

----- THE 7-DAY -----

GOAL SETTING

----- CHALLENGE -----



TOMHART
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A Guide to Help You Set Your Goals, Create a
Plan of Action and Begin Achieving Them
IN ONLY A WEEK!

By
Success Strategist and Master Coach
TOM HART
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Thank You

Thanks for downloading this quick reference guide to help you set your goals, create a plan of action and begin achieving them in only a week. For more FREE resources to help you **Grow Your Life** and **Build Your Business**, visit my website, SuccessSeriesLLC.com, and join the [Success Series Community](#) by clicking on the opt-in offer and leaving your email address. You will receive email notifications of [new blog posts](#) and [Talk with Tom podcast episodes](#), learn of [upcoming events](#), and receive other FREE [resources](#) just like this. It's that easy!

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Who is this challenge for?

What will I get from this challenge?

How do I follow along?

As renowned author Antoine de Saint-Exupery said, “A goal without a plan is just a wish.” Do you often find yourself wishing for something – whether a brand new car, starting a business, or running a half-marathon – but then never working towards that goal? That’s because you don’t know how to properly set goals and create a plan of action. This 7-Day Goal Setting Challenge is for anyone who is looking to achieve a specific goal in their personal or professional life, no matter how big or small. If you’re unsure of how to go about starting on a path to achieving your goals, then this challenge is for you.

Over the course of the 7 days, you will gain clarity into exactly what you want to achieve in every area of your life and determine a clear-cut plan for how to achieve those goals.








On the next page, you will find a 7-Day calendar outlining exactly what you need to do during each day of the challenge to be successful. Once you have completed the daily task, check the box to indicate that you’ve done the necessary work for that day before you move on to the next day.

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A goal without a plan is just a wish.

- Antoine de Saint-Exupery, author of *The Little Prince*

Follow along and check off each day as it's completed!

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
 Assess where you are	 Define your goal	 Brainstorm what you need	 List the steps (tasks) to get you there	 Create an action plan	 Commit to taking action daily	 Monitor your progress
Using my Year End Assessment Tool , identify where you are. Do the LifeWheel exercise to assess your level of fulfillment in each of the 7 life areas.	Write down each goal you'd like to achieve in each of the 7 life areas. Make your description clear, measurable, time bound and detailed in every sense.	Write down everything you need to achieve your goal: the knowledge, skills, and people. Assess your strengths weaknesses, opportunities and threats.	Make a list of everything you will have to do to achieve your goal (reverse engineer each and every step).	Organize your list into a series of steps from the beginning all the way through to the completion of your goal.	Once you have decided on your most important task of the day, resolve to focus on that one task until it is 100% complete, and so on each day.	Determine a measure that you can use to grade your progress in each life area. Continually refer to it.
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Page 6	Page 7	Page 8	Page 9	Page10	Page 11	Page 12

Carefully examine where you stand right now in progress and fulfillment in each of your Life Areas – Physical, Financial, Professional, Relational, Spiritual, Personal, and Philanthropical. Use my [Year End Assessment Tool](#) and [Life Wheel](#) exercise to assist you. Write below any insights, aha moments, that you realize. [Return to 7-Day Calendar](#).

Day 1: Assess where you are.



Day 2: Define your goal.



Ask yourself these questions:

- What exactly do I want to accomplish?
- What achievement would be worth my very best effort?
- What would I attempt if I knew I wouldn't fail?
- Where would I go if I could go anywhere I wanted?

Decide exactly what you want in every life area. Envision your ideal life. Imagine that there are no limitations on what you can be, have or do. Imagine that you have all the friends and contacts, all the education and experience that you need to accomplish any goal you can set for yourself. Imagine you could wave a magic wand and make your life perfect in each of the 7 life areas.

Make sure your vision is clear and powerful, one that you would follow despite whatever setbacks and failures that might arise along the way. Be specific, measurable, realistic and time bound. Write it down and set a deadline. My friend and mentor, [Brian Tracy](#), recommends in his book entitled [Goals!](#) that we write our goals with 3 P's in mind: in the **P**resent tense, using **P**ositive statements, and **P**ersonal using the word "I" instead of saying things like "My goal is...". [Return to 7-Day Calendar.](#)

Identify the obstacles that you will have to overcome to achieve the goal; the knowledge, information and skills you will need, and the people whose help and cooperation you will require.

Be honest about what you need to do in order to get where you want to get. What person do you need to become along the journey of achieving your goal. Conduct a personal SWOT analysis. Assess your personal, Strengths, Weaknesses, Opportunities, and Threats to achieving your goal.

Identify at least one aspect in each of the following skill-type categories that needs improvement to achieve your goal:

- Physical
- Tactical
- Technical
- Mental

[Return to 7-Day Calendar.](#)

Day 3: Brainstorm what you need.



Day 4:

List the steps to achieve your goal.



List every step you can think of that you will have to follow to achieve your goal. One technique I often use is to project forward to having achieved your goal and reverse engineer to list the steps that you would've taken to get there. As you think of new items, add them to your list until your list is complete.

