

SET & EXECUTE YOUR GOALS

by Samer Chidiac



The Workbook

INFLUENCERS



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Welcome

Hello & Welcome to ***Set & Execute your Goals***; I'd like to welcome each and every one of you for taking the Time & checking out this program. This is a Free Program brought to you by **INFLUENCERS WS** and we hope you get the most out of it.

The program will be taking you on a tour to explore the 5 Steps to Set & Execute your Goals

1. Stop & Take a Look Around
2. Close your Eyes & Dream
3. Capture & Record your Goals
4. Develop an Execution Strategy
5. Live the Life you always wanted!

Stop & Take a Look Around

Physically

Mentally

Spiritually

A large, rounded rectangular area with a light gray background and a white border, containing horizontal lines for writing. The lines are evenly spaced and extend across the width of the area, providing a space for notes or reflections.

STEP

02

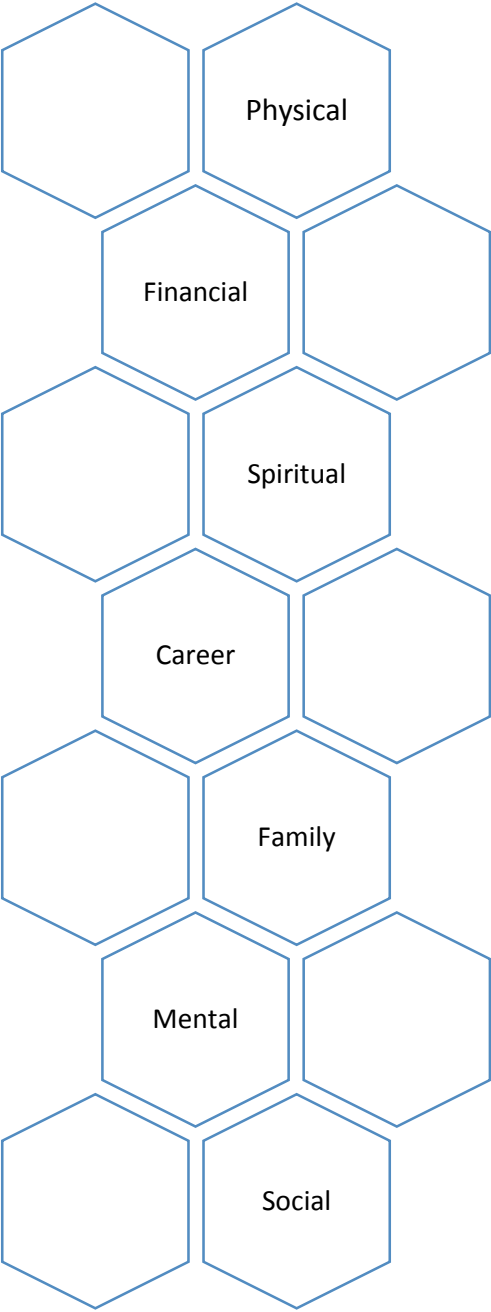
Close Your Eyes & Dream

A large, rounded rectangular box with a white border and a grey background. Inside the box, there are 18 horizontal lines for writing, arranged in a single column. The lines are evenly spaced and extend across most of the width of the box. The top and bottom corners of the box are rounded.

Capture & Record Your Goals

S: Specific
M: Measurable
A: Agreed
R: Realistic
T: Time Bounded

A large, rounded rectangular area with a light gray background and a white border, containing 20 horizontal lines for writing. The lines are evenly spaced and extend across the width of the area.



A large, rounded rectangular area with a light gray background, containing 18 horizontal lines for writing. The lines are evenly spaced and extend across the width of the area. The top and bottom corners of the area are rounded.

