



Goal Setting Worksheets





The **Wake Up Eager quiz** focuses on five key areas for getting and staying inspired: Managing My Mind, Body, Spirit, Career and Team. This worksheet is focused on building in the:

Managing My Mind Area:

This includes a focus on your internal drive to excel. This is a measure of the strength and clarity you currently have about your future; a desire to be "better" than you currently are, no matter how good you have already become.

Why is this area important?

As a consultant I worked with a very talented, bright, fun and capable executive. He had so many talents but he was lacking **joy, energy and life around his life**. He'd gone through some tough times with the company he'd help build. Somewhere along the way, with all the stress and business challenges, he'd lost his hopefulness for a bright future. He was trying to lead with the company but he had low energy and feelings of hopelessness, **which he tried to hide and shrug off**.

"Far away there in the sunshine are my highest aspirations. I may not reach them, but I can look and see their beauty, believe in them and try to follow them."
Louisa May Alcott

The Wake Up Eager Quiz includes these statements for Managing My Mind:

- **I live on my own terms, not by the rules or preferences of others.**
- **I have written goals and plans I will accomplish this year.**
- **I take responsibility for my achievements AND my errors.**
- **I have a clear sense of purpose for my life.**

When we're not seeing a bright future or we've just lost our energy and momentum it's harder to take responsibility for our actions, to take charge and feel on-purpose. Constantly strengthening in this area is a worthy of your focus, that's because when we feel strong here we're more likely to set and meet our personal goals, operate with a passion in all endeavors, we're more open to change, and have a strong sense of duty to our own ideals and goals.

MANAGING MY MIND STRENGTH = ENERGY, MOMENTUM, HOPE



I'm sure you know someone who seems absolutely committed to his or her job, who always seems enthusiastic about projects he or she is working on, and typically achieves extremely positive results. What is it about that person that sets him or her apart? How is he or she able to make such an impression on other people and achieve so much? Is it really as effortless as it looks?

If you feel energized and enthusiastic about your job, chances are you are strongly Self Directed and have built strength in the Managing My Mind area.

If you constantly feel overwhelmed by work, if deadlines are slipping, you have low energy and a low sense of mission and excitement about your life and work you may want to focus on strengthening here.

Skills associated with Strength in Managing My Mind: Someone who has mastered this area:

- Has a clear sense of purpose, both related to his or her career and his or her current job.
- Has clearly defined long-term and short-term goals.
- Is rewarded by beating his or her own personal best—is most competitive with him or herself, not other people.
- Believes passionately in his or her own capabilities to improve and become better at what he or she does.
- Takes responsibility for achievements and failures, and learns from both.

There ARE things you can do to get more of this in your life. Here are mindset ideals to consider:

- Make long-range and short-range goals, and keep them in mind. You may experience small failures along the way, but if you keep your big picture goal in mind, you will likely find some way to achieve it!
- Give yourself credit through positive "self talk"—don't defeat yourself by being negative about your own ideas or thoughts.
- Move toward your most important goals every day, and relate your daily objectives to your bigger goals.
- Promise yourself that you will achieve goals that you set. Hold yourself accountable.
- When you make mistakes, turn them into learning experiences. Once you have fixed the situation to the best of your ability, think over the mistakes you made and figure out how you could have taken better or more effective action.
- Be persistent! Find new ways to accomplish key tasks if you can't get them done in the "usual" way.
- Focus on your results. Make your actions count—don't waste energy on futile or pointless tasks.
- Don't look at problems at work as catastrophes... problems are rarely catastrophic.
- Don't panic! If you over-react about a new difficulty, it is likely you won't maintain



the mental flexibility to come up with rational, creative solution to the problem.

- When facing a difficult decision, analyze different alternatives, consult with appropriate individuals within your organization, then take decisive action on whatever decision you make.
- If you make a mistake, admit it. Then work immediately to put the fire out!
- Stand up for what you believe in. If you are asked to do something you believe is unethical, "blow the whistle." Suggest alternative ways of achieving similar goals, if appropriate.
- Don't make excuses for things you haven't done—to others, or to yourself. Just do your best to achieve them as quickly as possible.
- Keep raising the bar. Don't compete with OTHER people, but with your own most recent PERSONAL BEST.

Managing My Mind Exercises:

Activity 1: Name, Claim and Leverage Your Strengths

Begin to think constructively about yourself and how you fit in your organization. Realize that you have a **unique set of skills and strengths** that you contribute in the workplace. Make a list of what you see as your primary strengths. For example, "*I get along well with other people,*" "*People say I am organized,*" "*I am comfortable talking in front of groups,*" or "*I am a good accountant.*"

Next to each of your strengths, write down at least one way you can take advantage of that skill and use it more in your daily tasks. Feel confident about the items you list, and don't be afraid to practice using your skills.

I'm good at...

How can I use this skill today?



Activity 2: Removing Obstacles – Define what’s In Your Way...Break-it-Down, One-by-One

Write down three goals you feel frustrated in reaching. Then, for each goal, write down what’s preventing you from making progress. For each obstacle, try to think of at least two alternative methods of moving past the obstacle or overcoming it through decisive action.

Goal #1: _____

Obstacle #1: _____

Obstacle #2: _____

Ways Around Obstacle #1: _____

Ways Around Obstacle #2: _____

Goal #2: _____

Obstacle #1: _____

Obstacle #2: _____

Ways Around Obstacle #1: _____

Ways Around Obstacle #2 : _____

Goal #3: _____

Obstacle #1: _____

Obstacle #2: _____

Ways Around Obstacle #1: _____

Ways Around Obstacle #2 : _____



Activity 3: Taking Charge

Think about a recent occasion at work that seemed like a crisis, in which you and others were panicked about resolving a difficult issue.

- How was the situation handled?
- Who took charge?
- In retrospect, how could YOU have taken charge of the situation? What could you have done with the skills you have to improve the situation?

Activity 4: Your Own Personal Best

Reflect on last year. Think through each month and recall important events, activities, new skills acquired and new insights that you gained. Recall all that you accomplished. Recall all the things that went well and that represent progress for you in your life.

Make a list of at least six areas of accomplishment from last year here:.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____



Now make a list for this year...what will you accomplish that can help you positively reflect on the year? **How can you “one-up” yourself this year?** Make that list now.

- 1. _____
- 4. _____
- 5. _____
- 4. _____
- 5. _____
- 6. _____

We'll be adding resources to our website for this and every area on a daily basis. Click our RSS feed (light green box on the left) on our home page: www.pricelessprofessional.com Or subscribe to our monthly online newsletter to receive new information via email.

May your life be full of joy, hope and energy. May you wake up eager everyday!

With Appreciation,

Suzie Price

★ ★ ★ ★ ★ ★ ★ ★ ★ ★
“Learn from yesterday, live for today, hope for tomorrow.”
Albert Einstein
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