

# *Goal Setting*



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## **Workbook**

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## Chapter 1

# IDENTIFYING AREAS FOR RESULTS

### My Story

(This exercise is designed to help you gauge where you are at this moment so that you can determine exactly where you need to get results. Be totally honest with yourself.) Where am I right now? How do I feel about my life? Why am I in this position?

Where am I?

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How do I feel about myself?

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Why am I in this position?

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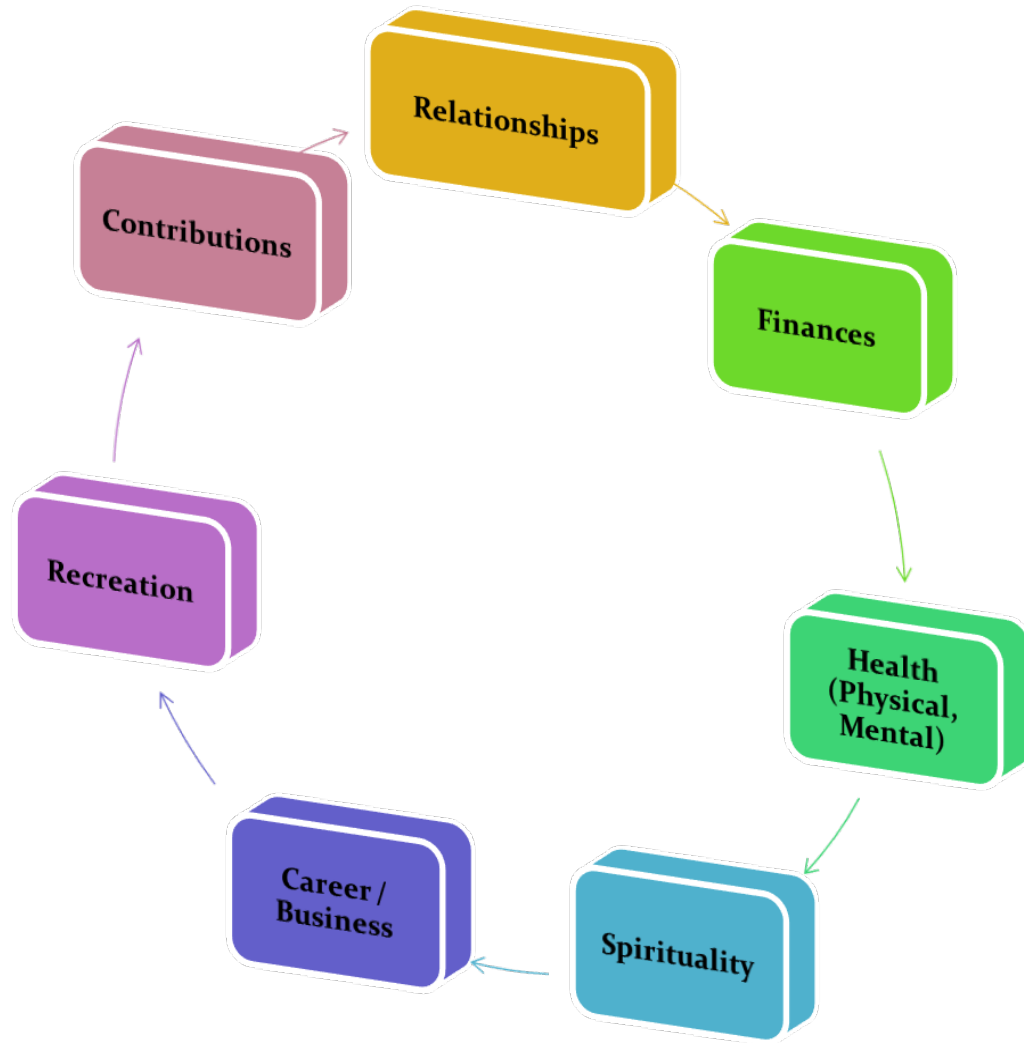
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The truth is, many of us want new results. Your health, wealth, well-being and success depend on your ability to set goals and achieve them. Successful leaders, coaches, businessmen and athletes have something in common, they have adopted techniques to help them achieve their goals.

