurable**

Your goals should be meaningful to you and you should be able to measure them. If you set a goal that doesn't mean anything to you then you will not be motivated to accomplish them. The goal also should be measurable because as you know what gets measured, gets done. Therefore, if you can't measure your goals, then you should think about stating it in a way that allows you to measure it. So if you want to lose 50lbs. Give it a date of completion, and set some milestones in between. This will keep you on track.

### **(A)Achievable**

Set your goals in a way that they're not out of reach. If they're too unrealistic then you won't be able to achieve them. Take some time to really think about which goals are "doable" and which ones might be beyond reach. Or, you can set a smaller, less lofty goal and then slowly work your

way towards your dream goal later. Often, the most essential part of reaching goals is the process and not the goal itself.

Make sure not to be too hard on yourself if you falter along the way to reaching your goal. Everyone makes mistakes, and this is how we learn. Without these little fumbles, we miss out on some very valuable lessons in life. Just pick yourself up, dust yourself off, and move forward. Keep in mind that each mistake you make should be a learning opportunity and just be sure not to repeat it in the future.

### **(R) Relevant**

Many people shoot themselves in the foot before they even get started by setting irrelevant goals. Set goals that are in alignment with your core values and with what you really want out of life. In other words, you should always keep the main thing, the main thing. People will always come into your life with a ton of proposals and possibilities, but if you say yes to all of them, then you will definitely end up all over the place and you will find yourself doing things that don't make sense.

### **(T) Time-bound or Timeframe**

Give all your goals a completion date. Trust me if you don't you probably will leave this earth without completing the goal. Remember when I discuss those unfinished projects? You do not want to leave behind a computer, house or garage filled with unfinished projects. Therefore set a date and give yourself an award for accomplishing the goal. For example, if your goal is to lose 50lbs by summer, why don't you reward yourself with a new wardrobe? There is nothing like a good incentive to keep you on track.

### **(E) Evaluate**

Establish reasonable checkpoints for yourself. Your checkpoints could be daily, weekly, monthly or quarterly. This way you can evaluate and determine if you're on track or not. Just like companies have monthly

reports, you should establish monthly reports for your life and your goals to make sure that you're being consistent and persistent. Remember earlier it was stated that what gets measured, gets done. Therefore, it's important for you to establish milestones and checkpoints.

## **(R) Readjust**

After you evaluate your goals, you may determine that some re-adjustments are necessary. I call it assess and adjust. The purpose of readjusting is to give yourself room for unexpected circumstances. Let's face it, life happens and therefore you don't want to beat yourself up over things you cannot control, therefore when life happens you want to make room for it. There are things in life that you cannot control, but you can always control how you respond. Making adjustments to your goals is your way of respecting the universe and understanding unforeseen events.

## **Making it happen**

The only way to make your goals happen is to get organized, and keep track of your progress. If you are quitting smoking, keep tabs on how many cigarettes you have NOT smoked in a day, week, etc. Tally up the money you've saved. If it's weight you are trying to lose, make a food diary and write down what you eat each day as well as your calorie and fat content, so you can more clearly see how everything is progressing.

A list written in your day planner, entered into a smartphone, logged online, or simply written on a notepad can really help you see where your progress is being made or what adjustments you should make. In addition, every small step or thing you complete gives you a feeling of accomplishment and satisfaction. This feeling only helps to encourage you to push forward and reach for the stars.

Depending on what your ultimate goal is, you might even want to recruit the help of a friend. Perhaps you and someone you know have a similar

goal in mind. It can be something as simple as getting more exercise, or something as lofty as starting your own business. If you have a support system, you are more likely to be successful.

Plus, your "goal buddy" might be able to offer some helpful advice and you can learn something from each other along the way. Having a true support system makes a huge difference between achieving your goal and just thinking about it. Additionally, having someone walk down the path with you can make it much more fun, and seem less like a task that you feel you HAVE to do.

Achieving your goals are related to your frame of mind. Your mind controls your thoughts and your thoughts control your actions. When you feel out of control you can try some meditation techniques to help you feel calm and more relaxed. Yoga, walking, relaxing music, and just plain old quiet time can do wonders for your psyche and can help you to stay focused.

Also, try to eliminate some of the more stressful aspects of your life. By doing this, you are allowing more room in your mind and more time on your hands to focus on the more important things. Do not let things upset you as easily as you once did. Instead, learn new coping skills so you can quickly solve problems and turn your attention back towards your goal.

Utilize the new technology that is available to you. You can use a myriad of goal setting and tracking software for everything from weight loss to business achievements. If you own a website, there are a great deal of web tracking software programs that will help you analyze your current sales and help you reach your goal. Make the Internet work for you by searching for goal related programs and websites that will be your ally throughout the process.

Think about things like time management, and how these programs can assist you with it. In fact, time management is another key part of

accomplishing a goal. By better being able to manage how you use your time, you can see where there might be room for improvement and then focus on how to gain more time to get what you want.

## **Change Your Habits**

The only way to truly accomplish a goal is to change your habits. Take all of your personal habits into consideration when you set a goal. For example, do you drink often or even in excess on the weekends? How is this getting in the way of your goal? Do you have a messy household that constantly needs cleaning? Come up with a list of personal habits that might be considered unhealthy or harmful, and think about how you can change these habits so that you feel more comfortable with your life. Eliminating negativity will do wonders for your life as well as your ability to reach your goals.

