



Turn Dreams Into Reality:

How to Set and Achieve  
the Goals You Want for  
the Life You Want

# C O N T E N T S

<b>Introduction</b> .....	1
<b>What If Your Goals Were Closer Than You Thought?</b> .....	2
<b>How to Keep Moving Forward</b> .....	2
<b>Reaching Goals Can Mean Significant Life Changes</b> .....	4
<b>Using Daily Goals</b> .....	5
<b>Setting S.M.A.R.T. goals.</b> .....	8
<b>Affirmations and personal reflection exercises</b> .....	12
- I will go for the gold every day. I will try hard every day. ....	12
- The first step is the most important. ....	14
- What I visualize turns into goals for the future .....	16
- I write down my goals .....	18
- My dreams are strong enough to overcome any obstacle .....	20
- I have the power to reach my goals .....	22
- I manifest my dreams .....	24
- Achieving goals is important to me .....	26
- My goals are achievable .....	28
- I have all the resources I need .....	30
- I have a plan to achieve my desires .....	32
- I create new habits to help me reach my goals. ....	34
- I choose actions that bring me closer to my goals .....	36
- I strive for achievement in daily life .....	38
- Focusing on a goal gives me energy to push through tough days .....	40
- I carry out my plans from fruition to finish. ....	42

# INTRODUCTION

Most of us have been told that we should have strategic goals and then try to achieve them, but we are also challenged by a lack of time, a lack of focus, and a lack of knowing how to go about achieving goals.

Whether you are in charge of a business, part of a medical practice, working at a credit union, landscaping, or leading a sales team, being able to effectively work through the process of achieving goals is critical to your success.

I thought it might be helpful to provide a workbook to help you get to where you want to go.

How can we actually set and achieve goals? This guide is designed to help you get clarity, stay focused, and finally achieve what you really want.

The first part is the importance of goals and how to create goals that work for you.

The second part is the S.M.A.R.T. Goal Setting Worksheet section. Please take time to go through this section for EACH of your goals.


The third section is a collection of personal reflections and affirmations, which are helpful on those days where we need reminders to stay motivated.

Let me know what you think!



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# What If Your Goals Were Closer Than You Thought?

Sometimes it is hard to see the finish line from our perspective.

Whether you realize it or not, every day brings you closer to achieving your goals and dreams. You may feel like you have a long way to go, but you're closer than you think. Avoid giving up or getting discouraged. Keep moving forward. Try to view every setback as a learning experience that brings you closer to your goal.

When people tell you all the reasons you cannot do something, or when you try to do something but receive a less than perfect outcome, try to find the lesson, but don't dwell on the negative. People always have opinions, and they can be wrong. Every failure can be a stepping-stone if you turn it into one. Even professional athletes and actors make mistakes. ***It's okay to be human. It is better to try and fail than not try at all.***

Your successful outcome may arrive next month, next week, or even today. When you stop because you get discouraged (and we ALL get discouraged) before you complete your goal or dream, you miss that opportunity.

## How to Keep Moving Forward

Moving forward is critical to reaching your goal, and you can find ways to keep going each and every day. **When you take a step in the right direction, you move closer and closer to your goal.** As you see it getting closer, you'll put in a greater effort to reach it. That speeds up the process and it makes you happier and healthier, both mentally and spiritually.

The correct approach for you depends on how you work best. There are plenty of actions you can take to stay on the right path.



»» Keep track of what you've accomplished every day.

My top priorities today are:

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

Today's challenges include:

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

Leadership skills I need to remember/practice today:

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

I can encourage others to succeed if I:

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

Today's accomplishments:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Rough
- Meh
- Okay
- Good
- Great

From today's challenges I learned:

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I can make tomorrow even better if I:

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If you'd like a full 365 pages like this you can get my book, ***The Five Minute Leadership Guide*** [https://www.amazon.com/Five-Minute-Leadership-Guide-Development/dp/193573332X/ref=sr\\_1\\_3crd=31410FLSQKWQK&keywords=the+five+minute+leadership+guide&qid=1646061389&srefix=the+five+minute+leadership%2Caps%2C83&sr=8-3](https://www.amazon.com/Five-Minute-Leadership-Guide-Development/dp/193573332X/ref=sr_1_3crd=31410FLSQKWQK&keywords=the+five+minute+leadership+guide&qid=1646061389&srefix=the+five+minute+leadership%2Caps%2C83&sr=8-3) to use it to continue your success.

- » Surround yourself with like-minded people who are also interested in achieving a common goal.
- » Remove negativity from your life by choosing to focus on happiness and joy.
- » Stay busy, instead of allowing yourself to complain and make excuses.