Before we go further, I have a question for you, “Are you happy with your life, right now? If you answered no, I have another question for you, “Are you open to new information, that will help you achieve your goals and experience the change that you *deserve* and desire? I put emphasis on “deserve” because you do “deserve” the best. Many people fail to experience life to the fullest, because they don’t believe that they deserve a happy, fulfilled, and abundant life. Many people think about the mistakes they have made, the poor decisions, the shortcomings, and they cancel themselves out. Do you believe that you deserve all the good that you can imagine?

## Core Areas for Setting Goals

There are 7 main areas where we set goals. As you review the core areas below, keep in mind the areas that are a priority to you right now. The next few pages address each of these seven areas. Once you complete them, you will have total clarity about your “starting” point.



# Finances

<b>Circle your current status?</b>									
1	2	3	4	5	6	7	8	9	10
Unsatisfactory		Just Making It			OK		Satisfied		Excellent

1. My current financial status is:

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2. Two most important financial goals for the year.

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3. What is my “why” for accomplishing these goals?

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# Health

<b>Circle your current status?</b>									
1	2	3	4	5	6	7	8	9	10
Unsatisfactory		Just Making It		OK		Satisfied		Excellent	

1. Describe the status of your health? (Physical, mental)

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2. What are the goals for your health?

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3. What is my “why” for accomplishing these goals?

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# Career / Business / Education

<b>Circle your current status?</b>									
1	2	3	4	5	6	7	8	9	10
Unsatisfactory		Just Making It		OK		Satisfied		Excellent	

1. Describe the status of your career or business?

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2. What are your career, business or educational goals?

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3. What is my “why” for accomplishing these goals?

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# Relationships

<b>Circle your current status?</b>									
1	2	3	4	5	6	7	8	9	10
Unsatisfactory		Just Making It		OK		Satisfied		Excellent	

1. Describe the status (and patterns) of your relationships.

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2. What your goals for your relationships (marriage, family, friends, business partners)?

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3. What is my “why” for accomplishing these goals?

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# Spirituality

<b>Circle your current status?</b>									
1	2	3	4	5	6	7	8	9	10
Unsatisfactory		Just Making It		OK		Satisfied		Excellent	

1. Describe the status of your spirituality?

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2. What are your goals in the area of spirituality?

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3. What is my “why” for accomplishing this goal?

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# Recreation / Leisure

<b>Circle your current status?</b>									
1	2	3	4	5	6	7	8	9	10
Unsatisfactory		Just Making It			OK		Satisfied		Excellent

1. Are you satisfied with the time that you devote to recreation, fun, leisure (travel, hiking, bowling, dancing, etc)?

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2. What are your goals to have more fun and leisure time?

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3. What is my “why” for accomplishing these goals?

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# Contributions

<b>Circle your current status?</b>									
1	2	3	4	5	6	7	8	9	10
Unsatisfactory		Just Making It		OK		Satisfied		Excellent	

1. Describe your status in the area of “giving back?”

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2. What are your goals to give back or donate to charity?

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3. What is my “why” for accomplishing these goals?

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Now that you have had an opportunity to identify your goals and get clarity, what are your two top goals for this year (or sooner)?

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## *Chapter 2*

# ***The Top 10 Reasons Why People Don't Get Results***

Have you ever wondered what has held you back from achieving your goals? There are reasons that many don't get the results that they wish for. I have identified ten reasons that prevent others from realizing their goals. As you go through this list, can you identify with any of these?

**1. Lack of Clarity and Self-Definition**

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**2. Stinking Thinking**

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**3. Living in the Past**

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**4. Refusing to Take Responsibility**

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**5. Blaming and Making Excuses**

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**6. Negativity**

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**7. Fear**

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**8. Laziness**

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*Lazy hands make a man poor, but  
diligent hands bring wealth.  
Proverbs 10: 4 NIV*

**9. Lack of Confidence**

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**10. Failure to Create a Plan**

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# Chapter 3

## Confidence and It's Relationship to Your Goals

### Success is Your Birthright

It is important for you to know that success, abundance, happiness, peace, and good health are your birthright. You must know that you deserve better. You will be surprised at how many people want better, yet feel guilty about doing or getting better. They feel that they are being greedy for wanting a raise. They feel that they are being insane for wanting to pursue a new career or passion. Before you move forward with setting your goals, it is important to BELIEVE that success is your birthright and that you can get the results that you deeply desire.