Eliminating bad habits is an absolute must when it comes down to achieving your goals. So which ones will you keep and which ones will you get rid of. Let's explore this concept.



Remember to be intentional and to be obedient. You must stay committed to stopping the bad habits and commit to sticking to the new habit. The key to achieving any goal is changing habits.

Also keep in mind that most successful people began their journey with some kind of goal in mind. No famous business owner, movie star, or sports hero began their journey expecting everything to simply fall into place the way they wanted it. Instead, most likely they decided what they wanted in advance, and then worked hard to get there. The same can be applied to us in our day to day journeys: if we want something big to happen, WE have to make it happen. This is where the role of setting and sticking to goal comes into play.

## **Sticking to the Goal**

While the tools you implement are designed to help get you heading in the right direction, the real key to achieving your goals is sticking with them. Many people establish loft goals for themselves, and then end up "falling off the wagon" or getting off track. It is essential that you stick with the goal in mind. Otherwise you will feel a significant sense of loss and possible failure. Many people tend to give up easily once they get off track. If you know how to stick to the goal initially, you will not encounter as many problems staying in line.

Think ahead. If you have a big vacation planned or there is a holiday coming, then think about how that time will affect your goal. If you expect a contract to run out or a larger bill during a certain part of the month to get in the way, prepare in advance. Always try to stay one step ahead of the game, that way you are not hit with any surprised you don't like or that will get in your way.

Consider what certain restaurants serve and look at the menu in advance before eating there if you have weight loss goals. These are just a few examples of how simple planning ahead can be a real lifesaver. A lot of times, people have difficult setbacks that can cause them to get distracted and derail them from accomplishing their goals. Seriously think about what causes you to have

problems on your way to achieving your goal. If you fail, don't just simply reserve yourself to keep going. Really, truly think about WHY you faltered and what caused it. What were the reasons behind the mistake?

By getting to the root of the problem, you can avoid it next time and just continue to move forward. Never beat yourself up too hard if you do make a mistake. Remember we are all human, and things will happen along the way that are either out of our control or that we must learn from. As long as every mistake is used as a lesson, we're really not losing out in the long run.

Often, setbacks can leave us feeling a bit deflated and discouraged. If this happens, look for new motivations or sources of inspiration.

Online chat and message boards with others who have similar goals are great places to go for moral support. They may also be able to suggest other tools for motivation and help you establish new ways of thinking.

Use your children and other loved ones as sources of motivation. Think about your goal and how it will have a positive effect on others, and not just yourself. Many people will attest that other important people in their life helped to inspire them to reach their goals.

Remember that change is not always a bad thing. While most people are typically resistant to change, you will find that you might need to adapt while you're on the way to your final goal. Adaptation is what helps us grow as human beings, and it inspires us to be the best person we can be.

Realizing that change is not always a bad thing can be instrumental in helping you get to that big goal. Do not be afraid to try something new or unusual in order to reach your goal. You just might surprise yourself in the long run and discover new ways of doing things. Often we are forced to deal with change when a situation arises that we are unhappy with. Instead of being negative or feeling defeated, use this as an opportunity.

Remind yourself every single day why you want to achieve this goal. Create daily reminders or just put something up at your desk or in your bedroom to help encourage and inspire you. You might even come up with your own

personalized slogan that will serve as encouragement. No matter what you choose to do, daily reminders are a great way to help you stick with everything. Create some kind of time frame for every little step you make. This way, you have a definitive moment when the goal will be achieved. Use a calendar or other method to track this progress daily until you hit the timeframe.

Be sure to take care of your overall health. Remember, if you get sick or feel sluggish, you will have a much more difficult time reaching any goal you set. Get a good night of sleep every night. This means a minimum of five hours, but preferably the standard eight hours per night. Sleep helps you stay focused and helps to prevent mood swings and other problems.

Eat a healthy balanced diet that incorporates whole grains, proteins, and fruits and veggies. Stay away from sugary junk foods that can cause you to reach highs and lows and then eventually crash. Limit alcohol and caffeine. By doing these simple things, you will feel better overall and be able to stay focused.

Determine what time of each day is best for you. In other words, do you find that you can focus on your goal at lunchtime during work? Or is right before bedtime when the kids are asleep a better option for you? Perhaps you are able to squeeze in that workout you've been planning in the early evenings while you work towards your weight loss goal. Determine what your daily schedule is and then pick the optimum time in between where you can really buckle down and work on your goal. Understanding optimum timeframes is a great way to get you on track by utilizing that time management tool (such as Insightly) effectively.

## **Improving Work Habits to Reach Your Best**

Planning daily might seem like a lot of work to do but in actual truth when it becomes a habit, it gets to be second nature. Studies show that it takes an average of twenty-one times for something to get to be a habit. When something does get to be a habit, it's much simpler to maintain than if it's new or from the beginning.

A lot of entrepreneurs, they put off their work duties or obligations for wide-ranging reasons. Doing this may cause unbelievable tension for the entrepreneur and cause them to handle or work in a crises mode.

Working in that way may produce additional issues that may become hard to solve or manage. There are errors made, uncompleted projects, missed goals, second-rate work quality and even second-rate business results.

If you begin your day with no action plan, you're damned from the start! You start off late and feel overpowered from the beginning. You then spend your day in a defensive and crisis mood.