## Reaching Goals Can Mean Significant Life Changes

***Remember that reaching a goal can mean a dramatic change in your life.*** This is usually a change for the better. But with change comes uncertainty, and uncertainty is uncomfortable for many people. If you're willing to leave your comfort zone, you can experience an abundant life of prosperity and joy that is crafted the way you want to live. Embrace the changes that lead to the future you want.

***It's important that you understand the value of change, and accept that change can be positive.*** Certainly, there are challenges and crises. However, if you keep taking steps forward, **your actions determine your outcomes.**

***Accept, enjoy, and celebrate the changes that come into your life.*** Learn to be comfortable with being uncomfortable. Embrace and try to enjoy the chaos that change brings. If you confidently go after what you want, you can confidently expect that the changes will eventually be in your favor. Keep an open mind and a positive attitude, even during difficulties.

*Create expectations that are aligned with your vision.* Expect success to attain success. Stay focused on what you can control.

# Using Daily Goals

I like setting daily goals. I use this productivity sheet to stay on track every day, make sure I am accomplishing what I want to accomplish, and to reduce the sense of overwhelm we all experience.

## DAILY PRODUCTIVITY PLAN

Date: \_\_\_\_\_

Calls to Make	
Phone # or Person	Regarding

Follow Up	

Appointments/Meetings	
Time	Person/Place

To Do	

Appointments/Meetings	

**Today's Accomplishments**

You can download free copies of this productivity sheet at [www.ProductiveLeaders.com/free-resources](http://www.ProductiveLeaders.com/free-resources)

To make sure your focus is where you want it to be, think about these steps.

- 1 Clarify your values.** Goals that align with your core values will feel more satisfying and compelling. **Take time to contemplate what you really want, and how you want to spend your time.**
- 2 Leverage your strengths.** Design your goals to take advantage of your talents and skills. Figure out what you like to do, and what you are great at doing. Understanding your abilities will help you to aim for targets that are realistic for you.
- 3 Think positively.** Identify what you want rather than something you're trying to avoid. For example, "I don't want to end up like my boss." is less helpful than, "I want to be the kind of leader who inspires others to reach their potential." **Positive statements create more motivation and less anxiety.**
- 4 Take control.** Outcome goals describe your desired results, while process goals refer to the steps you take to get there. You may run into obstacles with becoming an Olympic gymnast if you don't start tumbling until you are 50 years old. However, you can choose a sport, find a coach, and start learning and training.
- 5 Write goals down.** Make your plans more concrete by putting them in writing. Seeing your goals written down and referring to them often keeps you on track.
- 6 Avoid distractions.** Maximize your productivity by adjusting your habits and environment. Limit the number of times you check your phone each day. Clear the clutter off your desk. Turn off the TV, notifications, and anything that causes you to be less productive.
- 7 Take breaks.** Downtime is important too. Figure out a routine that works for you. Use your time off to shift your attention and move around. Plan for fun activities and actually do them.



- 8 **Learn from experiences.** My parents used to tell us, “Do something. Even if it’s wrong. Do something.” They encouraged us to try and that meant we would also sometimes fail. Failure is not failure if it is a learning experience. Take responsibility for your decisions and focus on what you can do differently next time.
- 9 **Earn rewards.** Give yourself incentives to renew your enthusiasm when you feel like you’re in a slump. Pick a treat that you’re willing to work for, whether it’s a new pair of shoes or a day stay-cation where you locally do activities you enjoy.
- 10 **Let others know how they can help you. Reach out to other people.** Ask for constructive feedback and support. Look for accountability partners who are trying to accomplish similar goals, so you can collaborate and hold each other accountable.
- 11 **Practice self-care.** Protect your physical and psychological strength by keeping yourself fit. Eat a balanced diet and exercise regularly. Manage stress, and aim for at least 7 to 8 hours of sleep each night.

**Just having goals can make you happier and more productive,** so make it an ongoing process. Transform your life by setting daily goals and striving to reach them.



# Setting S.M.A.R.T. goals.

S.M.A.R.T. means making goals Specific, Measurable, Attainable, Relevant, and Timely.

## S.M.A.R.T. Goal Setting

### WORKSHEET

**Step 1: Write down your goal in as few words as possible.**

My goal is to:

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**Step 2: Make your goal detailed and SPECIFIC. Answer who/what/where/how/when.**

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**How will you reach this goal? List at least 3 action steps you'll take (be very specific):**

1. 

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2. 

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3. 

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**Step 3: Make your goal MEASURABLE. Add details, measurements, and tracking information.**

How will you know that you are doing well? How do you determine success?

