

In your pocket life plan.

Presented by Inner Rhythm

To help your life flow...

Life Plan in your Pocket
<http://www.inner-rhythm.net>

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Hi and Welcome,

Congratulations on taking action, investing in yourself and committing to your own ongoing personal development.

I encourage you to think of all the questions you've ever had in relation to achieving a life of your dreams – make a list. During the course take notes, ask questions and get involved to fully play out. This will ensure that you get the most out of our time together.

I also ask you to take the time to reflect upon what you have learnt about yourself and those around you and take action in your life. Every day is a new day and a decision can be made every day to take responsibility for your life and decide to have a life by design rather than a life by default. Your life is planned, the question is by whom? If you are not living the life of your dreams then you will be a player in someone else's dream. This workshop will not only empower you but will also empower and encourage those around you as they watch you achieve your dreams.

Once again, congratulations on taking time to make your dreams a reality! Enjoy.



Sherry Davies-Selak

Principal Coach / trainer

Inner Rhythm



What you will need.

This workbook.

Index cards

Pens or coloured markers.



WHY DO WE NEED GOALS?

- Goals give you direction in all areas of your life – Personal, Career, Spiritual, Material, and Contribution
- Goals give you a purpose in life. A reason to get up early in the morning and go to bed late at night
- Goals will put drive and passion into your life.
- It's never the getting of the goal but who you become on the way which is the greatest gift. You will grow personally and professionally as you learn what you need to make your goals a reality.
- Not having goals is similar to flying a plane without a navigation map. Goals, like maps, help you get to your destination much faster than sailing though life aimlessly.
- When a plane takes off from the airport it is controlled by the pilot during take-off and landing. While in the air it is on autopilot and makes minor adjustments often to stay on course. Getting clear on your destination and getting started are the keys to getting to your desired destination. This course will show you how to break it down so you can both define and start on your goals.



THE BENEFITS OF GOAL SETTING

- You will notice an increase in your energy level as you begin to live your life with passion – the passion that having a meaningful goal will give you.
- You will be in control of your life and the direction you are heading. Your life does not have to be determined by fate alone. With goals, you create your destiny.
- Goals give you a purpose in life. A reason to get up early and go to bed late.

***If you want to make your dreams come true,
The first thing you have to do is wake up.***

J.M. Power

There are many courses, workshops and training courses that cover goal setting and achievement. Although considered important, many people still do not achieve their dreams.

We all have desires, wishes and dreams that we want to achieve and yet many people go through their life not achieving them. Why? We all have 24 hours in a day and 7 days in a week. So it is not a matter of not having enough time. We live in a free country that is full of opportunity and we are able to take advantage of those opportunities. So it is not that.

For most people the problem is that we either don't see the opportunities around us, or we don't know how to access them for ourselves. This course is designed to wake up that part of you that knows why you are here. There is a part of you that knows your purpose, your passion and your 'job' while you are having this human experience. This course is designed to get you clear on those things by helping you to identify a meaningful goal and helping you implement ways to make it happen. When you know what you want to achieve the how is easier. You will notice opportunities, you can refine as you go and you can say no with ease to those things that are not part of your big grand goal. You cannot live the life of your dreams if you are still asleep.



- **Q:** Why is it that less than 3% of people achieve the goals they set for themselves?
 - **A:** Because most people don't have them written down.
- Or**
- If they are written down they are forgotten about until the next time you do a clean-out.

I encourage you to revisit your goals often.

Each week track your progress and make the small changes you need to make your goals a reality.



How to achieve your dreams.

- Know what you want.
- Make sure it is a well-formed outcome.
- Make it easy to achieve.
- Know the next step.
- Make adjustments along the way.
- It has to be easy to stay on track.

For the rest of this workshop we will be designing a very simple plan to help you achieve those dreams. We will end up with your life plan on an envelope, card or paper, small enough to keep in your pocket, your diary or your handbag. This means you will have it with you at all times. You can cross off those things you have done that take you one step closer to your dreams and add those things that you might have missed when you first designed it.

