



Goal-Setting for

2014

A Step-by-Step Guide to
Creating Your Master Plan



Coach **A**ndrea

Success-discovery for business owners & executives



How about using the holidays to get some perspective on what you accomplished last year and make a plan for the year to come?

Would you like to make this year more intentional and significantly increase your chances of achieving the goals you set for yourself?

If so, then this Goal-Setting Kit is for you. Take some time – a day, a week - to work through the five steps and set more than a list of goals... set an *intention* for the next year.

How do you *want* to spend the next 365 days?

How do you *not want* to spend it?

You can be the master of your destiny.

Make those decisions now and get yourself on track!

So - are you ready to get started on your master plan for 2014?

Then let's go... and make this an intentional Happy New Year!

Andrea



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Now What?





PREPARE Create Your Space

First, create a quiet, thoughtful space for yourself.

Grab a warm drink. Maybe put on some relaxing music or light a candle.

Find a spot in your home where you can be creative, intuitive and inspired.

And begin...



STEP 1

Acknowledge Now

Start by acknowledging all that you have accomplished in 2013.

Pause for just a moment and think about it.

This is a very important step that gets the good feelings flowing, so please don't skip it.



STEP 2

Sketch Out Your 2014 Goals

Use the 2014 Goal Plan Worksheet on the next page or the separate version in MS Word that came with this kit to capture your top 10 specific goals for the next year.

Open your mind to ALL the possibilities. Don't even THINK about restricting yourself.

Start each goal with "I am" or "I will."

Take some time to create this first draft. It may take two minutes, or two hours or even two weeks...

Remember, you're building what you want in your work and life. It is worth a moment's attention.

2014 GOAL PLAN WORKSHEET

THEME FOR 2014			FUNDAMENTAL CHANGE TO MAKE DURING 2014											
AMOUNTS TO EARN AND SAVE IN 2014			ULTIMATE REWARD IN 2014											
EARN	SAVE/MO	SAVE/YR	STARTING IN MONTH											
10 SPECIFIC GOALS			1	2	3	4	5	6	7	8	9	10	11	12
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														



STEP 3

Look Back

To help with your goal setting process, look back at your life both personally and professionally and draw from what you've learned.

Use the Accomplishments Worksheet on the next page or the separate version in MS Word that came with this kit to capture your answers to these key questions:

- What worked well for you this past year?
- What didn't work well – and why?
- What surprised you?
- Who or what disappointed you?
- Who or what delighted you?

2013 ACCOMPLISHMENTS WORKSHEET

2013 ACCOMPLISHMENTS	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

WHAT WERE THE THREE HIGHLIGHTS OF 2013?	
1.	
2.	
3.	

Rate yourself on the following four areas for 2013:

AREA	A	B	C	D	F
Willingness to change & grow					
How well I applied myself to get what I most wanted during 2013					
How well I listened to, trusted, and responded to my intuition during 2013					
How well I accomplished what I set out to do during the 2013					



STEP 4

Look Forward

Looking forward into the New Year, think about what you want to do – specifically. Consider these questions:

- What do you want more of in your life?
- What do you want less of in your life?
- Who do you want to spend more time with?
- Who do you want to spend less time with?
- What are the most important things you want to accomplish?
- What do you need to learn to accomplish these things?
- What contribution do you want to make?
- How much do you want to earn, save, and invest?
- What will you do for fun?
- What will you do to optimize your health?
- What is your single *most important* goal?



STEP 5

Confirm Your 2014 Goals

Now that you have stopped for a moment to be in the now, taken some time to consider your past, and looked towards the horizon of your next year...

Take another look at the goals you sketched out in Step 2.

- Make any changes that you would like. It's your list.
- Are any of them vague? Try to make them more specific.
- Are any of them unreasonable or impossible? Your list of goals is meant to guide you towards a possibility of hope and growth. If you feel negative about anything on the list, consider going back and reworking it.
- Have you set enough goals for yourself, or perhaps too many? The Goal Plan Worksheet gives you room to set up to 10 goals, but you don't have to fill every line. However, it is good to have at least three.



Now What?

Throughout 2014, make a point of returning to your list of goals.

- Are you on track?
- What progress have you made?
- Have any of your goals changed?



Set Your Right Goals Set Your Goals Right

Are you struggling to build your list of goals?
Does the list seem daunting or worse, empty of challenge?

Contact Me:

Andrea@CoachAndrea.com

508.231.0766

Special New Year package includes:

1 goal-setting meeting

1 follow-up meeting

[Contact me for details!](#)