I will measure/track my goal by using the following numbers or methods:

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I will know I've reached my goal when

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**Step 4: Make your goal ATTAINABLE. What additional resources do you need for success?**

What do I need to achieve this goal?

To achieve this goal, I need:

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

I will make time for this goal when I:

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I will need to learn more about:

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People I can contact for advice:

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People I can contact for support:

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**Step 5: Make your goal RELEVANT. What is your why?**

Why do you really want to achieve this goal?

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Who else benefits when you are successful?

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How will you stay motivated during tough moments?

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**Step 6: Make your goal TIMELY. People work to deadlines, so give yourself some deadlines.**

I will reach my goal by (date): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

My halfway measurement will be \_\_\_\_\_ on (date).  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# Affirmations and personal reflection exercises

I will go for the gold every day. I will try hard every day.

## Going for the gold each day is my motto.

I do my best in everything I do. Approaching each task in life with zeal and enthusiasm makes me feel alive. I am invested in putting forth my best effort. Going for the gold each day is my plan.

I benefit by working my hardest and placing my heart and soul into every task. In the morning, I wake up ready for the day. I tell myself to "just go for it," regardless of what tasks are on my to-do list that day. I am energized by my own efforts.

My motto is, "I am going for the gold each day." From the smallest task to the largest project, I give my all. Whether I am washing the car or completing the final page of a yearly report at the office, I do my best work. Pride in my work makes me proud of myself. It increases my self-respect.

When I experience something that brings me down, I am reminded of my perseverance and enthusiasm. I vow to myself to redirect my efforts into those things I can control. I make an impact whenever and wherever possible by aiming for excellence.

Going for the gold each day invigorates me. My positive attitude ignites my passion in life. Knowing that I try my hardest propels me forward.

Today, I renew my pledge to go for the gold. Every task or project I do deserves my best efforts. Today, and every day ahead, I put my all of my efforts into everything I do.

**Self-reflection questions:**

1. Do I attempt to do my best, no matter what the task?

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2. What factors prevent me from trying my hardest in everything I do?

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3. How can I ensure that I will go for the gold each day?

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**The first step is the most important.**

### **The first step is the most important.**

Imagining my life as it can be gives me hope and direction. Sometimes, it is very easy for me to lose myself in this daydream. However, I understand that living in a daydream produces no result unless I take action to make it come true.

For this reason, when I want something, I take the initiative to take the very first step. The first step is the most important step, because it sets the tone for my success.

If I take the first step toward my goal with confidence, I continue to pursue my dreams in the same frame of mind. By understanding that I must incorporate my dreams with action, I am able to set my plan of action before I take that first step.

My action plan ensures that I am being strategic in my approach, therefore maximizing my results.

If I were to simply dive into the situation head first without a plan, the results I desire would be unattainable. I would have no direction and would likely lose stamina and confidence.

I understand that the first step is vital to the type of results I can attain, so I do everything in my power to launch myself with a sustainable momentum in order to achieve my goals.

Today, I stop dreaming about my goals and take the first step to achieve them!



**Self-Reflection Questions:**

1. Have I taken the time to envision my goal and develop a plan of action?

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2. What steps can I take to ensure success with my goal?

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3. Do I strategically map out my steps before taking them?

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## What I visualize turns into goals for the future

### What I visualize turns into goals for the future.

I give a lot of attention to what I see myself accomplishing. My focus is unrelenting.

My vision board becomes what I think about each day. **When I outwardly commit to where I see myself in the future, it becomes what I build towards today.** I am serious about the victories that I declare.

There are areas in my professional life where I struggle, but I avoid feeling overwhelmed by them. I know that I have what it takes to conquer them.

**I visualize myself becoming a master of those things that frustrate me today.** Seeing myself as a winner encourages me to take the steps towards overcoming obstacles. I see my professional success expanding to more than what it is right now.

I also see having a family as a big part of my life. Although the route towards that is unclear right now, I resist the urge to view it as unattainable.

Making myself ready for having a family requires my own personal development. **Today's step towards that goal involves developing the maturity to care for the lives of others.** I know that I am well on my way to making it a reality.

Today, my mind's eye sees success and greatness in my future. I trust what I visualize because I know that I deserve goodness. Now is the time to take the steps towards reaching out and grabbing what is in store for me.

**Self-Reflection Questions:**

1. How do I visualize overcoming some of my greatest fears?

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2. Where do I see myself in another five years?