When you make out a list of all the things you will need to do to achieve your goal, suddenly you begin to see that the goal is far more attainable than you thought. How do you eat an elephant? One bite at a time. [Return to 7-Day Calendar.](#)

Organize your list into a plan. Arrange the steps identified in Day 4 by sequence and priority. The 80/20 Rule says that 80% of your results will come from 20% of your actions. Realize that if you spend the first 20% of time planning and organizing your goal it will translate to 80% of the time and effort required to achieve the goal. Planning is key.

Organize your list into a series of steps from beginning to end. Plan each day, week and month in advance. The more careful and detailed you are when you plan your actions, the more you will accomplish in less time. Remember this rule: every minute spent in planning saves 10 minutes of execution time. This means you can 10X your return on investment of time by planning your days, weeks and months in advance. [Return to 7-Day Calendar.](#)

Day 5: Create an action plan.



Day 6: Commit to taking action daily.



It is easy to say you're going to do something – actually doing it is another story. It's like people who make a New Year's resolution to lose weight, they seldom make the needed changes and take the steps to actually realize the goal. Committing is the most important step of the goal setting process.

Ask yourself, "What can I do today to work towards reaching my goal?" For each area that you identified in your action plan, write down at least three or four specific actions that you can take. Ask yourself, "If I could only do one task on this list, which one task would be the most valuable use of my time today?" Once you have decided on your most important task, resolve to concentrate single-mindedly on that one task until it is done. Your ability to select your most important task and then to work on it single-mindedly, without diversion or distraction, will double and triple the quality and quantity of your results.

Focus and concentration are the keys to success. Focus means that you know exactly what it is that you want to accomplish and concentration requires that you dedicate yourself to doing only those things that move you toward your goal.

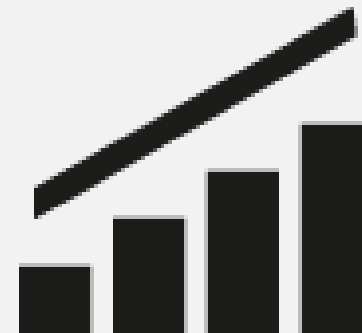
Second guessing yourself, missing opportunities and being hesitant will only delay your eventual success. Keep reminding yourself to enjoy the journey along the way to your goal! [Return to 7-Day Calendar.](#)

Day 7: Monitor your progress.

Continually monitor your progress. Every day ask yourself, “Am I getting closer to my goal?” Is your action plan actually working or does it need adjustment? If your answer is “I’m not sure”, then you are not really making progress.

Write down your small successes and lessons learned along the way, or make a checklist that charts your progress. In times when it seems like your goal is too far out of reach, you can look at your progress sheet and visually see how far you’ve come, and how much closer you are to your goal. Do what my friend, [Michael Hyatt](#) and his coach [Dan Sullivan](#) recommend, and look at the gain, not the gap. The gap is the distance still go from where you are and your goal. But the gain, is the progress you’ve already made toward your goal. The gain will inspire you to persevere.

Persistence is self-discipline in action. Each time you persist and overcome the inevitable failures and disappointments you will experience, you become stronger and better. You develop stronger and deeper character. You increase your self-esteem and self-confidence. Your goal is to eventually become “Unstoppable.” [Return to 7-Day Calendar.](#)



Take the challenge!

Let me encourage you to take this goal setting challenge. By taking this challenge you'll be on the road to accomplishing any goal you set for yourself, no matter how big. You'll discover your strengths, what you truly value in life, and what you really want to accomplish in the years ahead. Most importantly, you will have learned a system for achievement that you will use for the rest of your life.

I know you're up to this challenge. Please don't let your limiting beliefs get the best of you. Envision your perfect future and create daily affirmations to support you. Start with Day 1 – assessing where you are – and complete one step a day for the next 7 days. Soon you will be on the road to creating that perfect future in each of your seven life areas.

My friend and mentor, [Brian Tracy](#), tells me, *“Decide exactly what you want, write it down, make a plan, and work on it every single day. If you do this over and over again until it becomes a habit, you will accomplish more in the next few weeks and months than many people accomplish in several years”*.

Once you start meeting your goals, your life will change dramatically.

Start TODAY!

[Return to 7-Day Calendar.](#)

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Decide upon your major definite purpose in life, and then organize all your activities around it.

- Brian Tracy

About the Author



Tom Hart is an accomplished Success Strategist, Master Coach and Speaker.

He is the founder of Success Series LLC, a speaking, coaching, workshop and business advisory company dedicated to inspiring people and organizations to live their highest vision.

Tom will help you **Grow Your Life** and **Build Your Business**. He presents workshops, provides executive and life coaching, and consults to organizations on peak performance and other success topics in Los Angeles, Denver, Dallas and Kansas City. You can find Tom at SuccessSeriesLLC.com, on his podcast [Talk with Tom](#), and sample his other resources here:

SuccessSeriesLLC.com/workshop-resources.

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Thanks,

Tom

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Notes

[Return to 7-Day Calendar.](#)



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