



2018

# GOAL SETTING

WORKBOOK

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PHOTOGRAPHY

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# WHO ARE YOU

IN 2018?

Before we can set your goals for 2018, let's figure out who you are and what's most important to you in 2018! Yeah, I know - that sounds super silly! Like, have you really changed that much since last year? While it seems ridiculous, your priorities in life are always changing and evolving, so it is super important to continue to evaluate your "why's" in life so your goals match your purpose and help you achieve what you desire most from life!

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What do you want most out of life this year?

What are you dreaming of doing this year?

How would you feel if your dream came true?

What skills do you want to improve this year?

How would improving those skills change your life?

What lifestyle changes do you want to make this year?

How would those changes improve your quality of life?

What are your top 3 priorities this year?

What 3 things from your bucket list would you love to do this year?





# 5 GOAL SETTING

## TIPS AND TRICKS

Now that you've thought about what you want out of 2018, and who you want to be this year, you have a clear path to creating your goals for 2018! Before we dive into the goal setting process, here are some helpful tips and tricks to get you started and to remember throughout the process!

**01.** Your goals should reflect what YOU want and what will make YOU happy - not what will please or impress others! (Did you set that goal of traveling to a new country because YOU want to go there, or because you want to impress others by going there?) So when setting your goals, ask yourself - is this goal for me or for those around me?

When setting goals, keep in mind how the end result will make you FEEL, rather than the end result itself. When you just focus on the tangible outcome, you lose sight as to why you chose that goal in the first place. For example, the goal of "become an artist by painting one canvas each week" seems daunting and frustrating, while the goal of "paint one canvas each week to study a new technique to improve my painting skills and be more creative" seems much more manageable and fulfilling.

**02.**

**03.** Including specific dates with each goal is super important to reach your goals! We've all been there - we set the goal of "go to the gym more", and then we go once in January, once in February, and that's it... but that's two more times than last year, right? Well, that's most likely not how many times you planned when you set the goal, but with no specific dates set, it meets the goal..kind of. To get the most out of your goal setting, include specific dates like, "go to the gym 2 times a week by May". This allows you to clearly measure your progress and defines a clear path to reaching your goal.

Being ambitious and having a lot of goals is great! For some, it's the best way to push yourself beyond what you think you can do...but there is a fine balance between being ambitious and being completely overwhelmed. So start your goal planning for 2018 off with a manageable amount of goals (I prefer 5-10 at most). If you have more than that, keep a running list, and if you accomplish your small list of goals, add some new ones to complete this year!

**04.**

**05.** Don't forget to make time each week to check your progress towards your goals! Goals are amazing, but if you're not seeing the progress towards them you're making, how do you know if you're reaching them? And there is nothing more disappointing than seeing at the end of the year that you did nothing to reach your goal. So check them each week or month, based on what's best for your schedule, and if you're not making progress, adjust your game plan and get it done!

# YEARLY GOALS

## WORKSHEET

You've figured out who you are in 2018. You've read some helpful tips and tricks on how to set goals that will be the most beneficial to you. Now it's time to set your 2018 goals. Using the tips and tricks you learned on the previous page, and what you found out about yourself through the questionnaire at the beginning of the workbook, list out your top 5 goals to accomplish this year! (And if you can't pick just five, add the rest of our goals to the running list at the bottom of the page!). Make this exercise even more helpful by listing your goals in priority of most important for you to accomplish this year!

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Yearly Goal One

Yearly Goal Two

Yearly Goal Three

Yearly Goal Four

Yearly Goal Five

Running List of Additional Goals:





# MONTHLY ACTIVITIES

## WORKSHEET



Now that you set your goals to accomplish in 2018, let's break them down into smaller activities to finish each month in order to reach your goal. Below, under each goal, write actions you can take each month to reach that goal. Here's an example: Let's say my goal is "to launch an online course on 1/1/19 teaching people how to set goals". My activity for the first month would be to write the course curriculum. My activity for the second month would be to create all of the worksheets and quizzes. My activity for the third month would be to film the videos for the online course. So, how can you break down your yearly goals into activities to complete every month?

### Monthly Activities for Yearly Goal One




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### Monthly Activities for Yearly Goal Two






### Monthly Activities for Yearly Goal Three



### Monthly Activities for Yearly Goal Four



### Monthly Activities for Yearly Goal Five



# DAILY TASKS

## BREAKDOWN

So, you now have one (or a few) activities each month to accomplish in order to make progress towards reaching your goal. So...now what? Well, now it's time to break those activities down into small daily tasks to add to your planner in order to take baby steps each day towards reaching your goal! See my example below to get a feel for what your daily tasks might be; take a look at some resources that I find super helpful for planning my daily to-do lists; and grab a pen/paper because you're about to learn how to plan the steps on your path to accomplishing your goals for 2018!

### HOW TO BREAK IT DOWN

Let's go back to my example goal of "to launch an online course on 1/1/19 teaching people how to set goals". Remember, my activity for the first month was to write the course curriculum; my activity for the second month was to create all of the worksheets and quizzes; and my activity for the third month was to film the videos for the online course. Here's how I would break down those monthly activities into daily tasks. Grab a pen and paper, and break down your activities with me!

**2018 YEARLY GOAL :** *to launch an online course on 1/1/19 teaching people how to set goals*

#### JANUARY ACTIVITY:

- *write course curriculum*

#### DAILY TASKS:

- outline course*
- write lesson 1*
- write lesson 2*
- write lesson 3*
- proofread*

#### FEBRUARY ACTIVITY:

- *create worksheets & quizzes*

#### DAILY TASKS:

- create lesson 1 sheet*
- create lesson 2 sheet*
- create lesson 3 sheet*
- proofread*
- create lesson 1 quiz*
- create lesson 2 quiz*
- create lesson 3 quiz*
- proofread*

#### MARCH ACTIVITY:

- *film course videos*

#### DAILY TASKS:

- film lesson 1 video*
- film lesson 2 video*
- film lesson 3 video*
- edit videos*
- upload videos*

### WHAT TO DO WITH THE BREAK DOWN

So, now you have all of your daily tasks planned out for each monthly activity. Great, but what do you do next? Depending on how you keep track of your daily to-do list, there are a few different options:

#### PLANNER

If you like a paper planner, go ahead and jot these daily tasks down under each day you want to accomplish them!

**Pro Tip:** if you know a task will take you more than a day to complete, write it on a post-it note so you can move it from day to day!

#### DIGITAL BOARD

If you prefer digital, I suggest using Trello! It's super simple to set up a board for each month, add your tasks, and add due dates!

**Pro Tip:** you can download a widget for your phone to view your Trello boards on your phone, so you always know what you need to do next!

#### WHITE BOARD

If you'd rather toss your tasks daily when you're done, a white board is always a great tool to use! Write, erase, repeat. Simple!

**Pro Tip:** use different colored dry erase markers to color-code your tasks by activity, goal, task length, time of day to complete, or difficulty level!



# 2018 goals

INSTRUCTIONS: PRINT THIS LAST PAGE OUT ON IT'S OWN SHEET OF PAPER, WRITE DOWN YOUR GOALS FOR 2018 IN THE WHITE SPACE, CUT THIS SECTION OF INSTRUCTIONS OFF OF THE SHEET OF PAPER, AND THEN HANG THIS UP WHERE YOU WILL SEE IT EVERY DAY TO REMIND YOURSELF OF WHERE YOU WANT TO GO IN 2018!