



**READY,**

**SET,**

**GOAL!**

*PUSH the Envelope™*

<http://PUSHtheEnvelopeMastermindsandCoaching.com>

Las Vegas, Nevada

# Ready, Set, Goal!

**Website:** [PUSHtheEnvelopeMastermindsandCoaching.com](http://PUSHtheEnvelopeMastermindsandCoaching.com)

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# Ready, Set, GOAL!

Provided By:  
**PUSH the Envelope™**  
Masterminds and Coaching



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# Ready, Set, GOAL!

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# Ready, Set, GOAL!

All of us have set goals over the years and some of us have even achieved them. But for most people, goal setting has become a ritual that culminates in disappointment year after year.

You may be one of the millions who, every year, says, “I want to exercise and lose weight,” or “I want to quit smoking once and for all.” Your good intentions were certainly present when you set your goal but you forgot the most important aspects of setting your goals – Structure.

Don't panic. Structure actually gives you freedom and not the limitations most people think. By providing your goals with a structure for achieving them, you give yourself the map to follow for reaching your intended destination.

With *Ready, Set, GOAL!* You've added the right tool to your toolbox for the job of setting and achieving goals. Decide what you want, apply the principles and guidelines in the system, and watch how your goals and dreams become a reality.

## Instructions:

Complete the *Ready, Set, Goal!* worksheet as you work through each of the steps outlined. Be as clear and concise as possible and dig as deep as you need to as you respond to each instruction.

By completing the worksheet, you will:

- Have a plan to follow. You'll know what it will take to achieve your goal.
- Be able to begin anticipating and planning for potential obstacles and blocks. You may not encounter them for weeks, months or ever. When you do, though, you'll be ready.
- Have a more complete picture of what it will take to accomplish your goal.



- Be able to decide if this is the right goal for you and if this is the right time for you to pursue it. You may decide you're not willing to commit the time and effort. It's better to do a little work and find out now before you've spent a lot of energy and money on a goal that's just not for you.

So...



## 1. Identify Your Goal:

Be as specific and clear as you can. For example, instead of saying, “I want to be financially independent,” say, “I want to have \$200,000 invested at 10% return in 3 years.”

When goals are non-specific, they are difficult to achieve (if not impossible): It's like aiming at a moving target. One way to be more specific is to follow the model of the SMART acronym:

**Specific:** Make your goal as clear and detailed as possible. Make sure you know exactly what it is you're going for.



**Measurable:** You want to be able to measure your progress along the way as well as knowing when you've achieved your goal. What are the milestones you'll be using to know you're on course?

**Achievable:** Frustration and upset are almost a guarantee if you're taking on a goal that's not achievable by you (a pipedream) or if it's just not time for you to take it on. Is it a goal you really can do?

**Realistic:** Just because you can do it, doesn't mean it's realistic for you. Are you willing to take the actions that will be necessary for achieving your goal? Are you willing to make the changes and shifts to get you to the end result? Be honest with yourself in assessing what you will and won't do in order to achieve your goal. If it doesn't sound like the time is right for whatever reason, it's not a realistic goal for you. Maybe it's not a big enough goal and raising the bar, making it a bigger game with a greater payoff is more realistic for you. Only you know the answer.

**Goals are dreams with a deadline.**

**Time:** By when will you achieve your goal? What is the time line for each of the measurable milestones?

## 2a. Relate to a Value:

Is your goal in alignment with your top values? (Do you even know your top values?) If not, this may not be your goal at all. Maybe you've chosen a goal that's really somebody else's goal for you (as in "You should become a teacher.")

Even if it really is your own goal, if it's not in alignment with your values, you may feel upset and agitated as you attempt to accomplish it. You may also experience difficulty staying focused, especially when reaching an obstacle. It's very possible you'll never reach your goal no matter how much energy you exert because it's not who you really are, nor does it honor what you hold most dear. (If you haven't done any values work yet, either leave this box blank or use the *Values Definition Grid* we've included with this *Ready, Set, GOAL!* system)



## 2b. What Difference Will it Make:

Describe, in as much detail as possible, how your life will change or how you will be different as a result of accomplishing your goal. Include how you'll feel.

When you become emotionally connected to a goal, getting to it is much easier and quicker.

Example: When I lose the 20 pounds I want to lose I will have more energy and feel comfortable with how I look. I will also have a sense of accomplishment in having achieved my goal weight and knowing I'm healthier.

## 3. Tell the Right Five People:

Telling people about your goal accomplishes at least three things:

1. You have a deeper commitment by making your goal public knowledge.
2. You become accountable to people outside yourself. There is a high likelihood they'll ask for a progress report. In fact, you may ask them to check in with you for personal accountability.
3. You may get more ideas to help you achieve your goal. You may even get an offer of help.

Why is the "right five people" important? These are the people you know will support and encourage you. They won't give you reasons why you can't or shouldn't pursue your goal. They will share in your enthusiasm and excitement and will probably amplify yours in their sharing.

The "wrong" people will discourage you and throw you off balance and off track. These people will say things like:

"That's so hard."

"Why would you want that?"



“But nobody in our family’s ever done that before!”

“The last time you did something like that you failed miserably.”

Don’t even give this group a chance to rain on your parade. They have their own agendas and you don’t want their agenda to become yours.

#### **4. Resources Needed:**

What do you need to accomplish your goal?

Resources can be internal to you or outside yourself. They may be people or things. Examples of resources are:

- Time
- A “success” team
- Money
- A computer
- A creative environment

List everything you can think of that would make a difference. As a follow-up step, where would you go to find each resource?

#### **5. Time Savers:**

What would help you be more efficient or allow you to achieve your goal more quickly?

Would it make a difference to have someone working with you?

Can you do more with a computer and eliminate doing things by hand?