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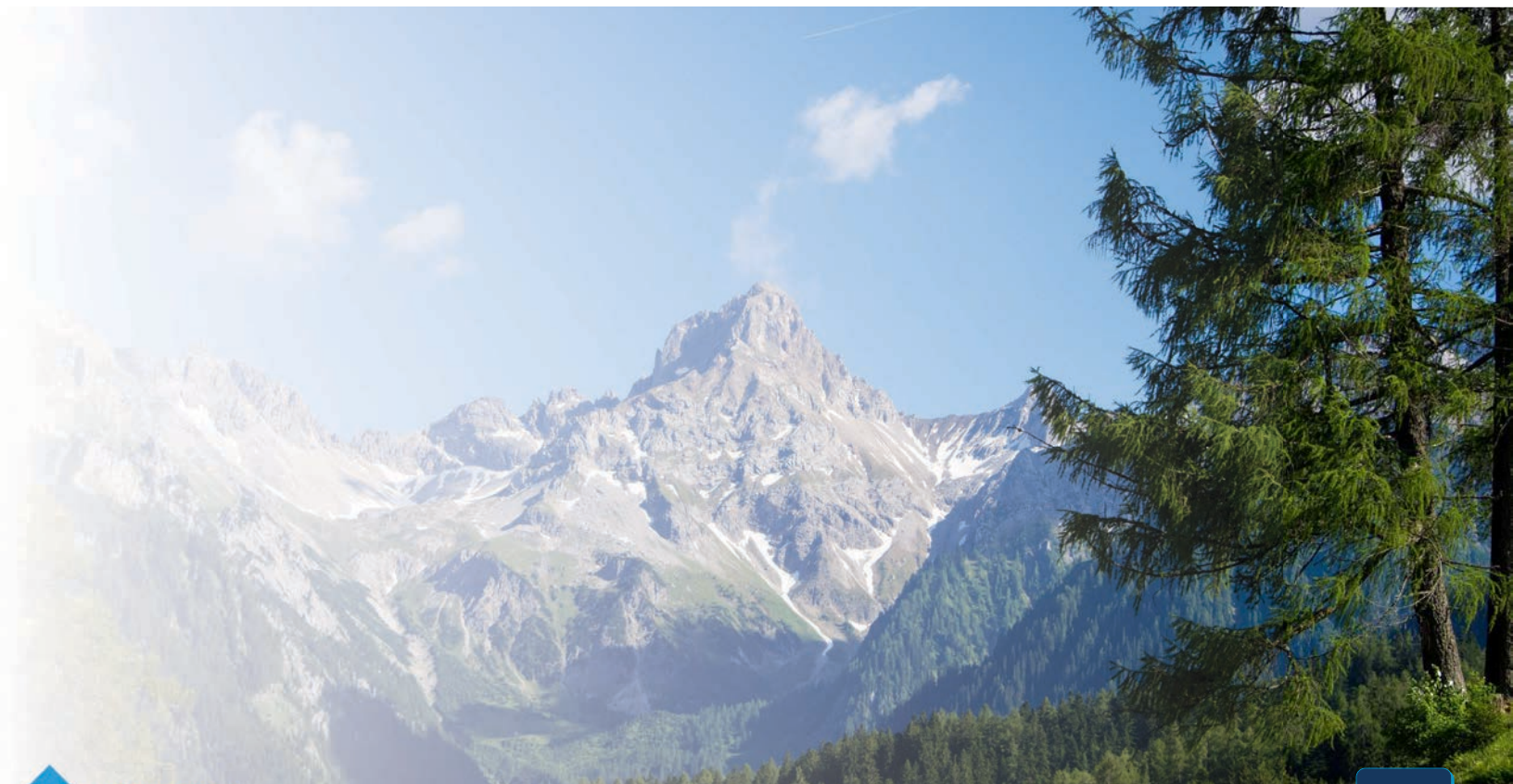
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3. How can I better clarify and visualize my goals?

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## I write down my goals

### **I write down my goals.**

I know what I want and how to achieve it. Putting my goals on paper clarifies my thinking and increases my motivation. I deepen my sense of commitment. I feel more accountable. I am less likely to become distracted or make excuses.

I write my goals down each morning and revisit them at night. I use them to structure my days and measure my progress.

I create clear and compelling language. **I ensure that my goals are meaningful and realistic for me.** I add details and descriptions that help me to translate my objectives into concrete steps.

**I focus on what I can control.** I design goals that depend on my effort and resources rather than counting on external events.

I find a format that works for me. I write lists or draw diagrams. I browse for templates online or create my own. I carry around a notebook and pen. I experiment with different apps.

**I post my goals where I can see them.** I keep a copy on my phone and inside my office door. My targets stay fresh in my mind.

I check off the tasks as I complete them. Each accomplishment gives me satisfaction and helps me to build more momentum. I feel confident in myself and my abilities. I know that I can realize my dreams.