1. Do you feel guilty for wanting to achieve this goal?

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2. Are you really convinced that abundance, happiness, peace, love and good health are your birthright?

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3. Do you believe that YOU deserve success?

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4. What beliefs are in conflict right now with the fact that "success is your birthright"?

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5. Where did these beliefs come from?

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## **The Power of Faith**

Faith enables you to set a goal and believe that it is going to happen, period. Faith allows you to take action even if you can't see how you are going to achieve the dream. Faith activates hope and expectation. How is your faith tank?

Often, people don't set goals or move forward until they see a way to make something happen. The truth is, sometimes you won't see the next step until you make the first step.

Action: Are you ready to take action on your dream?

Expectation: Do you expect results?

Guidance: Do you trust that you will guidance for each step when you are open?

## **Limiting Beliefs**

In order to have confidence, it is important to eliminate limiting beliefs. When you have limiting beliefs, it will significantly impact your ability to produce results. Limiting beliefs are major blockers to your goal. Every single time you have a limiting belief, you suffocate your goal. If you do not have confidence right now, it might be a matter of checking your beliefs.

What are the limiting beliefs that are showing up in your life as it relates to your goal?

About yourself:

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About your finances:

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About your career / business

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About relationships:

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# Chapter 4

## The Magic of Taking Responsibility

*George Washington Carver, a successful chemist and peanut innovator, who discovered over 300 uses for the peanut, made an interesting discovery about people and excuses. He said, "90% or all failures come from people who have a habit of making excuses."*

The opposite of taking responsibility is *complaining, blaming, and thinking "Que Sera, Sera."* Complaining invites more reasons to complain. Stop discussing how bad things are at work and how bad the situation is in your family. If it's that bad, do something about it.

### **Event + Response = Outcome (from Jack Canfield)**

You can change your outcome, by changing the way that you respond to an event.

When you take responsibility for what is going on in your life, you automatically shift from being a victim to being one who is in control. You are no longer blaming others for your current circumstance.

If you take responsibility for your attitude, situation, lack as well as success, you will be able to change, I promise you.

What part have you played in creating or maintaining the situations with your:

Finances (Debt, Salary)

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Relationships

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Health

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Well-being

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# Chapter 5

## ***The Goal-Setting System that Gets Results!***

### **SMART GOALS**

How smart is your goal? SMART goals is a system that was designed to help companies get results. Each goal that you set should be SMART (which is an acronym for Specific, Measurable, Attainable, Relevant, and Timely).

#### **Specific**

A specific goal answers the following “W” questions: **who, what, when, where, and why**.

I am going to lose 10 pounds in 6 weeks (by walking 40 minutes a day) and eliminating soda and fried foods from my diet, so that I can be healthier and feel better. The more clarity you have about your goal, the more likely you are to achieve it. Say exactly what you will do and answer the 5 w’s = who, what, when, where and why. Let’s move to “M” in Smart Goals.

#### **Measurable**

**The goal has to be Measurable** – You can only manage a goal if you can measure it. Establish concrete criteria for evaluating the progress of your goal. If you are wondering how to measure a goal, ask “How will I know if I am making progress?”

#### **Achievable**

**Your goal has to be Attainable (or Achievable)**

Can you achieve it? Can you accomplish it in your desired time frame? Do you have the skills, attitude, habits and behavior that are necessary to accomplish your goal?