So you must start each day with a plan.

## **Prioritize**

Setting priorities is a matter of deciding what is very important. In this case, "important" means significant to you. What activities and roles give your life meaning? These are the components of your life where you would like to succeed the most.

Not everything in your life can be a priority. Many important things will compete for attention over your lifetime, but there are not enough hours in anybody's lifetime to give attention to everything that could potentially be a priority. Determining your basic priorities is a key exercise in moving toward more efficient use of your time.

Your basic priorities provide a means for making time choices, helping you decide where it is important to invest yourself and where you are able to let go.

On a daily basis, you also have to learn to set task priorities. Prioritizing tasks includes two steps:

- Recognizing what needs to be done
- Deciding on the order in which to do the tasks.

You can use the time management quadrant below to determine what is urgent and important as a method to determine what needs to be done.



You also have to be able to separate out the tasks that require busywork that tends to eat away at your time. Many tasks that fill your day may not really need doing at all or could be done less frequently. Task prioritizing means working on the most significant tasks first regardless how tempted you are to less significant tasks out of the way.

Certain skills help in using time effectively. Most of these skills are mental. While it is not necessary to develop all of the skills, each contributes to your ability to direct time usage.

Time sense is the skill of estimating how long a task will take to accomplish. A good sense of time will help you be more realistic in planning your activities. It helps prevent the frustration of never having quite enough time to accomplish tasks.

To increase your time sense, begin by making mental notes of how long it actually takes to do certain routine tasks like getting ready in the morning, running a load of laundry or delivering your child across town to baseball practice.

Goal setting is the skill of deciding where you want to be at the end of a specific time. Goal setting gives direction to your morning, your day, your week and your lifetime. The exercise on deciding your lifetime priorities is a form of goal setting. Learn to write down your goals.

If you are like most people, goals are just wishes until you write them down. Keep your goals specific, as in "weed the flower beds in front of the house" rather than "work on the yard." Keep your goals realistic or you will continually be frustrated by a sense of failure.

Standard shifting is adjusting your standards as circumstances change. Your standards are what you use to judge whether something is good enough, clean enough, pretty enough, done well enough.

Perfectionists have very high, rigid standards, and they have trouble adjusting

to the changing demands or circumstances of their life.

Develop the ability to shift standards so you can be satisfied with less than perfect when your time demands are high, instead of feeling as if you are somehow falling short.

Time planning is outlining ahead of time the work you need to be done in a specific period. Sometimes time planning is as simple as writing out a "To Do" list to ease your mind from holding on to too much detail.

At particularly stressful times, the "To Do" list may expand to include a more specific calendar of when tasks will be done. While a detailed time schedule can be too confining to use all of the time, it is a good way to take the pressure off at exceptionally demanding times.

## **Procrastination**

Recognizing procrastination is a skill in itself because procrastinators can do an incredible job of hiding their procrastination from themselves.

Procrastination is needlessly postponing decisions or actions.

You might disguise the procrastination response with an excuse like waiting for inspiration, or needing a large block of time to concentrate with your full attention, or needing more information before tackling a project.

It takes skill to differentiate between procrastination excuses and legitimate reasons for delaying a decision or action. Without the ability to recognize when you are, procrastinating there is little chance of overcoming this immobilizing habit.

Continually check yourself to see that you're working on the most significant things. Helping your child talk through a problem, he/she is having or discussing the day's events with a spouse or friend may be more significant than getting the dishes done or a load of laundry completed. Do not think of priorities only as tasks that need doing. As you remind yourself to direct yourself to the most important tasks first, you will find yourself letting go of

tasks that really did not need to be done in the first place.

## **Set Boundaries**

Learn to say, NO. It is not that saying the word is so difficult. It's more the feeling of guilt that many women experience as soon as they use the word. Try centering on the significant things that will be done because you used that two-letter word to decline something which was not a part of your priorities. Considering your past week, what are some things you should have said "no" to?

## **Celebrate Wins**

Celebrate when a major task is completed or a major challenge is met. One of the problems with a hectic life is that you can be so busy that you fail to notice the completion of a major piece of work. You just move on to the next job without celebrating your previous success.

This failure leads to focusing on what is still left undone instead of enjoying what has already been accomplished. Set up a reward system for yourself that serves as both a motivator to get certain difficult tasks done and an acknowledgment that you are making effective use of your time. Be it a bubble bath, two chapters in your new book, or a phone call to a friend, acknowledge your accomplishment by rewarding yourself.

## **Finally!**

Here are 5 top tips to finally achieving your goal:

Tip 1 - Get clear. In setting an intention, you're making it clear to yourself and to other people exactly what you plan to do. Define the definition of what accomplishing your goal would be. For instance, you know you've reached your goal of improving your management skills when you consistently feel

more satisfied with your ability to deal with tough situations and motivate your staff. You may even get that promotion you have been after!

Tip 2 - Realize that an intention comes in several sizes and every large goal is filled with intentions big and small. With follow through, each intention will ultimately lead to success. For instance, if your resolution is to improve your management skills, your first intention may be to speak with your company to find out what skills and traits you may want to focus on.

Tip 3 - Do not let confusion overwhelm your intention. You may have lots of passion about your resolution, but passion without a plan is wasted energy and will eventually fizzle out. Setting an intention to take a step towards your goal each day will keep you on the right path and help to clear away confusion.