Has a model already been created for you to follow instead of you “recreating the wheel?”

What steps are you taking that could be eliminated?



## 6. Predictable Stops:

What's likely to get in the way of you accomplishing your goal? What obstacles or blocks can you anticipate?

By thinking of these now you may be able to avoid them and the associated frustrations. If you can't avoid them completely, you may be able to minimize them. At the very least, by anticipating blocks and obstacles you won't be taken by surprise when and if they show up and will be more likely to find a solution quickly.

## 7. Single Daily Action:

What is the one thing you can do every day to move you toward your goal? Daily activity creates continuity and consistency. Sometime you can't take a major action on your goal every day. That's when it's especially important to have an action you can do each day.

For example, maybe you can't go to the gym and workout every day. You can, though, choose to take the stairs instead of the elevator.

Maybe you're building a part-time business and you can't meet with a prospective client every day. You can make a phone call, though, and set up an appointment for another day.

The important piece is not so much what you do as that you are doing something. Baby steps move you closer to your goal and you'll feel a sense of accomplishment and momentum with each action.

## 8. Support Structure:

This can be anything to keep you focused and on track and includes people and things. People may include friends, a partner, or a coach. Things may include time lines, dream boards, or a business plan.



## 9. Rewards:

Create a way to reward yourself when you achieve your goal. It's a way to acknowledge your accomplishment in addition to getting the benefits of the goal itself.

Too often we miss the chance to acknowledge ourselves because we're already looking to the next mountain. Having another goal ready is important but not at the expense of recognizing your achievements. Even Super Bowl winners are looking forward to the next season even as they are being awarded their rings and celebrating with big parties.

Create rewards for the steps along the way as well. These milestones are as important as achieving the final goal and are equally deserving of celebration. The interim rewards may be smaller in comparison to your final reward and could be as simple as leaving work early or treating yourself to your favorite frozen yogurt.

These rewards not only acknowledge your successes, they can also act as motivators to keep you moving forward.

## 10. What's Next:

Now that you've completed this form, what are you willing to commit to doing right now to accomplish your goal? Get into action as soon as possible.

The sooner you start, the sooner you get results!

# GOAL!



## Values Definition Grid

### Discovering Your Highest Values

Values are the principles you live your life by.

We live in a fast-moving world. Our lives reflect that in the speed at which we live, ie, too much to do and see with not enough time for it all.

Caught up in the stresses and demands of daily life, we are often unable to identify (or remember) what is really important for us. We don't live our lives in alignment with our values and then wonder why we feel unbalanced, overwhelmed, or why things aren't working.

Values work can be a very deep and revealing process and this *Values Definition Grid* is not intended to replace work you might do with a trained professional in discovering your own values. (A trained coach has specific skills and tools in this area.)

We suggest you use this *Grid* to begin your discovery process and give you a personal understanding of your values as you complete the *Ready, Set, GOAL!* System.

**Instructions** (A completed table is provided as an example on page 10):

Create a table of ten columns and ten rows. Block out half the boxes in the table. ( A blank table is provided on page 11.)

1. Choose your top ten values.
2. In any order, write one of your values at the top of each column in the table.
3. In the same order, write your values at the beginning of each row in the table.
4. Now compare the values appearing across the top and down the side of your table. In the example below, we start at row one with "love." Between "love" and "peace", which value is more important? Write that value in the unshaded box of the table where "love" and "peace"



intersect. Continue across the row comparing each of the values at the head of the columns to “love”. Then move on to row two and continue the process. Work through each row until all empty boxes are filled.

- Count the number of times each value is written in the boxes of the table. Write that number in the blank next to that value in the spaces provided following the table. (For a table that’s 10X10, the total will be 45.) The value appearing most often in the table is your highest value.

	Love	Peace	Family	Security	Integrity	Education	Spirituality	Risk	Adventure	Joy
Love		Love	Family	Love	Integrity	Education	Love	Love	Love	Love
Peace			Family	Peace	Peace	Peace	Peace	Peace	Peace	Peace
Family				Family	Integrity	Family	Family	Family	Family	Family
Security					Integrity	Education	Spirituality	Security	Security	Joy
Integrity						Integrity	Integrity	Integrity	Integrity	Integrity
Education							Education	Education	Education	Education
Spirituality								Spirituality	Spirituality	Joy
Risk									Adventure	Joy
Adventure										Joy
Joy										

6 Love      7 Peace      8 Family      2 Security  
0 Risk      6 Education      3 Spirituality      8 Integrity  
1 Adventure      4 Joy

Is the life you’re living reflective of your highest values?

Now, use the grid on the following page to do the exercise yourself. DO NOT stress over needing to be right. There is no right here. There is also no good or bad. Your intention in completing the *Values Definition Grid* is to get a handle on the things that drive your life and your decision making, the things that are important to you.





## Meet Laura and Philip



[Philip Cohen](#) and [Laura Hess](#) are both Master Coaches. Among the early adopters of the coaching profession, they have been coaching since 1994.



Philip and Laura share a professional path having both been CPAs before becoming coaches, giving them a unique perspective for both personal and business coaching. Each works one-on-one with their own clients and they combine their skills to present dynamic online and live learning events.

[The Coaching Resource Authority, LLC](#), is the coaching corporation they co-own. One division of The Coaching Resource Authority, The Home Based Business Authority, is specifically focused on home businesses and their owners. HBBA is a provider of support and training to existing and start-up Homepreneurs. The intention is to remove the biggest factor for new business failures – lack of knowledge and experience.



PUSH the Envelope™ operates as an extension of TCRA LLC, providing Coaching services and Mastermind Groups for people in business.

All of us are able to live the life we want. It's a matter of choice. Laura and Philip are the guides to make it possible for you, too.