#### **Realistic**

**Your goal should be Realistic or Relevant**

A goal is realistic if you are willing and able to work toward it. You have to know what is realistic for you. When you blend your faith and action, you will experience an amazing results. Don’t just believe that it is realistic. Expect it to happen

#### **Timely**

**Your goal should be Timely** – It is very important to put a time frame to your goal.

When will you achieve it? Better yet, what date will you begin working on this goal? If you don't have a time frame, your motivation to achieve the goals will not be as high because you won't have a sense of urgency. Let's talk about the concept of you being "goal smart". Here are a few things to keep in mind:

**VERY SMART GOALS**

Head to paper  
 Paper to plan  
 Plan to action

**1 Year Goals:**

Goal	Start	Finish
1.		
2.		
3.		
4.		

**6 Month Goals**

Goal	Start	Finish
1.		
2.		
3.		
4.		

**90 Days**

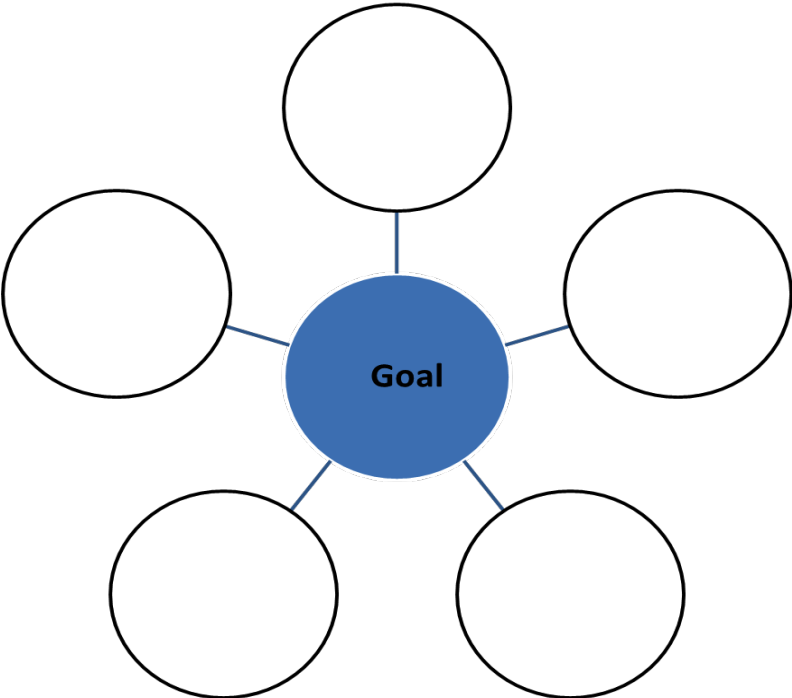
Goal	Start	Finish
1.		
2.		
3.		
4.		

**30 Days**

Goal	Start	Finish
1.		
2.		
3.		
4.		

**GOAL MAPPING: The process of planning and taking action**

This process of goal mapping involves identifying your goal and tasks associated with it. For example, if your goal is to take a vacation to Italy next year you will need to break the goal down so that you can see all of the tasks associated with it. I recommend that you get a sheet of paper and you write your goal in the center of the page and your tasks associated with the goal on the outside of the goal.



# 7 Day Goals

What will you do in the next 7 days with the information that you have learned?

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# Chapter 6

## Tools and Techniques to Materialize Your Goals

Claude Bristol, successful author of *The Magic of Believing* said, *It's the repetition of affirmations that leads to belief. And once that belief becomes a deep conviction, things begin to happen.*

### Asking

Asking is a very important tool to help you achieve your goals. Most people feel awkward asking others for help, because they believe that they can figure it out by themselves or that they don't need anyone. I am here to tell you, "you need others." You can not experience success all by yourself. We are designed to be interdependent.

1. What are my thoughts about asking others for help? Am I coachable? Does my pride prevent me from getting the assistance that I need?
2. Who can help me achieve my goal? (Coach, mentor, colleague, friend)
3. How can he/she help me?

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4. When will I ask him/her for help?

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## Habits

Your habits will make you or break you. Parks Cousins said, “Make good habits and they will make you. Your habits are more than the activities that you do consistently. Your habits are also an attitude.

# Habit Inventory

Developed by Jacqueline Escalante Deas

1. What is your daily routine?

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2. What time do you wake up?
3. What time do you go to bed?
4. If you have children, do you awake before they do?