Tip 4 - Use your resources. Ask for what you want and need from other people. When you clearly state your intention and your request of other people, you have the opportunity to gain a partner and a cheering section. For instance, if you look up to somebody's management style, ask him or her for tips and possibly even support. Chances are they will be flattered and very willing to share advice.

Tip 5 - Be accountable. Choose your resolutions carefully by deciding what really interests you. You might ask somebody you trust to help keep you accountable. Nevertheless, nothing can take the place of honoring your intentions to yourself. You will be amazed at how your self-esteem and sense of accomplishment will increase when you achieve your goals.

## The System

This rest of this document contains an extensive monthly planning system that you can use to keep track of your yearly goals and break them down into monthly, weekly and daily trackable actions.

### Overview of This System:

The structure includes the following

1. Your overall Purpose-Vision-Legacy statement
  2. Your yearly goals and vision
  3. Your monthly goals and vision
  4. Your weekly goals and vision
  5. Your daily goals and vision
  6. A weekly recap
  7. A monthly recap
2. At the beginning of each month, print out all of the pages in this guide (minus this page).
  3. On the first day of each month fill in your Purpose-Vision-Legacy, Yearly Goals and Monthly goals templates as a reminder of your overall destination.
  4. Use the weekly planning templates to decide what you need to accomplish each week to move towards your monthly goals
  5. Use the daily planning templates to plan your daily actions so that you can successfully complete your weekly goals.
  6. At the end of each week, fill in your weekly recap to revisit lessons learned.
  7. At the end of each month, fill in your monthly recap to revisit lessons learned

NOTE 1: Your overall vision and your yearly goals are likely to change and adapt as you grow. That is why you want to review both of these items each month so you can adjust your overall plan of attack.

NOTE 2: By tracking and measuring your overall vision and reducing it to yearly, monthly, weekly and daily goals, you are giving yourself the absolute best opportunity for success in ANY/ALL objectives you set for yourself. Stick to this plan and be amazed at your progress in 1 year from now. Good Luck!

PURPOSE - VISION - LEGACY:

Use this page to write statements for yourself that help you clarify your purpose, passion and vision for your life. WHY are you setting the various goals you have in your life. WHAT is the true meaning behind your actions? Thinking about this daily will help you stay motivated and committed because you see the higher purpose behind all of your actions... especially when times get tough and you feel like quitting.

What is my personal mission statement? List one or more short phrases that help describe what you are trying to accomplish in your life...

Motivators and reasons WHY. Write down one or more short phrases that you can use to remind yourself WHY the above statements are your mission...

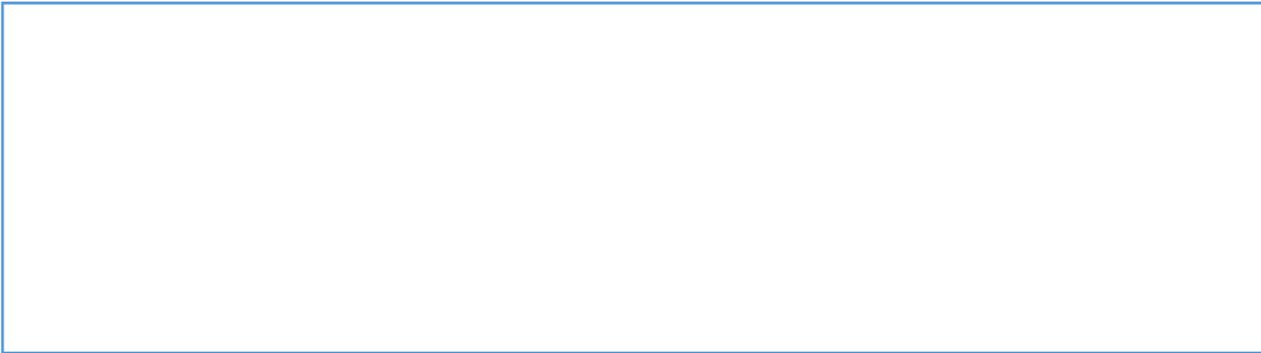
If I'm living up to my highest potential, other people would describe me as... (use this question as a daily check point to see if your actions are in line with what you want the answer to be here)

YEARLY GOALS AND VISION:

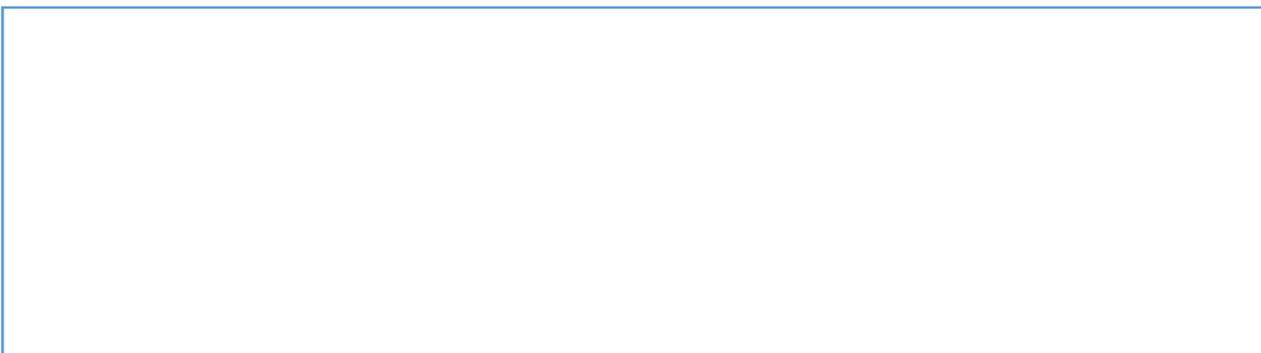
Use this page to write down your ideal vision of the next 12 months. If you get to the end of the next 12 months, what would you have needed to achieve in order to consider it an above average, highly successful year?