**Today, I am determined to succeed.** I expand my comfort zone and create the results I want. I keep my goals in sight.

**Self-Reflection Questions:**

1. Why are written goals more powerful?

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2. How can I align my goals with my values?

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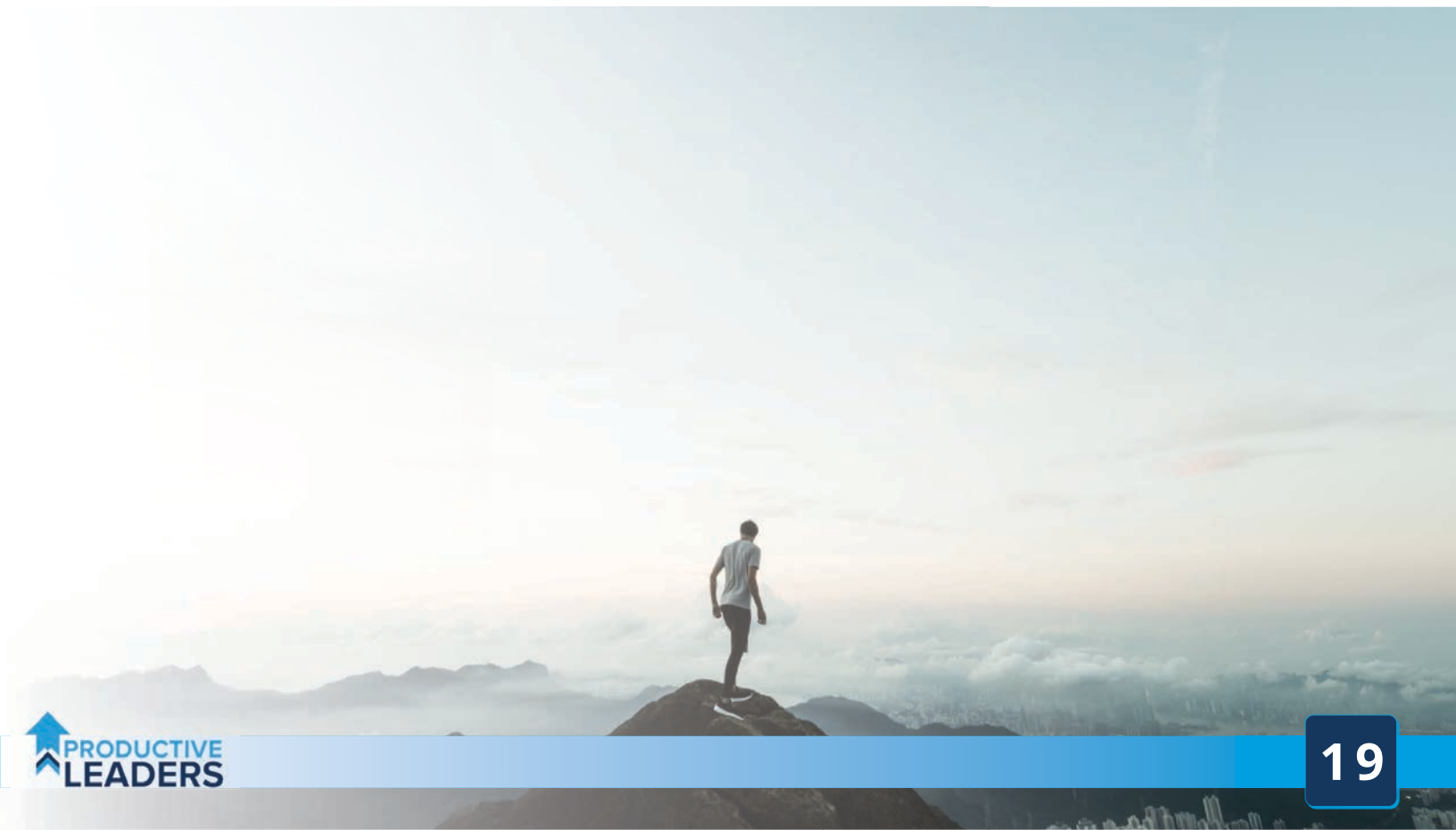
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3. What is the difference between a goal and a wish?

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“  
**My dreams are strong enough to overcome any obstacle**  
”

**My dreams are strong enough to overcome any obstacle.**

The pursuit of every dream is filled with obstacles. One of the best ways to overcome obstacles is to be so committed to my dreams that **obstacles become mere inconveniences.**

I am so focused on reaching my dreams that I can overcome any obstacle that stands in my way.

I am clear on who I am and what I want to accomplish. I know why I want to reach my goals. **My motivation level is sky high, and I am free from worry about setbacks.**

I simply deal with whatever comes along. I am impervious to obstacles.