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Answer the questions below in Group A and B.

### GROUP A

- ❖ How much time do you spend daily watching TV every day?
- ❖ How much time do you spend sleeping during the day?
- ❖ How much recreational time do you spend on the Internet daily (games, chatting, videos, emailing)?
- ❖ How much time do you spend talking on the phone daily for personal conversations?
- ❖ How much time do you spend for other games?

Total Time in Group A: \_\_\_\_\_

### GROUP B

- ❖ How much time do you spend exercising daily?
- ❖ How much time do you spend reading or listening to inspirational or personal growth resources?
- ❖ How much time do you spend meditating or praying daily?
- ❖ How much time do you spend alone daily to reflect or unwind?
- ❖ How much time do you spend daily rehearsing or using your talents and skills?

Total Time in Group B: \_\_\_\_\_

If the total in Group B is larger than Group A, you are already demonstrating commitment, discipline and focus. You know the importance of good habits. If the total in Group A is larger than Group B, it is a great idea to create new habits and bring balance to your day by increasing the activities in Group B and reducing the activities in Group A.

## Affirmations

Affirmation comes from the word affirm. When you affirm a goal, you validate it, confirm it and declare it to be true. Your affirmation describes your goal as if it is already completed.

Examples of affirmations are: “I am confident. I am a magnet for abundance. I have all of the resources that I need to fulfill my dreams. I am healthy. My life is filled with clarity and purpose. Money comes to me easily.

Whether you are conscious of it not, you always affirm something about yourself. Unfortunately most people affirm negative things about themselves. How many times have you said or heard someone else say, “Oh, I’m so stupid.” The majority of people are inclined to think negatively about themselves and their situations. If you affirm yourself positively, you will notice that your results will begin to change.

You are probably wondering, how can I use affirmations to realize my goals? Before you create your affirmations, it is important to take some time to reflect on your goals, as affirmations are an extension of your goals.

### **8 Guidelines for Creating Your Affirmations.**

1. Believe. Make sure your affirmation is believe-able. You must believe in the affirmation, you must believe that you deserve it.
2. State your affirmation in the positive. Affirm only what you want. Stay away from stating what you don’t want. When many people are asked what they want, they immediately start rattling off what they don’t want. They say things like, “I don’t want to be broke.” Well, You have just put “broke” in the universe. If you say, “I don’t want a job that requires me to travel.” You have put out there, a job that requires me to travel.” Your unconscious mind thinks in terms of words and images. Even though you say I don’t want to be broke (you mind immediately attaches to “broke”. Which will create more of “being broke.”
3. Use “I am”. The words “I am” are very powerful words. By using the words “I am”, you unleash both the power of the unconscious mind, and you tap into unlimited potential. When you combine “I am” with emotion, the world around you moves to support that statement. Here is an example using an I am statement; *I am the successful business owner of a Software Consulting Firm. I now earn over \$200,000 a year and I am so excited and thankful. I now work 35 hours a week which allows me to spend quality time with my family.*
4. State your affirmation in present tense as if you have already accomplished it. I am reminded of these words Jesus spoke to his disciples, “*Whatever you ask for in prayer, believe that you have received it, and it will be yours.*” It’s interesting that the text did not say, “believe that you will receive it”. It said believe that you have already received it (past tense). Examples of present tense affirmations are, I am a graduate of the University of Maryland. I am a successful high school English teacher. I now earn over a million dollars annually.
5. Be specific. Make sure you give as much clarity and definition as possible to your intention. Write it out as though you are trying to make it clear to a 5 year old.

6. Add some emotion to your affirmation. Do you feel happy, excited, overjoyed, thankful?  
I am so excited, happy and proud that I am a parent.
7. Keep your affirmation short enough to memorize. Commit your affirmation to memory so that you can say it in the shower, as you are lying in bed or when you are in the car.
8. Be sure to add, “the equivalent or better. As you create your affirmation, I suggest that you remain open and flexible to your highest good. For instance, “I now live in my dream house at 111 Main Street or it’s equivalent or better. This statement positions you to receive the home that is in your best interest.