Financial goals - Think about total revenue, personal income, total value of assets, etc... (whatever makes sense for you):

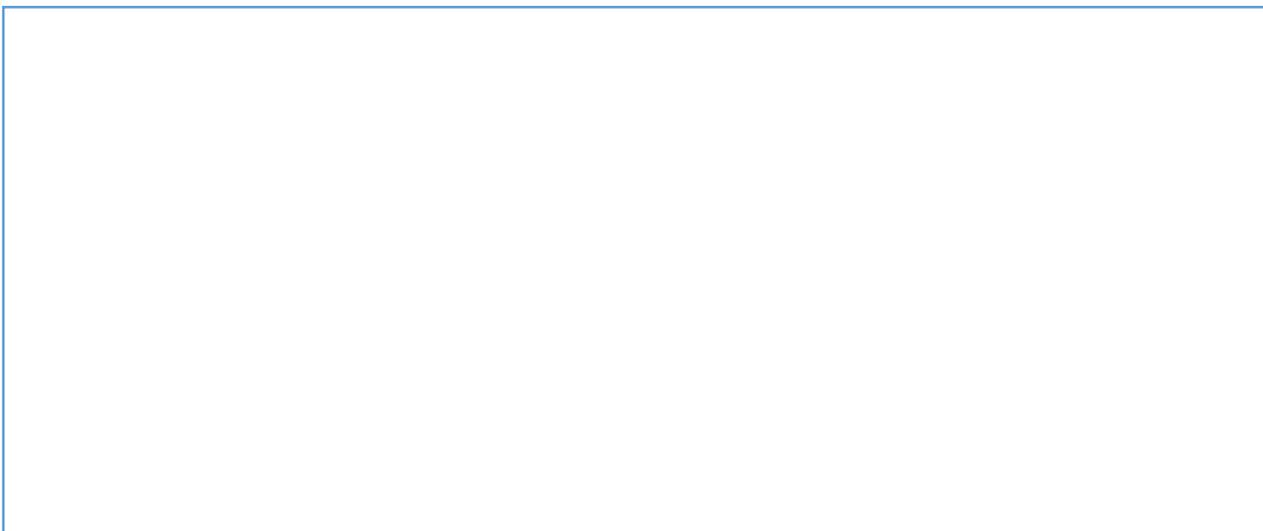
Health goals - Think about nutrition, energy levels, weight management, fitness levels, etc... (whatever makes sense for you):

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Family, Relationship goals - Think about relationships with spouse, family members, children, etc... ((whatever makes sense for you):

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Other goals - All other goals that don't fit the above 3 sections (whatever makes sense for you):

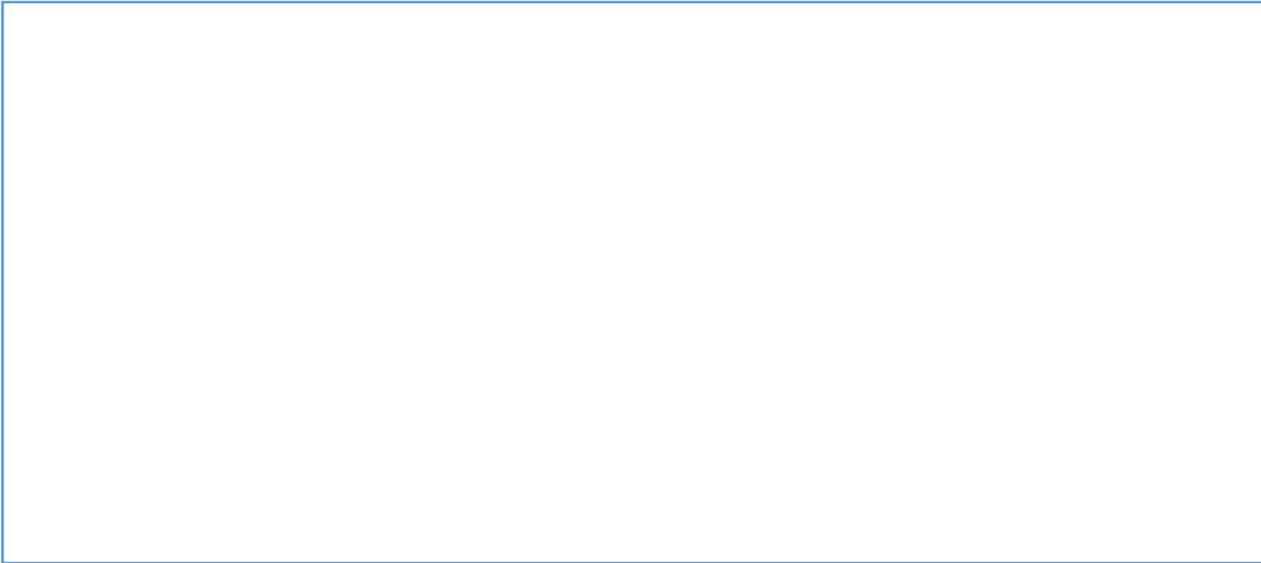
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MONTHLY GOALS AND VISION:

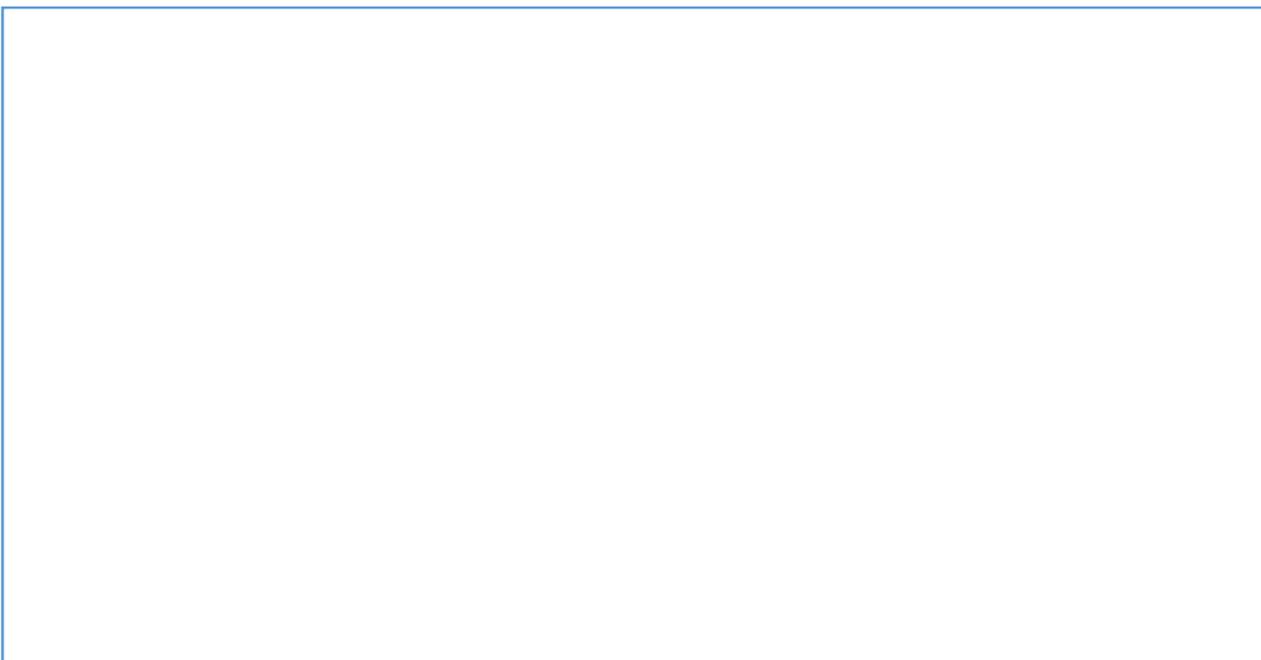
Use this page to write down your ideal outcomes for the next month. You have already set your sights on your yearly goals. Use the monthly plan to make sure you are doing what you need to do this month to make sure you are moving toward that yearly vision.

What are your major objectives for this month? List the projects you are working on what you need to achieve to advance or complete those projects.

Make a high level to-do list for the month. You know in advance that the to do list will likely change but go into this month with an idea of your overall plan. Start by listing all your major to-do's for this month...



Make a concrete list of priorities for the above list. List all of your to do's in order of importance (i.e. the highest priority item is the one that has the biggest impact on your yearly goals)