So how do we work out exactly what we want and ensure that it is well formed?

1 - Positive

What do you want? State it in the positive?

2 - Evidence

*How will **I** recognise when you have this? (How will others see the evidence of your goals?)*

*How will **you** know when you have this? (How will you feel when you have achieved the goal? What will it look like, feel like, and sound like?)*

3 - Context

Where and when do you want to have this goal?

Where and when do you not want this goal?

4 - Self achievable

It is very important that the outcome must be within your own realm of influence i.e. is something over which you have control?

*What **resources** do you **need** to be able to achieve this?*

*What do you need to **do** to achieve this?*

*Is this something which you, **yourself**, can achieve? Or does it require that **OTHER** people behave in a certain way?*

5 - Advantages & Disadvantages

There are always disadvantages in making a change - being alert to these will keep you 'at cause' by making it their choice.

What are the advantages of making this change?

What are the disadvantages of making this change?

What will achieving this lose you?

What will achieving this help you become?

6 - Worthwhile

The motivation question:

Which of your values will be fulfilled by achieving this outcome?

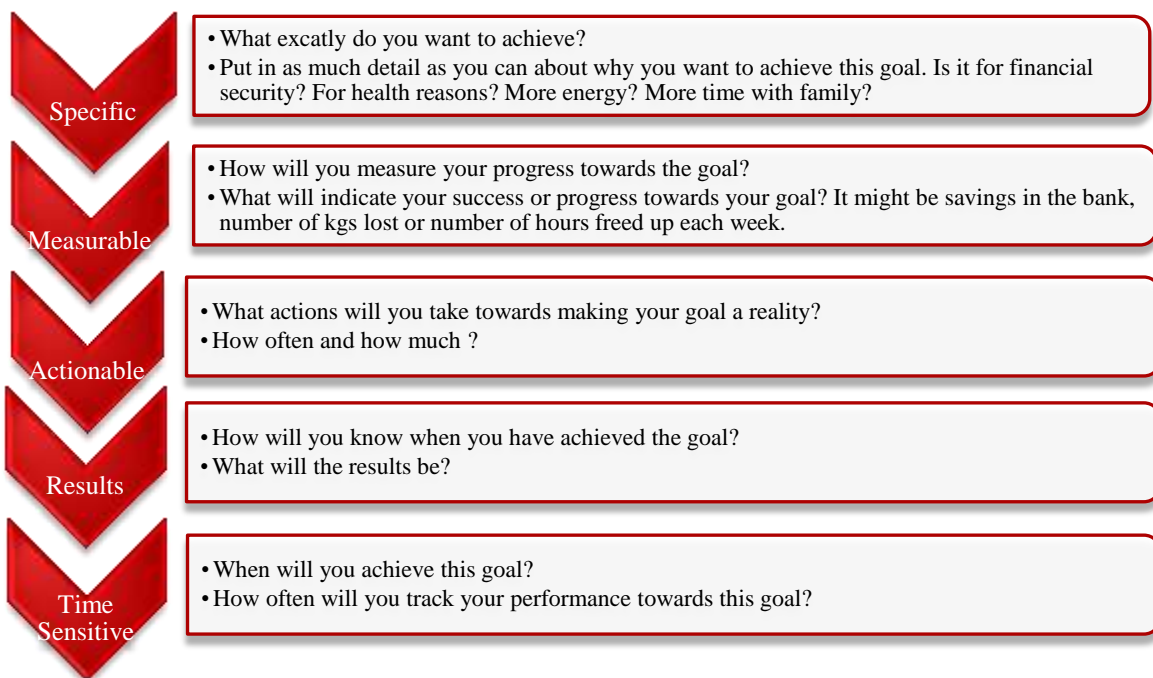
What's important to you about getting this?

What will this outcome help you avoid feeling?

What is the benefit of this outcome?