What is your affirmation for the next 30 days?

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Now that you know how to create an affirmation, how should you incorporate it in your daily life? Here are four suggestions.

1. Make a Commitment to your Affirmation– If you want to benefit from an affirmation, you must commit to the process. Commit to 30 days of saying and believing your affirmation.
2. Display Your Affirmation - Write your affirmation on index cards. Display the cards in your home and car. It’s also a good idea to use your affirmation as a screen saver on your computer.
3. Choose a time to say affirmation daily for at least 5 – 10 minutes. Sometimes, you might need to repeat it a100 times. You might ask, what is the point of saying an affirmation so many times. When you flood your mind and environment with your affirmation, your belief and faith becomes stronger each time. It becomes so strong that your vibration increases, causing you to become a magnet to your wish. It becomes your reality.
4. Protect your intention. If you know that others will not or do not have faith in your affirmation, it is best to keep it to yourself so that you can avoid the negative energy that others will disperse about your intention. If you don’t have a lot of support in your immediate circle, we recommend that you have a small mastermind group of like-minded individuals that you can share your intentions with.

Make sure your affirmation does not violate the happiness or goodwill of anyone. It should be in the best interest of you and the others involved.



## Visualization

Dr. Charles Garfield is one of America's leading authorities on the subject of high achievement. He said, "I've discovered that numerous peak performers use the skill of mental rehearsal of visualization. They mentally run through important events before they happen."

**Before you can visualize, you have to have vision.** Your vision is such an important link to your success. A popular bible verse states, "where there is no vision, people perish." In other words, if you don't have vision, you will eventually lose hope, faith and excitement about life.

**Vision allows you to see with an inside eye. Vision is a thought, concept or idea that is formed by your imagination.** Visualization helps you to make the vision, visible. Visualization is the mental technique (process) used to create images in your mind so that your dream can come true. I'll state this again, visualization is the process used to manifest your vision and dream. In this process, you visualize specific behavior, events, or outcomes. One of the first Americans who practiced and wrote about visualization was Wallace D. Wattles, the author of the Science of Getting Rich.

**Throughout the day, you have many thoughts.** Research shows that we have over 50000 thoughts a day and the majority (80%) of these thoughts are negative. No wonder, so many people get negative results.

There are several reasons that visualization is powerful. It causes your brain to focus by reprogramming its reticular activating system so that it notices available resources that were previously unnoticed. Visualization also attracts people and opportunities to you that match your vision.

The premise of visualization is that you can change your outer world (or your reality) if you will change your inner world (thoughts). Successful people have realized over the years, that the results of visualization are phenomenal. Creative visualization, for instance, is the technique used by athletes to mentally train them and prepare them to win.

In a study, Russian scientists compared four groups of Olympic athletes in terms of their training schedules:

- Group 1 received 100% physical training;
- Group 2 received 75% physical training with 25% mental training (visualization)
- Group 3 received 50% physical training with 50% mental training;
- Group 4 – received 25% physical training with 75% mental training.

Which group do you believe had the best performance? Group 4, who did 25% physical training and 75% mental training, performed the best. The Soviets discovered that mental images can act as a prelude to muscular impulses.

You, too, can use visualization to tease away your own pain or lack in your Relationships, finances, health, career, or spirituality. Let's explore how you can use the visualization process in your daily life.

\* Set aside time daily to visualize. When you first wake up in the morning and before you sleep at night, visualize your intention. Add color, sounds, excitement to it. See the completion of your goal as if you are watching a movie.

\* Create a vision board. A vision board is a collection of pictures that represent your goals and desires. The benefit of this board is that it allows you to visualize all of your desires in a central spot.

I discovered a quick and easy way to do a vision board. Go to Bing or Google to find images that represent your goals. Paste the images into a Powerpoint or word document, print and put on your refrigerator or someplace where you can see it. Gaze at your vision picture daily and express appreciation for it. Update it when you need to.

Now you can add visualization to your affirmations. In other words, you can see it as you say it! I believe that you are going to experience some results that will blow your mind! You have the tools that you need to re-design your life! Use them with precision!