I remind myself of why my dreams are so important to me. I envision my success and feel the emotions of reaching that success. This creates an even stronger connection to my dreams.

**As the strength of my dreams grows, the effect of any obstacles becomes weaker.** I am unstoppable when pursuing my dreams.

On those days that my motivation is lacking, I return to the picture of success in my head. I am quickly filled with enthusiasm. All obstacles fall by the wayside.

Today, I renew my commitment to my dreams. I am reenergized to deal decisively with challenges. My dreams are strong enough to overcome any obstacle.

**Self-Reflection Questions:**

1. What is my dream life? What obstacles are likely to stand in my way?

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2. When have I given up due to feeling overwhelmed by obstacles? What would have happened if I had just kept on trying?

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3. Are my dreams compelling enough to overcome any obstacle? If not, what changes could I make to my dreams to make them more compelling?

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**I have the power to reach my goals**  
**I have the power to reach my goals.**

I know what I want to accomplish in my life and I have the ability to do it. I have a plan to reach my goals and each day I get a little closer to achieving them.

I awake each day with renewed strength and determination. I refuse to be side-tracked or discouraged. **Regardless of what happens, I am confident that my goals can be achieved.**

The universe acknowledges that my goals are worthwhile. Everywhere I turn I encounter others who share my beliefs and work to help me achieve my goals.

My goals are pure and bring blessings to myself and others as I work to obtain them. **My life is as much about the journey to achieve my goals as it is about the goals themselves.**

Even when challenges, setbacks, or hardships occur, I am resilient and I keep working towards the fulfillment of my goals.

**I have the power to achieve any goal that I set for myself.**

Today, I am taking the steps that are necessary to reach my goals. Each day, the path to accomplishing my goals becomes easier. I am filled with excitement and energy.



**Self-Reflection Questions:**

1. What steps can I take to eliminate distractions from my goals?

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2. Who can I call upon to help me achieve my goals?

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3. What steps do I need to take each day to draw closer to my goals?

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## I manifest my dreams

### **I manifest my dreams.**

My actions align with my values and priorities as I move closer to my goals.

I believe in myself and my abilities. I am confident that I can accomplish great things if I am willing to put forth enough effort.

I cultivate mindfulness. I engage fully in the present moment and focus on one task at a time. I seek greater self-knowledge and awareness. I meditate daily. I make conscious choices. I ask others for feedback.

I line up support. I build close and supportive relationships. I can count on my family and friends for encouragement.

I manage my time. **I devote my resources to activities that add more meaning to my life.**

I take care of my physical and mental health. I eat a balanced diet and exercise regularly. I manage stress and sleep well. Staying strong and fit gives me the energy I need to pursue my dreams.

**I persevere through obstacles.** I use setbacks as learning opportunities. I give myself credit for trying. I motivate myself to take risks by looking at what I have to gain.

I focus on the big picture. I think about the purpose behind what I am doing. **I keep my final destination in mind.**

I practice my faith. My spiritual beliefs help me to understand what I want out of life. I develop the wisdom and courage to dream big.

Today, I keep moving closer toward my dream life. I feel happy and fulfilled.

**Self-Reflection Questions:**

1. How would I describe my dream life?

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2. What would I say to someone who feels like their life is meaningless?

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3. What would I do with my life if I had no need to earn more money?

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## Achieving goals is important to me

### **Achieving goals is important to me.**

Some of my days are lazy. Most of them fly by. But regardless of the type of day I have, I make time to work toward my goals.

My goals are motivating. I am grounded and focused because of the goals I set for myself. **Living a fulfilling life is easy because I am consistently working to achieve my life plan.**

Some days I work to accomplish personal goals, like paying close attention to my children or assisting my partner in completing home tasks. I view my personal goals to be just as important as my career-related goals.

As I strive toward achieving my work-oriented plans, I am compelled to move ahead in the workplace. I recognize I can obtain nearly any job I apply for because I work hard and continue to accomplish my professional goals.

My job is more complex and interesting when I maintain steady progress forward. I am proud of my goals and work achievements.

**It makes my life more worth living to know that each day, I have goals to work toward.** I am thankful to have the resources to establish, work for, and accomplish my goals. Achieving my goals are the greatest successes in my life.

Today, I intend to reflect on my personal and professional goals. **I know that focusing on my goals makes me a more successful person and fills me with passion and purpose.**

**Self-Reflection Questions:**

1. Do I consistently establish and work toward personal goals?

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2. Are my career-related goals an important focus in my life?

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3. Am I successful in working toward my goals each day? If not, what can I do to ensure that I do something daily that moves me closer to goal achievement?

