

STEP THREE: CHARTING YOUR COURSE

LESSON FIVE

CONGRATULATIONS! You have come a long way in this life mastery program and though perfect mastery will never be achieved, the principles in this course will definitely aid you in your quest for excellence. Now it's time make SHIFT HAPPEN and break down each of the above goals into action-oriented steps you can measure daily. Remember the four quadrants of time management? This is where we begin to look at your year in blocks and make sure that you are scheduling the life YOU want to live this year. The following pages give you sample quarterly, monthly, weekly and even daily goal charts you can use to drill down on specific actions to ensure that you are making progress that leads you closer to your BEST life.

Let's use the example that you want to lose **80 pounds this year!**

1. To "chunk down" your yearly goal into quarterly goals, divide by FOUR.
2. To chunk the quarterly goals into monthly goals, divide by THREE
3. To chunk the monthly goals into weekly goals, divide by how many weeks are in those 4 months. (For example: divide by 12 weeks)
4. To chunk the weekly goals into daily goals, divide by seven. (Days in a week)

Fitness Goal: To lose 80 pounds in 12 months

Quarterly Goal: 20 pounds per quarter

Monthly Goal: 6.66 pounds per month

Weekly Goal: 1.67 pounds per week

Daily Goal: .25 lb per day

Career Goal: Acquire 120 new customers this year!

Quarterly Goal: 30 new customers per quarter

Monthly Goal: 10 new customers per month

Weekly Goal: 2.5 new customers per week

Daily Goal: Add 1 new person to my sales funnel daily

Now you can begin to see that BIG goals can become small steps when you choose to eat the elephant one bite at a time. If you know what to do each day and write those goals down, your chances of living in the fourth quadrant of peace is GREATLY increased!

QUARTERLY GOALS CHART

Year: _____

| CATEGORY | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 |
|------------------|-----------|-----------|-----------|-----------|
| FINANCE | | | | |
| FITNESS | | | | |
| FAMILY | | | | |
| FAITH | | | | |
| EMOTIONAL GROWTH | | | | |
| FRIENDS/FUN | | | | |
| CAREER | | | | |

Divide by 4 quarters in the year.

MONTHLY ACTION STEPS

Month: _____

| CATEGORY | FOCUSED ACTION STEP FOR THE MONTH |
|------------------|-----------------------------------|
| FINANCE | |
| FITNESS | |
| FAMILY | |
| FAITH | |
| EMOTIONAL GROWTH | |
| FRIENDS/FUN | |
| CAREER | |

Divide by 3 months in the quarter

WEEKLY ACTION STEPS

Week: _____

| CATEGORY | FOCUSED ACTION STEP FOR THE MONTH |
|------------------|-----------------------------------|
| FINANCE | |
| FITNESS | |
| FAMILY | |
| FAITH | |
| EMOTIONAL GROWTH | |
| FRIENDS/FUN | |
| CAREER | |

Divide by 3 weeks in the quarter

DAILY ACTION STEPS

Day: _____

| TIME | ACTION ITEM | NOTES/CONTACTS |
|-------|-------------|----------------|
| 7:00 | | |
| 8:00 | | |
| 9:00 | | |
| 10:00 | | |
| 11:00 | | |
| 12:00 | | |
| 1:00 | | |
| 2:00 | | |
| 3:00 | | |
| 4:00 | | |
| 5:00 | | |
| 6:00 | | |
| 7:00 | | |
| 8:00 | | |
| 9:00 | | |
| 10:00 | | |