5 Steps for Capturing & Recording your Goals

1

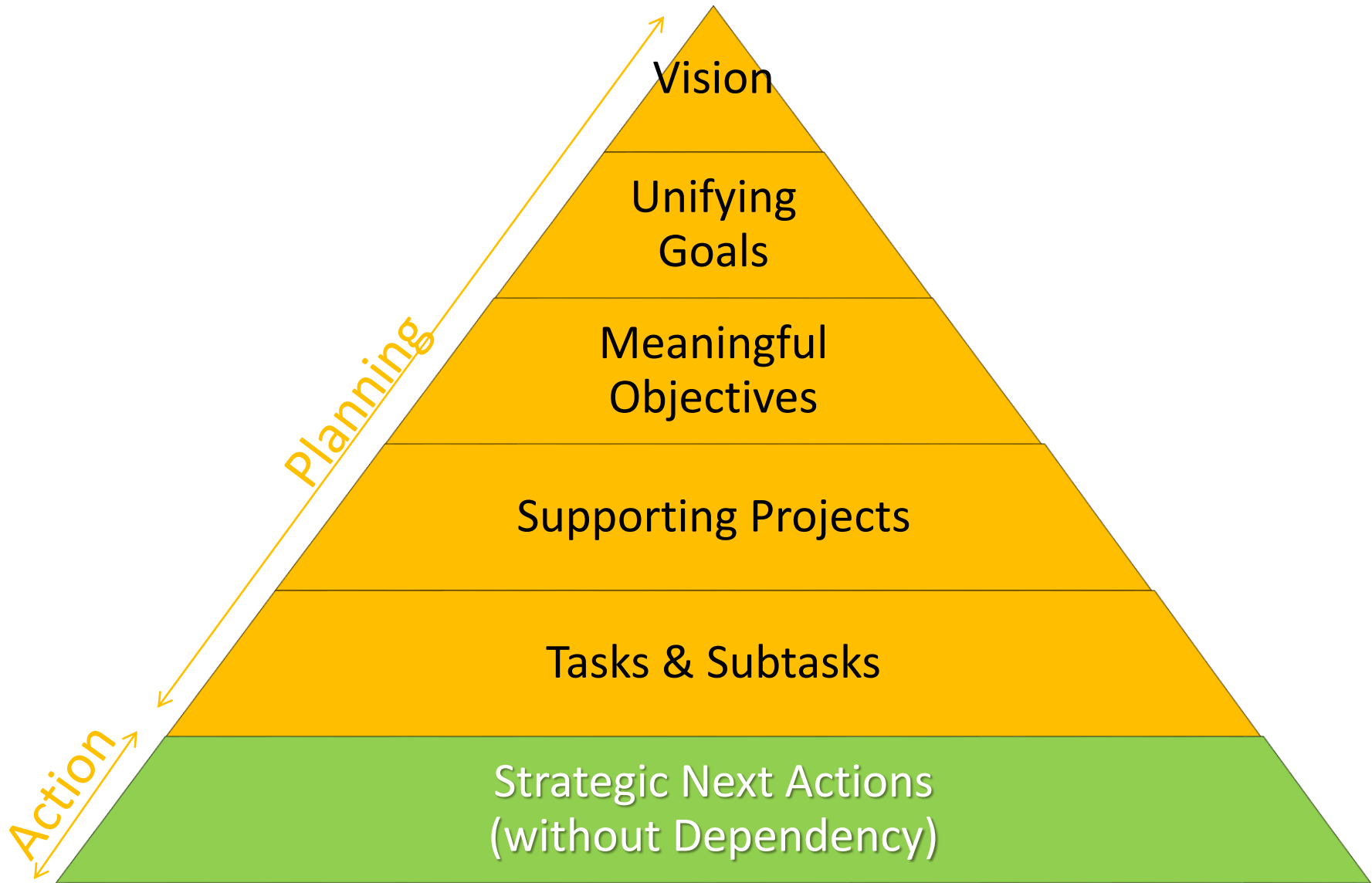
2

3

4

5

Develop Your Strategy



Planning Categories

.Meaningful Objectives: Business

.Meaningful Objectives: Personal

.Supporting Projects: Business

.Supporting Projects: Personal

1:1 Meetings

Action Categories

SNA Call : _____

SNA Computer : _____

SNA DESK : _____

SNA Errand : _____

SNA Home : _____

SNA Online : _____

SNA Waiting for : _____

Someday Maybe : _____

Additional Notes



Professional Goals

Example of Unifying Goal:

Grow Revenue by 20% and increase profit by 5% by end of December 2014

Example of Area of Focus:

1. Marketing
2. Business Development
3. Services
4. Operations



Professional Goals

Unifying Goal:	
Draft Areas of Focus	Prioritized Areas of Focus
	1.
	2.
	3.
	4.
	5.

Unifying Goal:
Area of Focus 1: Meaningful Objective: Meaningful Objective:
Area of Focus 2: Meaningful Objective: Meaningful Objective:
Area of Focus 3: Meaningful Objective: Meaningful Objective:
...



Professional Goals

Things I'm going to change



A large rounded rectangular box with a yellow border, containing 20 horizontal grey lines for writing.

Personal Goals

Example of Personal Vision:

Grow my Business easily, celebrate getting married in November; take an awesome honeymoon, lose 10 Kg, attend church every Sunday...

Example of Area of Focus:

1. Career
2. Family & Friends
3. Finance
4. Health & Well-Being
5. Spiritual and Community Service
6. Home



Personal Goals

Personal Vision:

Draft Areas of Focus	Prioritized Areas of Focus
	1.
	2.
	3.
	4.
	5.

Example of Area of Focus:

1. Career
2. Family & Friends
3. Finance
4. Health & Well-Being
5. Spiritual and Community Service
6. Home

Personal Vision:

Area of Focus 1:
Meaningful Objective:
Meaningful Objective:

Area of Focus 2:
Meaningful Objective:
Meaningful Objective:

Area of Focus 3:
Meaningful Objective:
Meaningful Objective:

...

Personal Goals

Things I'm going to change



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The “ Urgent – Importance ” Matrix



Live The Life You Always Wanted!

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