



## Win It In 2012!

There are lots of great approaches and techniques to help you move forward from vision to victory with respect to goal achievement. All of it is simple. Not all of it is easy. As you work through the exercises in this worksheet, you may find yourself dreading the answer to some question or resisting looking at what is or might be your situation. Those are the times to stop and pay attention – there is something there that you may need to think or work through to change your hamster-wheel experience with goal setting.

I have never worked with anyone who has not been able to accomplish their priorities as long as they have three things:

- A compelling and clearly-stated vision, wish or dream,
- A fierce and driving desire to get it, and
- The willingness to do whatever it takes to make it happen.

As you work through the exercises on this worksheet, I hope you will find the process stimulating and discover yourself rekindling your eagerness and commitment to make this a banner year!

If you have any questions, let me know. It would be my pleasure to help you get where you want to go!

Warmly,

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## Warm Up!

As you make decisions about what you want to accomplish, it helps to have a balanced view of your goals and how they fit into your overall life. Oftentimes we get so excited about an idea that we over-promise given our other commitments, then under-deliver versus our potential. A colleague of mine once said that when we set goals, we tend to overestimate what we can do in one year and underestimate what we can accomplish in five years. I can tell you that it is right on!



So, what are some of the other life aspect that might be worth keeping in mind?

- You, your lifestyle wants and goals, the relationships you want to maintain or grow,
- Your business requirements and what you want to get out of them, and
- How much time and money you need to “invest” to achieve your dreams.

Let's start by summarizing where you are so you can better decide where you want to be. Answer each of these questions as completely as you can. Add extra pages if necessary.

What things are going well for me now?

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What things are difficult for me at this time?

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What are the things that I do easily and well (strengths)?

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What things do I find difficult or have to struggle to complete (weaknesses)?

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What are my three most important commitments or projects?

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Who are the most important people in my life?

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What three habits would I like to develop?

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If it's been a while, now might be a good time to get a handle on your financial and legal, physical, social, spiritual and emotional conditions. It may be a productive activity to get a professional to help you assess if and how you may improve those areas of your life. Good, bad or indifferent, at least you'll know.

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## On Your Mark!

Start by setting the right goal, one that is based on the long-term vision of where you want to go. But to do that, you will want to get a few things down in black and white:

What do I want my life to look, feel and be like **10 years** from now?

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What have I learned? What do I want to give back or how have I serve?

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What would I like people to say about me?

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Spend some time working on those questions. Developing a captivating long-term vision will make it easier to answer the next two questions:

What might all of that look like in five years?

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How will my life be different at the end of this year?

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Now lets break your goal down further, so that you can focus on and accomplish smaller pieces of your larger goal. Take some time to think about what steps might be relevant to getting where you want to go. Keep asking yourself, "What has to happen before that?" Once you've captured all of the potential steps, consider the kinds of information, resources and support you will need to accomplish it easily. Complete one of these sheets for each of your major goals for this year.

Steps, Pieces or Processes	What I Have	What I Might Need	Key Buy-in



## Get Set!

Now let's move from something that's a concept to something concrete. The important thing here is to keep reminding yourself what you want and why, so that as you move to implementation, you will be more open to taking the actions you need to get it done.

What is my goal?

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Why do I want it?

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What am I willing to overcome in order to get it?

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The most powerful goals are those that are **SMART**: **S**pecific, **M**easurable, **A**ligned to your values, **R**ealistic, and **T**ime-specific. Pick three to five goals or sub-goals and make sure that you can answer the following questions, to make them more authentic and attainable.

Goal or Step	Measurable	Aligned	Realistic	Time-Specific
Specifically, where do I want to direct my focus?	How will I know when it's done?	What key part of my life/values will this impact?	What might be barriers? How can I get over them?	When will I complete the step?

If you find yourself saying, "I don't know," then your next step is to get some answers! Do some research, ask someone's advice, study a successful person. Don't quit because of lack of information.

Now you need to set some support(s) in your environment to help you keep your momentum. The following are just a few ideas to guide you. The more you can move into your environment, the less effort you'll have to exert yourself.

- Print out your goal statement and/or planner and put them around your home and office.
- Make a recording of yourself expressing what you want and why. Listen to it often.
- Enter a daily reminder in your handheld calendar or printed calendar.
- Hire a trained, professional coach or enlist a trusted friend.
- Set up rewards to recognize your accomplishments along the way.

...And perhaps my personal favorite...

## Make a BIG, Bold Promise

Today, [date] \_\_\_\_\_ I again pledge to give my focus to achieving/getting/ accomplishing [goal] \_\_\_\_\_. I am glad that I have made the choice to overcome or give up [obstacle] \_\_\_\_\_ because it gets me one step closer to where I want to go. I also promise to take some time to recognize my accomplishments and to realize that every day that I employ my talents to move forward, I am working toward my greater purpose.

Now share it with someone else to keep you "honest."

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**Go! Win!**

Review and update your worksheets at least weekly, preferably daily. Make adjustments as necessary. Be sure to schedule some time to play, dream and organize. It will serve you well in the long run!

Remember, you don't have to do it alone! If you prepare for your journey and put in place the scaffolding to support your transformation, you will surely have an outstanding year!

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**I design customized, sustainable Branded Leadership that creates Guaranteed Powerful Leadership Outcomes for thought- and corporate-leaders, their teams and Boards, their careers and their lives. If you would like to know more how I might help you create Success That Sticks, contact me.**

Mention this worksheet and get a no-cost 30-minute consultation!

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