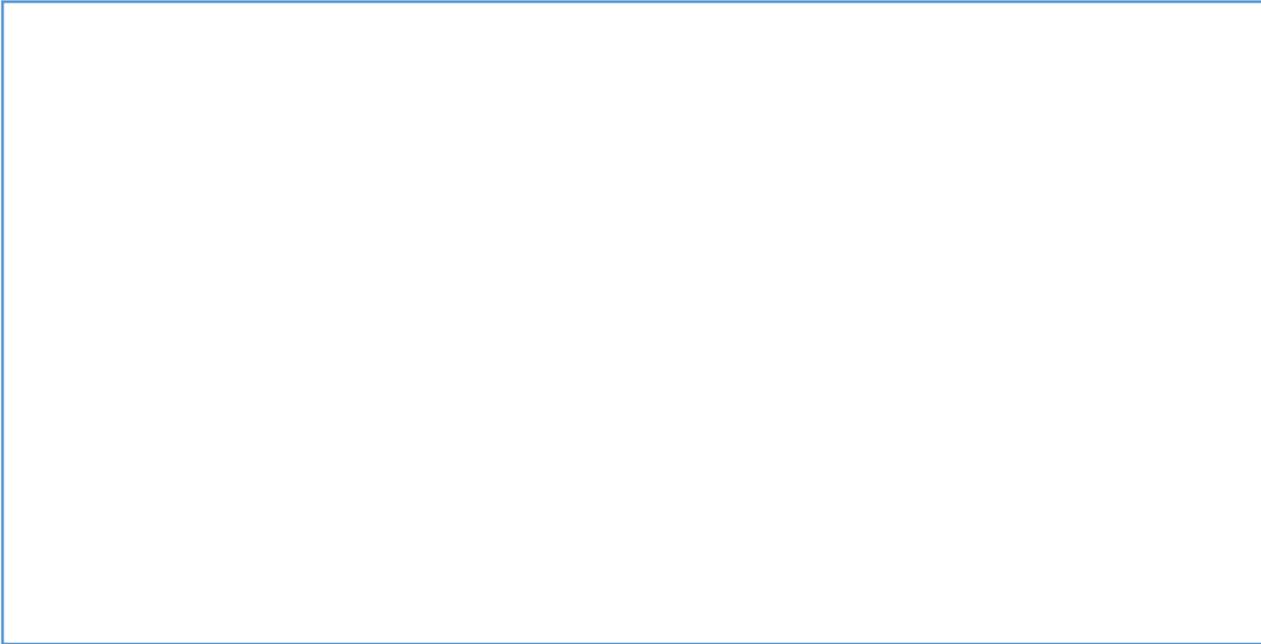


WEEKLY GOALS AND VISION:

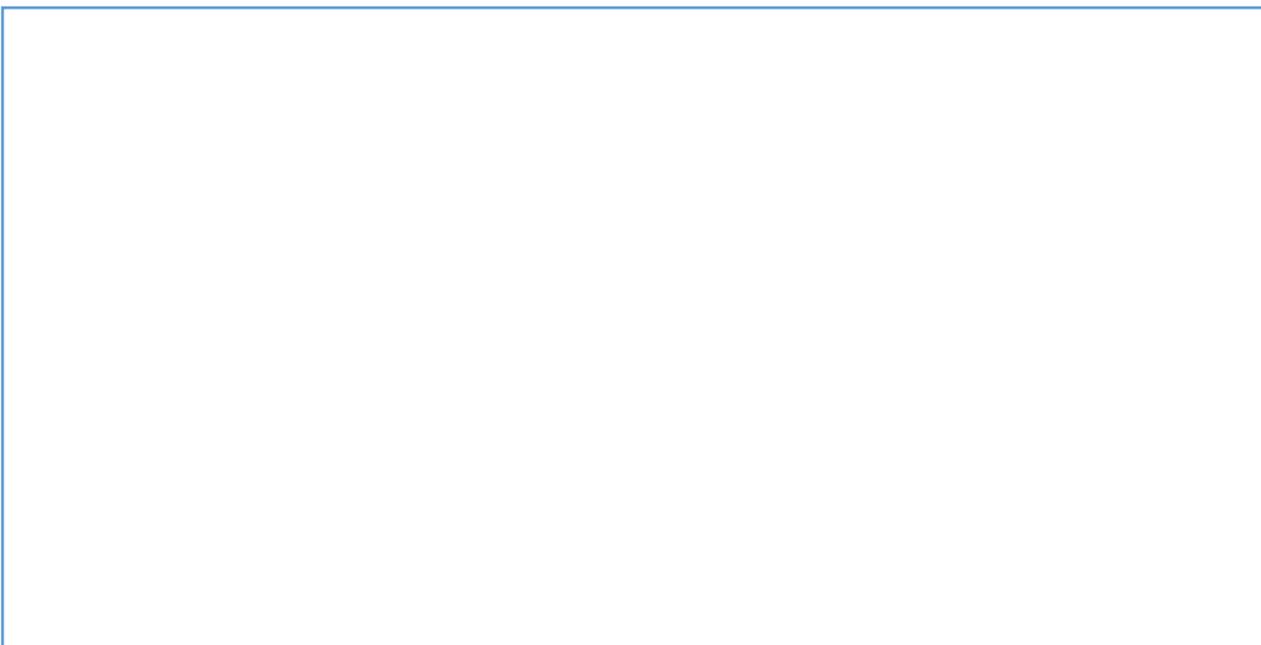
Use this page to write down your ideal outcomes for the next week. You have already set your sights on your monthly goals. Use the weekly plan to make sure you are doing what you need to do this week to make sure you are moving toward that monthly target.

What are your major objectives for this week? List the projects you are working on what you need to achieve to advance or complete those projects.

Make a high level to-do list for the week. You know in advance that the to do list will likely change but go into this week with an idea of your overall plan. Start by listing all your major to-do's for this week...



Make a concrete list of priorities for the above list. List all of your to do's in order of importance (i.e. the highest priority item is the one that has the biggest impact on your yearly goals)