How to write goals that work.

When writing down your goals make sure you write them in the S.M.A.R.T. format. This means they must be;



Let me give you an example. The difference between a wish and a goal is whether or not it is written in the SMART format.

Wish: I'd like to lose weight.

Goal: I'd like to lose 5kgs in the next three months. Losing this weight will give me more energy as I enjoy better health. I will do this by walking for 5 kms each day and cutting out junk food 6 days a week. I will achieve this by [insert date].

Knowing what you want to do is a wish. Knowing how and why turns it into a goal.

Great ideas need
landing gear as
well as wings.

C.D. Jackson

Four steps to creating a life by design.

We will spend some time clarifying what it is you want to achieve in the future and what has to be done to achieve these goals.

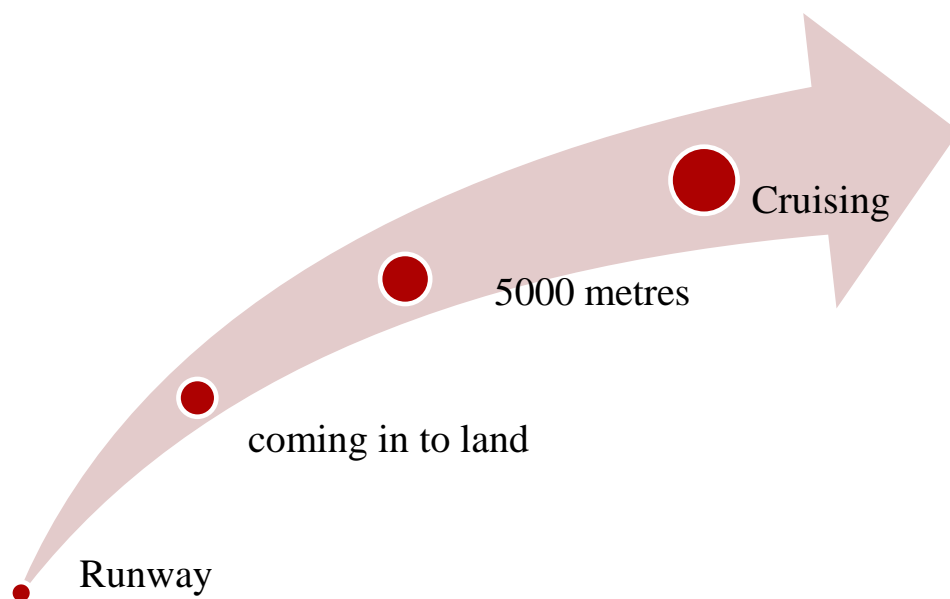
3 years' time – What big goal do you want to achieve in the next three years? Maybe you want to buy or build a house. Perhaps you want to buy a new car. Or maybe you want to build a residual income so you can spend a portion of the year travelling.

1 year – What needs to have happened in the next year for your three year goal to be a reality? Maybe you have found the perfect block of land and are ready to put an offer on it. Maybe you have upgraded your current car or you have found a way to generate some passive income and you are building that up.

3 months – what do you need to put in place in the next three months to make your goals a reality?

The next 2 weeks – What steps can you take in the next two weeks to start getting some momentum?

The rest of this course you will be you putting together your life plan for the next three years.



Your vision for the next 3 years



If this were a plane, this would be cruising altitude. You are flying at 20 000 metres above sea level. You can see a lot from here. You have vision that can see far into the distance. You are not using as much energy to stay here as you were to get here.

Think about what you would like to have achieved in 3 years.

Ask some of the following questions to get some clarity.

- What do you want to be doing for work?

- Do you work for yourself or someone else?

- Where do you live?

- What charities do you support?

- What sort of car do you drive?

- Who are your friends? Who are the people you associate with the most?

- What do you do for fun?

- What sort of income do you earn? From where? How much disposable income do you have?

