



3

STEPS

*to set *and* achieve
challenging goals*

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5 STEPS *in a glance*

1

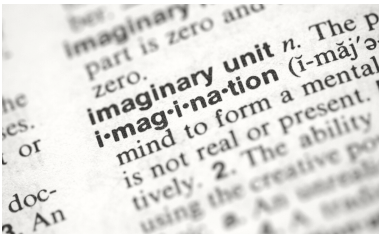


REFLECT

where you're now

We often struggle because we don't take intentional time to reassess what worked well and made us happy, and what didn't.

2



IMAGINE

where you want to be

To successfully set and achieve a challenging goal, you have to clearly identify it. Envision your destination!

3



FIND

The reason why

You'll be far more committed to pursuing your goal when you know precisely why you want to achieve it.

4



SET

smart sub-goals

Your next step is to set yourself smart sub-goals. SMART is a well-established way to plan and track goals.

5



START

Taking action

Identify everything you have to do for your sub-goals. Organize this list of action items into a plan and then start taking action!

1 REFLECT

where you're now



From my experience, trying to reach a challenging goal before you've reflected on where you're now and where you've come from will not get you very far. We often struggle because we don't take intentional time to reassess what worked well and made us happy and what didn't.

*An excellent tool to reflect where you're now and get an idea of where you want to be is the **START/STOP/CONTINUE Method**:*

- *START = New things to begin or to integrate*
- *STOP = Things to get rid of or discontinue*
- *CONTINUE = Anything you want to keep or maintain*

Use the START/STOP/CONTINUE worksheet if you like. Print more copies if you want to reflect different areas of life (e.g., relationships, friends and family, (home) organization, money/finances, business/career, health, personal development).

1 REFLECT

where you're now

Area of Life: _____

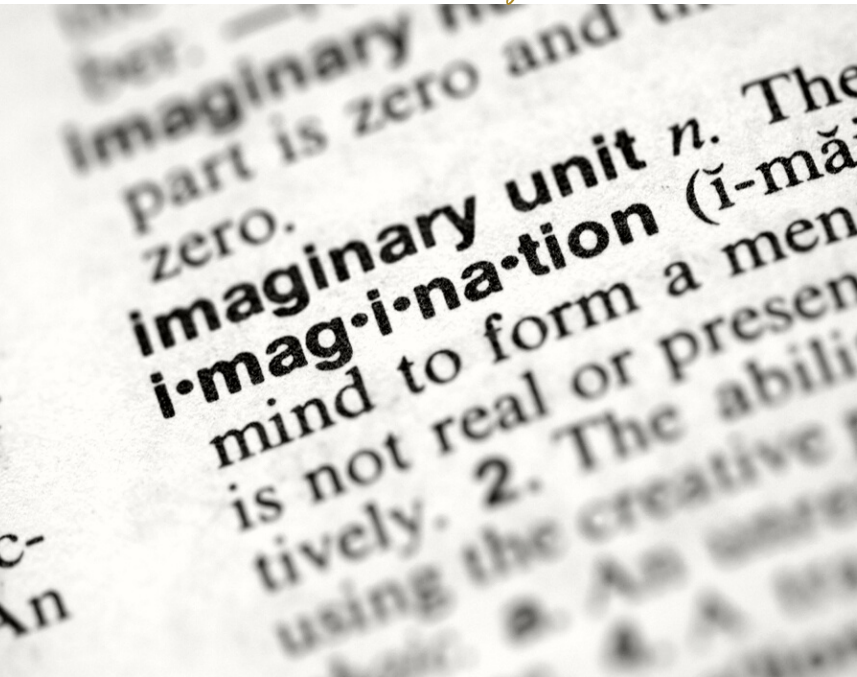
START = New things to begin or to integrate

STOP = Things to get rid of or discontinue

CONTINUE = Anything you want to keep or maintain

2 IMAGINE

where you want to be



To successfully set and achieve a challenging goal, you have to identify it. Envision your destination. What do you hope to gain when you reach your goal? What will change? How will it make you feel? Answer these questions and describe your destination as if you were already there.

It's essential to achieve a high degree of detail when visualizing your goal.