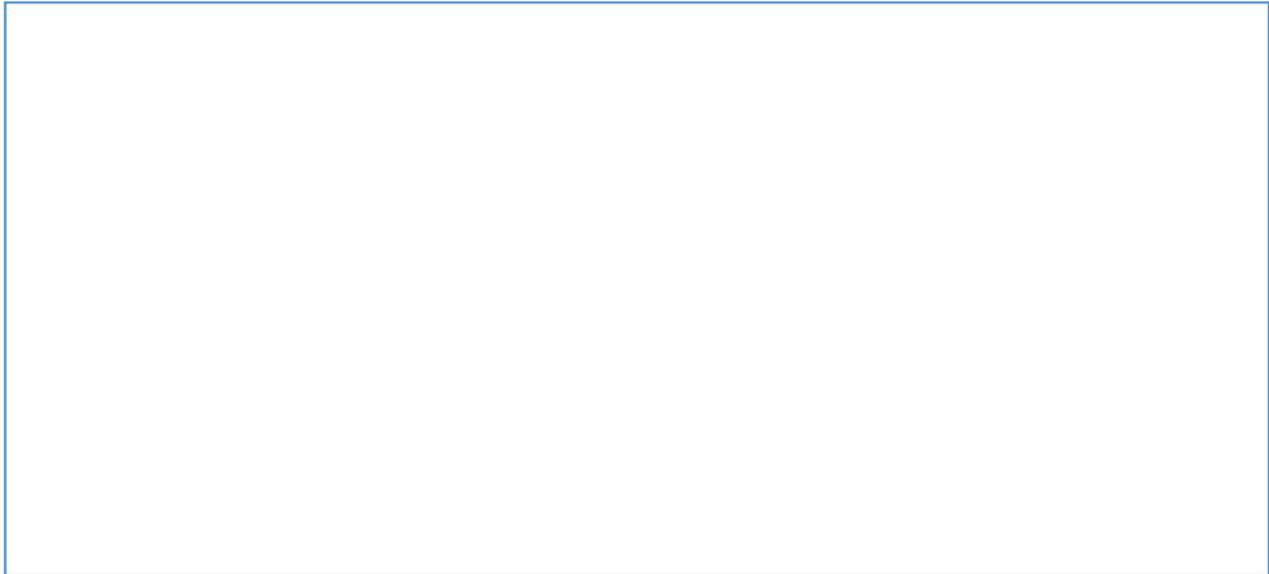
## DAILY GOALS AND VISION:

Use this page to write down your ideal outcomes for today. You have already set your sights on your weekly goals. Use the daily plan to make sure you are doing what you need to do this week to make sure you are moving toward that weekly target.

REMINDER - Make a quick note of your PURPOSE-VISION-LEGACY. Use single words or short sentences. Who are you? What are you really trying to do with your life at the deepest level? What's your WHY?

What do you absolutely need to get done today in order to make today a successful day and NOT FALL BEHIND on my weekly, monthly and yearly goals?

Take the above list and write the tasks in order of priority. Then get to work and cross each item off as you complete it. Don't go to sleep until this entire list is crossed off.



Rinse and repeat this process each month, week and day of the year. Don't forget to leave some time for evaluation.

## **Evaluating Progress**

Here's how to evaluate your goals to make sure that you are on track. Ask yourself the following questions:

1. What did I do well? I mean think about what really worked for you? List out everything.
2. What represents a change in behavior? How were you intentional?
3. What new habits have you developed that is replacing old habits?
4. Are you staying on plan or veering off? What are you going to do to stay on track?

5. Do you need any type of specific motivation? What state are you in when you stay on track? How can you push yourself back into that state?
6. What modification do you need to make?
7. Have you met your expectations? Exceeded your expectations?
8. How do you feel about your progress?
9. What do you need to do in order to feel better about your results?
10. What are you going to do in order to make yourself feel better about your results?

## **What makes people commit to achieving their goals?**

You can do this. You can reach your personal best. But it is going to take commitment. Think about a time when you committed to something. It could have been a marriage, a job...something. What caused you to make that commitment? Why did you make that commitment? But most importantly, why do you want to make these new commitments? Answering these questions could change everything. Therefore, I encourage you to take some time and get clear on your why. This will help keep you going and this will keep you going and will help you see your goals through to the end.

## **Defining your personal best**

In order to reach your personal best, you have to know what your personal best actually may be. It's one thing to set goals and achieve them, but defining what your personal best is can be difficult and confusing. For most people they believe that their personal best is rooted somewhere in the past. They believe that their best days are behind them instead of ahead of them. But the reality is that the past is gone. And it's not coming back. It doesn't even make sense to look back at old pictures or even reminisce on old times, because that was then and this is now.

At this time you should write down clearly what does it mean to be your personal best?



After you define what your personal best looks like, go back to the beginning of this e-book and create 3 goals that will get you on track to being the best person that you can be today. Don't worry about the past, don't think about the future, stay in the NOW. And set goals that you can get started on right now and before you know it that vision of yourself will begin to appear. Now let's explore some habits of successful people that you can incorporate to help you get on the road to achieving your personal best.

## Habits of successful people

Below you will find some habits that most successful people use in order to reach their personal best each and every day.

1. **Get Up Early** – It is widely known that most successful people wake up usually at 5 or 6 am. They get up early so they can get a jumpstart on their day. They will create a morning routine that sets them up for a great day. A good morning routine could consist of exercising or stretching, listening to uplifting music or motivational words, or something related to neurolinguistics programming to help you reprogram your mind so that you can control your thoughts and actions.
2. **Focus** – Successful people stay focused on what they're looking to accomplish. They know how to keep the main thing, the main thing. Each day they focus on getting things done and reaching their target.
3. **Continuous Learning** – Most extremely successful people never stop learning. They read books and take courses. They also attend seminars and workshops.
4. **Network with Smart People** – Someone once said that you never want to be the smartest person in the room. Successful people understand that it's always a good thing to hang around people who smarter than you because you can learn from them.

These are just a few tips but they can help you along the way. We believe that your personal best is closer to you than you think, you just have to keep reaching for it.

Good luck.

*Toni Coleman Brown*