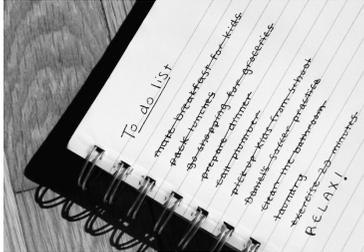


# Laying Out Your Goals



**B**efore you start *The Joy of Getting It Done* program, it will be useful for you to have some specific goals in mind. That way, you can apply what you are learning and get practice using the tools.

You might find the questionnaires in the Appendix helpful in quantifying and solidifying some of your objectives.

Be sure to make your goals “SMART.” They should be:

**Specific** – What exactly are you planning to achieve? (“Exercise regularly,” not “Live a healthier lifestyle” – too vague)

**Measurable** – How much will you do? (“I’ll exercise 30 minutes/day.”)

**Action-oriented** – What action are you going to take? (“Work out on the cardio machines at the Y”)

**Realistic** – Is it realistic for *you*?

**Timely** – When are you going to do it? (“I’ll go to the Y each weekday morning before work.”)

Throughout the program, exercises in each chapter will help you figure out exactly how to apply the tools so that you can achieve your objectives. But first let’s set some up. We’re specifically going to look at three different types of goals as we go through the program:

- Incorporating new routines into your life
- Creating a new approach to tasks you avoid
- Tackling overwhelming projects

As you lay out your goals, I’ll ask you to consider how it feels to have them in their current state, and then I’ll ask you to imagine how it might feel to have achieved them. It’s important to jot down at least a few thoughts and feelings so that if you find that you are flagging a bit, you can look back and get a new shot of motivation. Let’s get started.

## New Routines

**What new routines would you like to introduce into your life?** Name up to three, then prioritize them 1, 2 and 3 in order of your motivation to get started on them. Assign a one-word label to each routine that you'll use to refer to it as you go through the book.



| New Routine | Priority | Label |
|-------------|----------|-------|
|             |          |       |
|             |          |       |
|             |          |       |

**What are some of the feelings that come to mind with not having these routines as part of your life?** Examples might be “out of control,” “unhealthy” or “anxious.”

| Routine (Label) | Feelings Associated with Not Having This Routine |
|-----------------|--|
|                 |  |
|                 |  |
|                 |  |

**Who else, if anyone, is affected by your not having these routines established?**

| Routine | Others Affected by Your Not Having This Routine in Your Life |
|---------|--|
|         |  |
|         |  |
|         |  |

**Close your eyes and imagine that each of these routines has become a regular part of your life.** For each one, write some feelings that come to mind as a result of establishing this routine. Examples might be “peaceful,” “empowered” and “on top of things.”

| Routine | Feelings Associated with Establishing This Routine |
|---------|--|
|         |  |
|         |  |
|         |  |

**As you work through the program, pick only *one* of these routines to introduce into your life,** probably the one you decided was your number one priority. Once the first routine is firmly established in your life – for a period of at least 6 months or even a year – you can introduce the next one.