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## My goals are achievable

### My goals are achievable.

Each of my goals is within my ability to achieve. I have very high expectations for my life, but I ensure that the goals I set are achievable. **I know that I can accomplish anything I set my mind to.** My goals are achievable and believable.

I can accomplish any goal I set. I am able to achieve goals that are outside my current skillset, because I am willing to learn whatever is necessary to be successful.

I am adaptable. I can adjust to changing situations to ensure my success.

I have a plan that brings me closer to my goals every day. **I make progress each day toward my goals.** Even the tiniest amount of progress is enough to ensure that my goals are achieved, as long as I consistently move forward.

I am willing to do the work necessary to reach my objectives.

I have positive expectations. I fully expect to achieve every goal I set. My goals are achievable, because I believe they are achievable. I have the highest possible level of confidence in myself. I am an incredibly capable person.

Today, I am committed to making progress toward my goals. **I am taking a step toward achieving each of my goals today.** I am certain that my goals are achievable.

**Self-Reflection Questions:**

1. What are my goals? What am I doing each day to achieve them?

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2. What skills do I need to develop to ensure that my goals will be achieved?

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3. Do I have doubts about my ability to achieve my goals? What can I do to address these doubts?

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## I have all the resources I need

### **I have all the resources I need.**

Life is full of responsibilities. I have tasks to accomplish in all parts of my life, whether I'm at home, work, or out running errands. If I ever feel overwhelmed by thinking about everything I have to do, I remind myself that I have all the resources I need.

Sometimes resources arrive in the form of money or material things. **As soon as I express a need, the world moves to meet that need.**

If I have a bill to pay, the funds appear. If I need new clothes for an event or to wear to work, all I need to do is put forth my intent. Before long, I have what I need.

At other times, I am assisted in my tasks by my internal strength and intuition. When facing a life choice, I sometimes wonder which path is correct for me. **If I sit quietly for a moment, the answers always come.**

Other people are also great resources for me. When I need help with a project at work, all I have to do is ask. If I am uncertain about who can give me the information I need, I can count on my supervisor to help me find the right person.

**Today, I am confident that I have all the resources I need.** I feel reassured by the abundance in my life. Daily, I remind myself that I can meet any challenge.



**Self-Reflection Questions:**

1. Do I feel a sense of abundance in my life? If not, what is blocking me from being aware of the resources that surround me?

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2. At what times do I most desire reassurance that my needs are being met?

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3. At those times, what can I do to remind myself that I have all the resources I need?

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## I have a plan to achieve my desires

### I have a plan to achieve my desires.

I have a clear vision in my mind for the life I want to live and experience. **But I know that achieving that vision requires more than just a dream.** It requires a plan.

Knowing what I want is just the first step. It is a small, but critical step. However, more is required.

Knowing and doing are two different things. Knowing what I want is insufficient to make it a reality. Luck is not a strategy. Relying on luck gives up responsibility and control.

I prefer to make a plan and work that plan to the best of my ability. **When I have a plan to achieve my desires, I am taking control and responsibility for my life.** I am giving myself the gift of turning my dreams into reality.

I avoid the need for luck when I actively work toward achieving my desires.

I have a plan for everything that I want to accomplish in my life. **I spend time each day implementing my plans and measuring the results.** I know that I am getting closer to reaching my goals each day.

I have a plan and I execute it to the best of my ability.

Today, I set aside time to create a plan for achieving the things I desire. I commit to taking consistent action in accordance to my plan.

**Self-Reflection Questions:**

1. What do I want to achieve and experience in my life?

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2. What is a reasonable plan to accomplish those things?

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3. What obstacles do I face in my life? What can I do to overcome them?

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**I create new habits to help me reach my goals.**

### **I create new habits to help me reach my goals.**

When I set a new goal, I try to think of anything I can do consistently, on a daily basis, to help me achieve it. Then I use mental cues, affirmations, and meditation to help me create that habit.

If the new goal is a positive character trait, like greater confidence, **I strive to exhibit that attitude daily.** I create affirmations that remind me that I am a winner and I visualize conquering challenges with ease.

### **Soon enough, I realize that my habits have led me to my goal.**

If I wish to become a philanthropist, I share my good fortune daily with those less fortunate, even if it is in very small amounts. The habit of automatically exhibiting this generosity catapults me to my goal.

If I wish to fund something like a new car or a vacation, I get in the habit of automatically putting away bits of money daily, like dropping all my change into a jar or strictly paying cash for my purchases to avoid overspending. These thrifty strategies become habits in a short time that help me reach my goal.