Your 1 year goal – cloud level



Next we will go to the cloud level. At this level, on a clear day you can see far across the landscape. Sometimes there are clouds and your vision is not clear, but you do get glimpse of what is below and generally have clear skies above.

In life it's the same. You have to maintain your vision of what you want.

What needs to have happened in 1 year for your 3 year dream to be true?

To bring it into being, there will be some things you have to have achieved in a year.

Write them down.

- What do you want to be doing for work? Have you progressed towards your dream job or business?

- Do you work for yourself or someone else?

- Are there skills you need to be working on? Are you studying?

- Where do you live?

- Do you do your work or learning online or face to face?

- Who are your friends? What people are you associating with?

- What car are you driving? What clothes are you wearing?

- What do you do in your spare time?

- What charities do you support? And how?

Your 3 month plan



Next we will go to the lining up the runway level. At this level, you are focused on bringing it in straight and at the right speed.

What needs to have happened in 3 months for your 1 year dream to be true?

Write them down.

- Do you still work at your current job or business? Are you searching for a new job? Or maybe you are looking at business opportunities.

- What have you learned or planning to learn? What skills will you need to get a new job or start a business? Who can you learn from? Are there any low cost courses you can do while you build your income?

- What systems need to be in place? Do you need to set time aside in the evening for ongoing learning? Do you need to employ some staff to take your

business to the next level? Is your accounting up to date and easy to keep track of?

- What research are you conducting? If you want to build a house have you started looking at designs? Do you know where you want to build it? Have you checked out what others say about the builder you would like to use? If you want a new job have you investigated who is hiring? What skills will you need? Can you find out who does the hiring?
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- Do you need other people to help you? Who are they? If you have a fitness goal then it may be a personal trainer. For financial goals do you need to speak with a financial advisor or your bank? Goals are personal but are never achieved in isolation. Who do you need to connect with so they can help you?
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- Who are your friends? What people are you associating with? It is said that we become the average of the 3 people we associate the most in terms of health, wealth and lifestyle. Are the people you are closest to achieving the things you want to achieve? Are they supportive of you and your goals?
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- What do you need to learn, create, and get rid of? Do you need new skills? Do you need to declutter so you can set up a room as a home office? Do you need to throw out all those clothes that don't fit or don't make you feel amazing?
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The next two weeks – preparation/action



Next we will go to the tarmac level. At this level, you may not be able to see much except that which is in front of you. Your vision is limited from here, but you have your map, your navigation gear and you know what the destination is. This is where you conduct all your checks. Make sure that you have what you need for a safe journey.

What things need to happen in the next two weeks for you to be on track in 3 months' time?

What are one or two things you can do in the next few days that will get the wheels turning for you? Get started today. Don't wait. Do something now that will get some momentum going for you. Want to work for yourself? Maybe you brainstorm business names or look at the business sites produced by the government for hints and tips on starting a business.

What is the next step? What can you do next? If your goals were relating to fitness could you enquire at the local gym about classes and equipment? Maybe you need to get some shoes that are comfortable for walking. Or block out time in your calendar and set reminders to get moving every day.

Write some next steps down.

- What phone calls need to be made?

- What people do you need to speak with?

- What research needs to be done?

- What questions need to be answered?

- Do you need to create a mind-map or vision board?

- Is your budget in order? Can you find more money?

- Who or what do you need to give up?

- What do you need to purchase, borrow or join?

Create your goal plan

We will now reverse engineer your life plan and bring together your most important goal to focus on in the next few weeks. The main reason that goals don't become realities is because many people are not clear on what needs to happen next to bring it to fruition. By plotting your goals on system cards and reviewing it regularly you will have a very clear idea of what activities you can do to manifest your goals.

To get clear on what needs to be done pick one goal from your lists. This will be the one you work on for your life plan project. You will need a system card or piece of paper small enough to carry with you always.

