

THE COMPLETE GUIDE TO FRUITFUL GOAL SETTING WORKSHEET

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CREATE YOUR GOALS BY FOLLOWING EACH STEP USING THE GOAL TABLES ON PAGES 2 THROUGH 4. THE TIME MANAGEMENT TABLES ARE ON PAGE 5.

STEP ONE: WRITE ALL OF YOUR GOALS DOWN. WRITE YOUR GOALS DOWN IN TABLE 1, UNDER GOALS.

STEP TWO: PRAY OVER THE GOALS. WHAT IS GOD SAYING TO YOU ABOUT EACH GOAL? WHAT EXTERNAL VALIDATION ARE YOU RECEIVING ABOUT EACH GOAL, IF ANY? WRITE THOSE NOTES IN TABLE 1, IN THE COLUMN PRAYER NOTES.

STEP THREE: ADJUST & PRIORITIZE. REDUCE AND/OR EXPAND YOUR LIST OF GOALS AFTER CAREFUL MEDITATION AND PRAYER. IN TABLE 1, UNDER ADJUSTMENTS/PRIORITIZE, ADD ANY NOTES AND ASSIGN A PRIORITY NUMBER.

STEP FOUR: DEFINE EACH GOAL. DEFINE WHAT EACH GOAL MEANS ON YOUR PRIORITIZED LIST. WRITE THAT DEFINITION ON TABLE 1, UNDER DEFINE.

STEP FIVE: ALLOT TIME TO EACH GOAL. TAKE YOUR BEST GUESS ON THE TIME TO ALLOT TO EACH GOAL, THEN DOUBLE IT. NOTE THAT IN TABLE 1, UNDER TIME ALLOTTED. WE ALWAYS UNDERESTIMATE HOW LONG IT TAKES US TO DO SOMETHING. BE SURE TO NOTE NEXT TO THE TIME IF IT IS A DAILY, WEEKLY, MONTHLY OR RAINY DAY TIME SLOT.

STEP SIX: CREATE TASKS TO REACH EACH GOAL BY FILLING OUT TABLE 2. EVERY TASK YOU CREATE FOR EACH OF YOUR GOALS SHOULD BE SUPER, SIMPLE. FOR EACH TASK, GO BACK AND ASK YOURSELF, CAN I BREAK THIS DOWN INTO SOMETHING EVEN SIMPLER? IF YOU CREATE YOUR TASKS THIS WAY, YOU'LL SUCCEED WAY MORE OFTEN THAN NOT. AND THAT IS VERY ENCOURAGING AND REWARDING!!!

STEP SEVEN: SCHEDULE EACH GOAL. HAVE GRACE FOR YOURSELF AND YOUR SCHEDULE. YOU WILL NOT NAIL THIS EVERY DAY. SCHEDULES AREN'T CARVED IN STONE, THEIR PURPOSE IS TO MAKE THE BEST USE OF YOUR DAY. DECIDE RIGHT NOW, THAT YOUR SCHEDULE DOESN'T CONTROL YOU OR DETERMINE YOUR LEVEL OF SUCCESS!

TABLE 1 – GOAL SETTING, USE TO COMPLETE STEPS ONE THROUGH FIVE.

GOAL	PRAYER NOTES	ADJUSTMENTS/ PRIORITIZE	DEFINE	TIME ALLOTTED
<p><i>EXAMPLE:</i> START EATING HEALTHY</p>	<p>I KNOW GOD WANTS ME TO MAKE BETTER FOOD CHOICES AND TAKE CARE OF MY BODILY TEMPLE. EXTERNAL VALIDATION CAME WHEN I FELT TIRED AND BLOATED AFTER EATING OUT LAST NIGHT.</p>	<p>AFTER MORE PRAYER, I FEEL THIS SHOULD BE #1 ON MY LIST.</p>	<p>EATING HEALTHY MEANS ADDING MORE VEGETABLES TO EACH MEAL AND EATING LESS SUGAR AND CARBS. ADDING HEALTHY FATS AND MAYBE WHOLE GRAINS.</p>	<p>2 HOURS/ THREE DAYS A WEEK</p>

TABLE 2 – FINAL GOAL SETTING WORKSHEET

PRIORITY	GOAL	TIME ALLOTTED	SIMPLE TASKS	SCHEDULE
EXAMPLE: #1	EAT HEALTHY	2 HOURS/ THREE DAYS A WEEK	<ol style="list-style-type: none"> 1. THROW OUT MY JUNK FOOD AND FIND RECIPES FOR HEALTHY BROWNIES AND COOKIES 2. MAKE A SHOPPING LIST FOR NEW HEALTHY RECIPES AND ADD TO SHOPPING LIST 3. TRY A NEW RECIPE 4. ADD MORE VEGGIES TO SHOPPING LIST. 5. THIS WEEK, TRY TO ADD ONE MORE VEGGIE TO DINNER, BE SURE TO HAVE RECIPE HANDY 6. WEEK #2, ADD ONE MORE VEGGIE AT DINNER 7. TRY A NEW VEGGIE WEEK #3 8. ADD A VEGGIE TO LUNCH AND DINNER, WEEK #5 	PLAN, PREPARE AND RESEARCH MONDAY, WEDNESDAY AND SATURDAY FROM 3PM TO 4PM AND FROM 8PM TO 9PM

TABLE 2 CONTINUED

PRIORITY	GOAL	TIME ALLOTTED	SIMPLE TASKS	SCHEDULE
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EVERY WEEK PULL OUT THIS WORKSHEET AND CHECK OFF TASKS.

TIME MANAGEMENT

START A STOPWATCH EVERY TIME YOU GET ON YOUR COMPUTER, TABLET, PHONE OR TELEVISION. WHEN YOU'RE DONE, STOP YOUR STOPWATCH AND RECORD IN THE TABLE BELOW. THERE'S PLENTY OF SPACE FOR YOU TO RECORD EACH TIME DURING THE DAY YOU USED SCREEN TIME. IF YOU FORGET TO START YOUR STOPWATCH, JUST GUESS.

DAY	TOTAL AMOUNT SPENT
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

FIND YOUR TIME WASTERS AND ELIMINATE THEM.

TABLE 3 – TIME MANAGEMENT

SCREEN TIME (USE BLANK LINES TO ADD ANYTHING NOT LISTED)	TIME SPENT EACH DAY	WHY AM I SPENDING TIME HERE?
PINTEREST		
FB		
INSTAGRAM		
TWITTER		
EMAIL		
YOUTUBE		
TV		
COMPUTER/ APP GAMES		