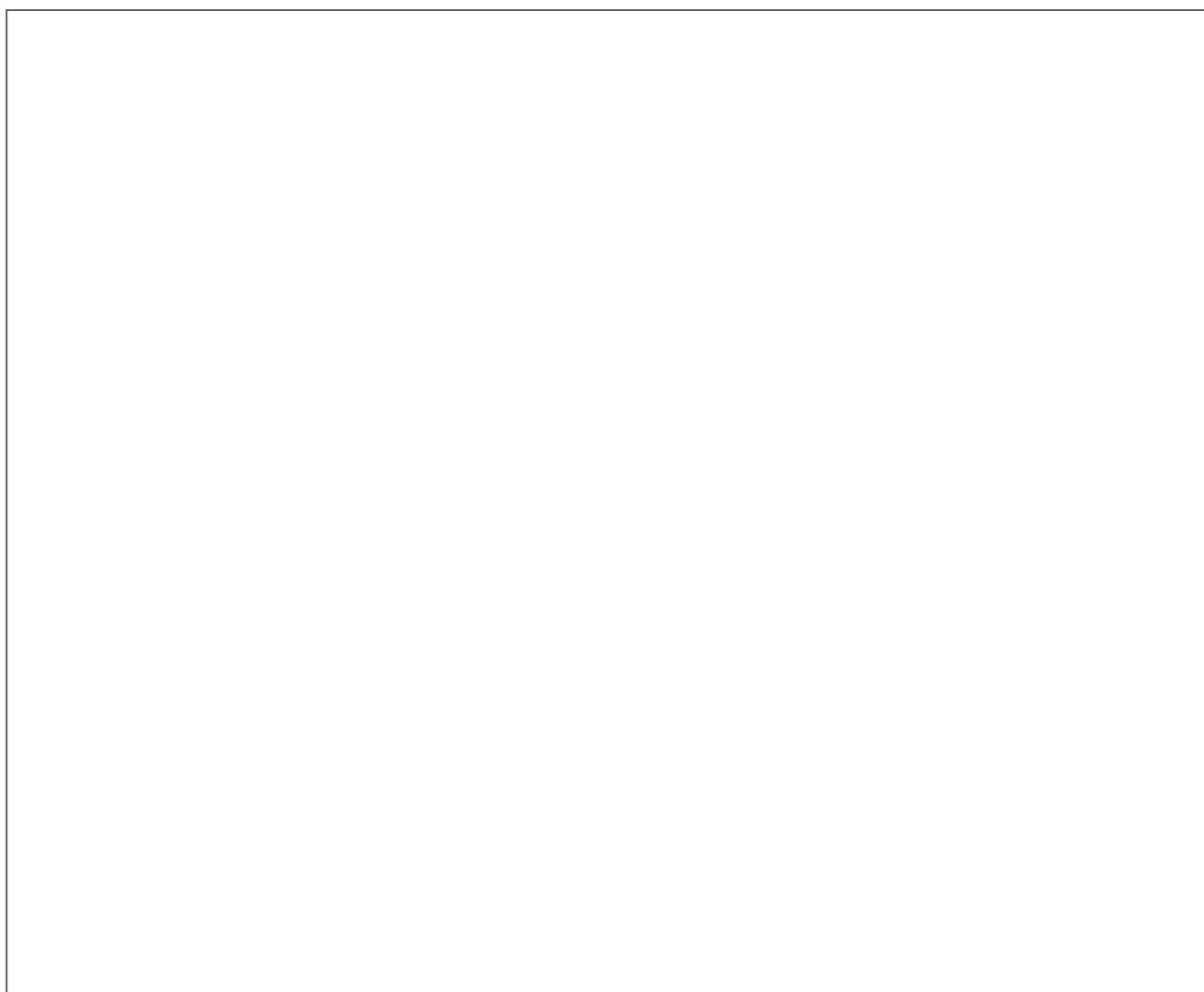
If you find it hard to imagine your destination, seek some inspiration. Just make sure you capture your findings, thoughts, and emotions to refer to them later.

Next page is for your notes. Or, paint a picture, collect magazine clippings, create one or more Pinterest boards, whatever you like. But do it before you proceed to the next step.

2 IMAGINE

where you want to be

This is how I imagine my destination:

A large, empty rectangular box with a thin black border, intended for a user to draw or write their imagined destination.