I use this strategy for every goal I set. **Every time I reinforce the habit, I strengthen it, which brings me closer to my goals!**

My goal, today, is to create a new habit to help me maintain an optimistic attitude, no matter what. Every time I find myself with a negative thought, I can repeat a positive affirmation to replace it.

**Self-Reflection Questions:**

1. Do I rely on habits to give me an automatic push toward my goals?

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2. What can I do consistently to help me achieve my latest goal?

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3. What strategies can I use to help me reinforce those actions into a habit?

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**I choose actions that bring me closer to  
my goals**  
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**I choose actions that bring me closer to my goals.**

Each day I choose the actions that can have the greatest positive impact on my life. My time is valuable to me. My life is valuable to me. **If I am going to make the most of my life, I must make the most of my time.**

Choosing actions that bring me closer to my goals is one of the best ways to use my time.

Many of the things that I can do each day bring little in the way of results. Many of these options are attractive, but I know they are a mistake. So, I choose my tasks and activities deliberately.

**I analyze each choice I make and ensure that it makes sense for my life.** My goals guide my decisions.

My goals are clear to me, so it is easy for me to choose my actions each day. I am clear on what I want to accomplish. I am clear on the steps I need to take to achieve my goals.

**Each choice I make brings me closer to my goals.** Each minute brings me closer to my goals.

Today, I spend my time on actions that produce positive results. I know that I am getting closer to accomplishing my goals because I choose actions with my goals in mind.

**Self-Reflection Questions:**

1. What do I want to accomplish today? Is that aligned with my goals?

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2. What are my three most important goals right now?

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3. What are the steps I need to take to accomplish each of my goals?

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## I strive for achievement in daily life

### **I strive for achievement in daily life.**

Life can feel like a string of days filled with lists of things to do. To make life more fulfilling, I want to feel like I accomplish something every day.

**I try to find a time in each day when I can achieve something, regardless of how small.** I feel good about the fact that I have accomplished something that day.

The size of the accomplishment matters less than the act of achievement itself. **Whether I reach a small step toward a life goal or complete a large project at work, I celebrate.** I accomplished something I set out to do. I can feel good about my efforts to succeed.

Sometimes, I vow to concentrate on a specific goal by achieving a part of it each day. As the day passes and I achieve my mini-goal for that day, I feel exhilarated. Taking even one more step closer to attaining one of my goals is truly invigorating for me.

I am thrilled to know that I can accomplish whatever I set my mind to, simply by striving to achieve something each day.

**Today, I am proud of my efforts to achieve something every day.** I intend to focus my efforts on doing something little each day that brings me closer to attaining my life's goals.



**Self-Reflection Questions:**

1. Do I regularly check to see if I am achieving something each day?

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2. How can I ensure I accomplish something during the day?

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3. What can I do to take notice of and celebrate my daily achievements?

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**Focusing on a goal gives me energy to push through tough days**

**Focusing on a goal gives me energy to push through tough days.**

There are many things in life that I am committed to achieving. Maintaining focus on them gives me the resolve to keep working towards them, regardless of how busy life gets.

I have goals that sometimes feel overwhelming. That is enough to get me through periods of doubt and frustration.

**When I remind myself why I am on a path, it makes each step I take a little lighter.** Day to day distractions are everywhere, but my mental focus pushes them out of the way.

I remind myself why I am here and relive the excitement behind that reason.

Focusing on a goal allows me to take small steps towards achieving it. I set small milestones all geared towards the big win at the end.

**Today, I replace dreaming about the things I desire with making steps towards them.** I am energized with each daily commitment to reaching those targets. Tough days are more manageable when I keep my eye on the prize.

**Self-Reflection Questions:**

1. What kinds of triggers do I set up around me as reminders of my goals?

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2. How do I energize myself when I am feeling weary and frustrated?

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3. How does focus on my goals help me to break bad habits?

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**I carry out my plans from  
fruition to finish.**

**I carry out my plans from fruition to finish.**

I attribute my personal success to my personal accountability. **I hold myself accountable for my results.** It is my responsibility to see my goals through from beginning to end.

I am my toughest critic. If I fail to complete something that I started, I am responsible. **I set realistic goals and try to keep my desired result in perspective when other tasks threaten to get in the way of achieving success.**

I am determined to do a good job. **This boosts my reputation in my business alliances and in my personal relationships.**

Continuously proving that I can complete whatever I set out to do gives me the confidence to chase bigger and better things.

Goal-oriented mindset defines my success.

Today, I strive to complete any outstanding tasks that I have. Success is about what I do on a daily basis in order to achieve my desired result.

**Self-reflection questions:**

1. Do I often accept more responsibility than I can handle?

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2. Am I realistic with the goals that I set for myself?

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3. Do I complete every task to the best of my ability?

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