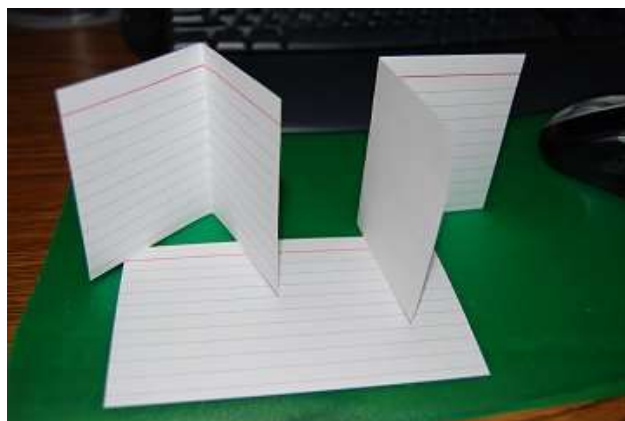
You may want to create different coloured cards for different goals. For example

Instructions:

Fold your card in half.

On the front of the card write the date 2 weeks from now.

On the other three pages in your 'booklet' put the headings 3 months, 1 year and 3 years.



It's often the case that people achieve their goals sooner than they expected to.

1. On the page you have labelled 3 years, pick one of your goals that you want to achieve in one year. Make it as descriptive as possible using the S.M.A.R.T. formula. This means it must be specific, measurable, action, results and time sensitive.

Here is an example: *My goal is to be living in my beautiful new home which sits by the river on 20 acres in New South Wales. (Date 1 year from today). I will do this by speaking with real estate agents to find out options and prices for the type of property I want and looking at house designs. I will earn more and spend less so I*

have more money to put in up front. I will save at least \$100 per week which will give me an extra \$15 000 by the time I move in.

Do you see how this goal is aligned with the SMART principles? It gives you a detailed idea of exactly what you want, when you want it and how you will achieve it.

2. On the space marked 1 year write down all the things that have to have happened in 1 year for your goal to be achievable in three years. Write the date it will be in one year at the top of the page.

Example: Have found the location that I love and secured it with a deposit. I have drafted a house plan I love. I have started to sell off things I no longer need and am putting this money towards my new home.

3. On the card marked 3 months write the date in three months at the top of the card. What do you need to have done within 3 months for your one year goal to be a reality?

Example: I have decided where and exactly when I want to move to my new home. I have been for a weekend road trip to the area and got a feel for the local businesses, schools, facilities and opportunities.

4. On the part marked 2 weeks write a list of things to do in the next two weeks. It might be to get online and start searching locations. Start to develop your file of land prices, location, house plans and real estate agents who can help you.

Example: Before the [date 2 weeks from today] I will research the area I think I might like to live in. I will start a folder on my computer or a file to collect information. I will set up a separate savings account to put money in to for my new home.



What is the cost?

- With every gain there is a cost. Everything you own cost you in time and some things cost you in money as well. Watching TV every evening will never get you your goals. Instead of watching TV you could be out for a walk, at the gym, learning a new skill or working on your business. I'm not saying never watch TV...I'm saying watch it consciously, if at all. Watch things on your TV that will take you closer to your goals and maybe set aside just a couple of hours each week to just watch a movie or something that is not directly related to your goal.
- There is a cost to achieving your goals. It may be money in the form of equipment, premises or learning. It may be time in the form of education, coaching or creating. It may be both time and money.
- Time is a resource you can never buy back. Use it wisely.

To create a different future you have to give something up.

You have to re-distribute either your time or your money or both.

Don't Procrastinate

- Procrastination is a "silent killer". Understand that the only way to achieve your goals is to take action! Knowledge means nothing if you don't apply it. How many people have you come across with an unbelievable amount of

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education working a mediocre job? The world is full of people who don't apply their knowledge. On the other hand, chances are you know of people with less educational background who apply everything they learn. These people are usually the ones who are most successful in all areas of their lives.

- Do something right now that will help you to achieve your goals. There is no time like the present! Get the ball rolling. Each step you take brings you one step closer to the life you want.

