**Goals and Activities Setting**

If you want change, you need to create it. Actions are the little feet under your dreams. Developing an action plan with objectives and activities will move you towards your vision of success.

Taking action brings clarity. Doors open, others close and it’s all good. Be flexible on the hows and the timeframe. Know that something good is coming. Remember that as you travel, you may decide on new directions and a new path. You are on the move, and that’s what counts!

Remember that you are never alone. The universe knows best and will inspire you on the next steps to take to reach your vision of success. As a GPS, the universe will “recalculate” if needed, and will get you where you want to be. The same intelligence that keeps you alive will take care of the details. Stay focused on the end results that you envision and not on the details. Be happy today not tomorrow!

**Mission:**

Write down what you think your vocation is or what you aim to be in life.

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**Life Purpose:**

Write down the reason why you want to achieve your mission.

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**Vision:**

Write down what you aspire to be, a concept or breakthrough goal that you would like to achieve. Your vision should align with your mission.

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**Period:**

Write down the time periodcovering your goals. The reference period should be at least annual. In addition to annual goal settings, you may consider three-year, five-year and ten-year goal setting period to bring life to your long-term vision.

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**Let’s get started:**

* Write down your vision of success as stated in the Daily Affirmation of your Vision of Success.
* Write down two or three goals for each area of your life.
* Use the S.M.A.R.T system to set your goals, meaning your goals should be: **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-bound.
* Write down activities you will do to reach your goals.
* Write down the expected start and end date period.
* When applicable, write down how many times per day, per week, per month you will do the activities.
* Read your goals daily, and envision their completion as part of your daily visualization.
* Assess your progress every week and make changes to your action plan as needed. Then prepare your next week’s activity schedule using the Weekly Activity Planner template.

| **Vision of Success** | **GOALS** | **ACTIVITIES** | **EXECUTION TIMEFRAME**  **(Start and End Date)** | **FREQUENCE** | **PROGRESS-TO-DATE** |
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| **PHYSICAL** |  |  |  |  |  |
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| **SPIRITUAL**  |  |  |  |  |  |
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| **PROFESSIONAL / BUSINESS** |  |  |  |  |  |
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| **FINANCIAL** |  |  |  |  |  |
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| **RELATIONSHIPS** |  |  |  |  |  |
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| **FUN AND PERSONAL GROWTH** |  |  |  |  |  |
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| **ENVIRONMENT** |  |  |  |  |  |
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| **LEGACY / COMMUNITY** |  |  |  |  |  |
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| Your life is waiting for you, be excited, be passionate! |