3 FIND

The reason why

*In step 2, you've created an image of **what you want to achieve**. The next step is to discover **why you want to achieve it**.*

There must have been a reason why you've picked this specific goal. Take a look at your notes, inspirations, and visualizations you've created in step 2. Think again. Go over every detail and ask yourself why you want to achieve this specific goal.

To go down to the roots and discover your 'reason why' will take some time. Well invested time, though. Your 'why' is what keeps you motivated. When you love your reason, you'll be far more committed to pursuing your goal.

Capture your 'reason why' on the next page. Be it one word or a few sentences – it's up to you. But write it down, because only in black and white will it do its magic.

Envision, create, and believe in your own universe, and the universe will form around you.

– Tony Hsieh –

3 FIND

The reason why

My reason why I want to achieve this specific goal is:

4 SET

smart goals



Steps 2 and 3 helped you gain clarity about what you want to achieve and why. However, you also need a clear idea of how to create the results you want. That's why the next step is setting yourself sub-goals.

SMART is a well-established way to plan and track goals. There are several interpretations of the acronym's meaning; a common one is:

S = Specific M = Measurable A = Achievable R = Relevant T = Timed

Ask yourself what you want to achieve (S) and how you will know when you've reached your goal (M). Moreover, is it doable (A), how meaningful is the (sub-) goal to you (R), and lastly, when do you intend to reach your chosen endpoint (T).

List your SMART goals on the next page. Print more copies if the number of SMART sub-goals exceeds the space provided.

4 SET

smart goals

Sub-Goal # ____ : _____

S = SPECIFIC (What exactly is it what you want to achieve?)

M = MEASURABLE (How will you know when you've reached it?)

A = ACHIEVABLE (On a scale of 1-10, how confident are you that you'll achieve it?)

1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

R = RELEVANT (How meaningful is this sub-goal to you on a scale of 1-10?)

1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

T = TIMED (When do you intend to reach your chosen endpoint?)

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1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

T = TIMED (When do you intend to reach your chosen endpoint?)

5 START

Taking action

Now that you have your SMART sub-goals identified, it's time to make a list of everything you have to do to achieve these goals. As you think of new items, add them to your list. Repeat until you'll have a list of action steps for all of your sub-goals. Use the worksheet on the next page if you like.

Then, organize your list of action steps into a plan. A plan is a list of activities organized based on two factors, priority and sequence.

*In **organizing by priorities**, you determine the most important things you can do to achieve your goal. The 80/20 rule applies here. 20 percent of the things you do will account for 80 percent of your results.*

*In **organizing by sequence**, you determine what must be done before something else can be done. You can either create a checklist or schedule todos in your calendar.*

Once you've determined your goals and developed your plan, take action. Don't wait until tomorrow. Do the first thing that comes to your mind, and do it immediately.



5 START

taking action

Sub-Goal: _____

Action Step: _____	Priority: 1 – 2 – 3	Due Date: _____
Action Step: _____	Priority: 1 – 2 – 3	Due Date: _____
Action Step: _____	Priority: 1 – 2 – 3	Due Date: _____
Action Step: _____	Priority: 1 – 2 – 3	Due Date: _____
Action Step: _____	Priority: 1 – 2 – 3	Due Date: _____
Action Step: _____	Priority: 1 – 2 – 3	Due Date: _____
Action Step: _____	Priority: 1 – 2 – 3	Due Date: _____
Action Step: _____	Priority: 1 – 2 – 3	Due Date: _____
Action Step: _____	Priority: 1 – 2 – 3	Due Date: _____
Action Step: _____	Priority: 1 – 2 – 3	Due Date: _____
Action Step: _____	Priority: 1 – 2 – 3	Due Date: _____
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Action Step: _____	Priority: 1 – 2 – 3	Due Date: _____

HOW TO *stay committed*

You've reflected on where you've come from, imagined where you want to be, found your reason why, and planned your action steps based on SMART sub-goals. Now, you only need to stay on track.

Easier said than done, I know.

And this how I stay committed to my goals. I do at least one thing that moves me toward my most important sub-goal daily. I just make it a habit. Thus, my recommendation is, get up early, plan your day, and check-off something from your list.

Daily action strengthens your belief that your goal is achievable. And this activates the law of attraction. As a result, you move faster and faster toward your goal, and your goal starts moving faster and faster toward you.

And there you have it. These are the 5 steps you have to take to set yourself challenging goals – and achieve them.

Now it's your turn!

Christine

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