“The road to Someday,

Leads to the town of nowhere”. Someday is today!

- You will soon notice your mind will become a magnet for attracting any information or opportunity that can help you achieve your goals more rapidly.
- The Reticular Activation System is a psychological term that refers to when you suddenly start seeing something often that you had previously not noticed. When you have a clearly defined path, you will notice opportunities you had not seen before. Some call this the law of attraction. It just means that what you are focussed on will show up more often in your life. I cover this in a lot more detail in some of my other courses.
- Remember to “enjoy the ride’. This is the key to a successful life. There is little point in only allowing yourself to enjoy life at the point of achieving a goal. If that were the case, think of all the time that would be spent not fully enjoying your life. The journey on the way to the goal is just as exciting. Think about the times when you may have been planning a holiday. How excited were you before you even left? This is because you had a worthy goal to focus on and were taking steps to make it happen.
- Whether you are conscious of it or not, the majority of your time is spent striving to achieve goals. Getting up in the morning, getting to work on time, making time to see a friend or loved one, are all goals.

- Although these “goals” are pretty exciting, let’s not forget the big ones. The ones we create with passion and drive. The goals that can truly change our lives if we commit to pursuing them.

SUMMARY

- If you are dissatisfied with some aspect of your life, get excited. All it means is that you know what you don’t want. Now it is time to determine exactly what you do want.
- Clarify exactly what it is you want and create a time frame for getting it.
- Keep a close eye on your progress. If what you are doing is not working, change your approach.
- Review your goals twice daily. This will keep you focused.
- The time to change your life is now. Not tomorrow, not the next day.
- Take time to invest in the future you want. You have the power to create your own destiny!

Need Help?

"Goal setting getting is like a game: You win when you achieve goals and you lose when you fail to plan and set goals. Like any game there are tips and tricks that help get what you want and it's up to you to figure out what they are yourself, or learn from others."

Sherry Davies-Selak

Hi there! My name is Sherry Davies-Selak and I'm a business and life coach who works with people who want shortcuts to success

Think of me like your own personal cheer squad, guide and mentor. My role is to help support and guide you along your journey to make sure you achieve your goals and also to fast pace your progress using my knowledge and skills.

Here are the three main reasons why my clients choose to work with me as their business and life coach:

1. Identify your goal, dreams and blind spots.

Business and life is never a solo journey but sometimes it can seem like you are walking it by yourself without any support whatsoever. With over two decades of business experience and knowledge, I'm able to act as an advisor and coach for your own ideas so that you know you are not alone. I also act as a source of inspiration and motivation to help you stay on track to achieve your goals.

2. Experience.

I've been in the personal development field for about 30 years now. I've also studied Psychology, Gender & Cultural Studies and am an NLP trainer. I'm always reading about new ideas and meeting a lot of new people to build upon my previous experience and learn new things.

3. Empathy

I've experienced a lot of things in my life. Abused as a child, becoming a teenage mother, addictions, financial losses, business successes and failures. I understand what it's like to be overwhelmed and what it takes to pick yourself back up and keep going. I know how tough it can be to stay positive when it seems that everything is going wrong. And I also know exactly what tools will help you get from where you are to where you want to be.

What Happens When We Work Together?

We start off by looking at what's going on for you right now in your life. We also take a look at what you want to achieve for the future. From there we create a personal action plan for you. We connect each week, fortnight or month to help you get results. Coaching packages are tailored to suit your needs, budget and lifestyle.

How Do I Work With You?

If this all sounds great to you then please email me directly at sherry@inner-rhythm.net and I'll set up a time to meet with you, either face to face or via Skype, for a chat about your most pressing current issues, goals, and challenges. Based on your information we will then choose a Coaching Package that meets your needs and budget.

Thank you for taking the time to read this guide and I hope it inspires you to do great things. I look forward to working with you in the future. Until then I wish you nothing but success,

~ *Sherry* ~