

## **Exercise 1**

Take some time to think about what you want to achieve. It is best if you don't rush this part.

This book is designed to help you make a change in your life. If you need to walk away from the book and think, that is ok. If you need to sleep on it, that is ok too. Whatever you need to do, you do.

You can also come back to this exercise later as inspiration hits when you complete a few more exercises.

Make a list of your dreams:

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~ Emma Frost ~

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Categorize your goals using the following table. It doesn't matter if you don't fill up all the categories. It is more important that you start thinking about your goals. If you have more than one idea per category, that is ok too. The boxes contain examples to help you.

<b>Immediate</b>	<i>Remember to pick up milk on the way home</i>
<b>Short-term</b>	<i>Save up \$500 so that I can buy concert tickets to see Beyonce in August</i>
<b>Intermediate</b>	<i>Lose 10 pounds before I see my mother at Christmas</i>
<b>Long-term</b>	<i>Get a new job, with higher pay and better benefits before Summer next year</i>
<b>Lifetime</b>	<i>Save up for a downpayment on a house before I am 30</i>

## Exercise 2

Using your thoughts from Exercise 1, sort them into categories using the table on the next page. It is important to note that the groups are listed in this order for a reason.

<b>Personal Health</b>	
<b>Self-development</b>	
<b>Family</b>	
<b>Financial</b>	
<b>Work</b>	
<b>Community</b>	

### **Exercise 3**

Pick one of the ideas that you have come up with in the previous exercises, and turn it into a positive, active statement.

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## **Exercise 4**

What is the reason behind your goal?

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## **Exercise 5**

Write down one of your goals devised in the first three exercises, without going back to see what you have already written.

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Were you able to easily remember your ideas?

Find a picture to represent your end point, and stick it in here.

## Exercise 6

If you have identified two ideas that can be classified as big goals, write them down. If not, look back at your goals and see if any of them are potentially major goals, and insert them here.

Don't forget to include your reasons!

1

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2

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## **Exercise 7**

Write down your assumptions

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## Exercise 8

Write your affirmations here:

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~ The Quick and Easy Way to Take Control of Your Life ~

**Print this page up and pin it to your wall. Look at it every day, and say the words outloud.**

~ Emma Frost ~

Choose one of the ideas that you developed in the first exercises to work on.

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## Exercise 9

Does your goal meet the **S** factor?

If not, how can you make it more specific, simple and/or suitable?

Rework your goal:

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Don't spend too much time on this stage of the process, you may find your goal becomes more S-word as you proceed through the next steps.

## **Exercise 10**

Do you know how you will measure your progress?

Do you know where you are starting from?

Have you described your quantification process in the goal?

Write down your measurable goal:

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How will you feel when you have completed your goal?

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## **Exercise 11**

Have you described your action in the goal?

Reword your goal so that it is achievable:

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## **Exercise 12**

Is your goal realistic and reasonable?

Is it results-oriented and relevant?

If it is, yay! If not, rework your wording:

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## **Exercise 13**

Does your goal have a deadline?

If so, you are doing great! If not, rework your wording to include a timeline:

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## **Exercise 14**

Is your goal exciting?

Does it contain an educational component?

How will you evaluate your progress?

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## Exercise 15

Does your goal fit the SMART criteria?

<b>Your Goal:</b>		
<b>S</b> pecific	Is there enough detail for clarity?	
<b>M</b> easurable	How will you measure it?	
<b>A</b> ction	How are you going to complete the goal?	
<b>R</b> elevance	Is it applicable to your growth?	
<b>T</b> ime	Do you have a deadline?	

## **Exercise 16**

Write your SMART goal here:

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Who will you take along with you?

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What do you need to take with you on your journey?

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What do you need to do *before* you begin?

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Which are the stages where things might go wrong?

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Can you prevent any of these issues?

How will you deal with them if they do go wrong?

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Any other thoughts you have that will help you succeed.

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~ The Quick and Easy Way to Take Control of Your Life ~

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## **Exercise 17**

Choose one of your goals:

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~ The Quick and Easy Way to Take Control of Your Life ~

Break it down into three to five steps (if it needs more steps, break it into two goals):

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2.

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3.

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4.

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5.

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Goal:				
Step	Days	Weeks	Months	Years
1				
2				
3				
4				
5				

Goal:		
Step	Start date	End date
1		
2		
3		
4		
5		



## Exercise 18

Choose three of your goals and prioritize them:

1.

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2.

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3.

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## In order of priority

1.

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2.

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3.

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With your newly prioritized list of goals, you can now replot your calendar.





## Exercise 19

How will you make yourself accountable for your success?

1.

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2.

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3.

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## Exercise 20

Now that you know how to write a goal go back to your original list of things that you wanted to accomplish. Turn them into goals.

Try to complete at least five goals, in different types (health, self, family, financial) and of different categories (short, intermediate, long, life)

1.

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2.

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3.

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4.

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5.

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