

5 DAYS TO YOUR BEST YEAR EVER PRESENTS



7
STEPS
FOR
TAKING
CONTROL
OF 2017

HOW TO LEVERAGE GOAL-SETTING TO DESIGN THE LIFE YOU WANT

WEBINAR WORKBOOK

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7 Steps for Taking Control of 2017

How to Leverage Goal-Setting to Design the Life You Want

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This workbook is a place for you to record your notes, insights, and action plans. We suggest you print it out before the webinar, scan through it, and then have it in front of you as the webinar begins. If you want to comment on Twitter or Facebook about the webinar, please use the hashtag #GoalControl. Michael's Twitter username is @MichaelHyatt and his co-host, Mandi Rivieccio's is @Mandi_Riv.

INTRODUCTION

A. "You miss one _____ percent of the shots you don't take."

-Wayne Gretzky #GoalControl

B. "You'll only achieve what you intentionally _____."

-Michael Hyatt #GoalControl

C. "The fastest way to lose the game is to get discouraged by what you
_____ control." -Michael Hyatt #GoalControl

D. The Circle of _____ includes everything you can't control.

E. The Circle of _____ encompasses what you *can* control.

PREMISE

7 Simple Steps to _____ Your Biggest Goals in 2017

COMMON QUESTION | What goals should I _____?

STEP #1: _____ Your Priorities.

A. Three Questions to Clarify Your Priorities:

- i. At the end of my life, what will I want to have achieved?
- ii. What will I regret not doing?
- iii. What will _____ most to me?

B. Clarifying your priorities will help you avoid one of the most common goal-setting mistakes: _____ vision.

C. You should set goals in each of the three Circles of Life.

- i. The Circle of Being
 - o Spiritual
 - o Physical
 - o _____
 - o Intellectual
- ii. The Circle of Relating
 - o _____
 - o Social
 - o Parental
- iii. The Circle of Doing
 - o Vocational
 - o _____
 - o Avocational

D. Suggested Resource: The LifeScore™ Assessment (bestyearever.me/lifescore)

ACTION ITEM

List _____ to _____ of your top priorities.

STEP #2: Write _____ Goals.

COMMON QUESTION | How should I _____ my goals?

A. Qualities of Strong Goals:

- i. Your goals must be _____ down.
 - o According to research from the Dominican University of California, you are _____ % more likely to achieve your goals just by writing them down.
 - o “We tend to judge others by their behavior, and ourselves by our _____.” -Albert F. Schlieder #GoalControl
- ii. Your goals must be _____.
 - o Examples:
 1. Good: “Increase revenue.”
 2. Better: “Line up 5 additional elite coaching clients.”
 - o Specificity matters because it makes our aspirations _____.
 - o “Dreams may be imaginable but goals are _____. ” -Michael Hyatt #GoalControl
- iii. Your goals must be _____.
 - o You can’t manage what you can’t _____.
 - o Examples:
 1. Good: “Lose weight.”
 2. Better: “Lose 35 pounds.”
 - o When in doubt, assign a _____ or a percentage to each goal.
- iv. Your goals must be _____-keyed.
 - o Parkinson’s Law: Tasks expand to the amount of _____ allotted for them.
 - o Benefits of a Deadline:
 1. Deadlines create a sense of urgency.
 2. Deadlines balance your workload.

3. Deadlines help you _____ your daily tasks.
- Examples:
 1. Good: "Lose 35 pounds."
 2. Better: "Lose 35 pounds by June 1."

ACTION ITEM

Write down 7 to 10 _____ goals.

COMMON QUESTION | How _____ should I make my goals?

STEP #3: Aim for _____.

- A. Nothing great ever happens inside the _____ zone.
- B. "If your dreams are inside your comfort zone, they're not really _____." -Michael Hyatt #GoalControl
- C. Three Zones for Pursuing Your Goals:
 - i. The Comfort Zone
 - ii. The _____ Zone
 - This is the only place where achieving greatness is possible.
 - iii. The Delusional Zone
- D. Lessons from Long Distance Archery:
 - i. When you are practicing long-distance archery, it's natural to assume you should aim for the _____ of the target.
 - ii. But aiming for the bullseye doesn't take into account the resistance.
That's why, if you aim for the middle you'll fall short.
 - iii. The key is to aim just _____ the target.
 - iv. Likewise, aiming for the _____ zone is your best bet for achieving the results you want.

E. Three Seemingly-Negative Discomfort Zone Emotions:

- i. Fear
- ii. Uncertainty
- iii. _____

F. Learn to see these emotions as clear signs that you're on the right _____.

ACTION ITEM

Make sure each of your goals is in the _____ zone.

STEP #4: Identify Your _____.

COMMON QUESTION | How can I _____ motivated?

A. To maximize our persistence, we have to pursue goals that really
_____ to us.

B. "People lose their way when they lose their _____. " -Gail Hyatt
#GoalControl

C. Ask Yourself: "Why does it _____?"

D. Qualities of Compelling Goals:

i. Spiritually meaningful

ii. _____ stimulating

iii. Emotionally energizing

iv. Physically _____

E. If you're not hitting at least one of those four criteria, you're setting yourself
up to _____.

ACTION ITEM

List _____ reasons why each goal matters to you.

COMMON QUESTION | How can I _____ overwhelm?

STEP #5: _____ Your Focus.

- A. It's tempting to set a lot of goals. But productivity studies show that you really can't focus on more than _____ to _____ items at any one time.
- B. The same is true when we try to _____ by including sections with several goals under a general header like "Get Healthy."
- C. "Man who chases two rabbits catches _____." -Chinese Proverb
- D. Rule of Thumb: You should set _____ to _____ goals for the year.
However, you'll experience better results if you narrow your focus even more.
- E. Focused effort in one direction is more powerful than scattered effort in _____ directions.
- F. Set 7 to 10 goals but choose just _____ or _____ to focus on first. Once those are accomplished, move on to the others.

ACTION ITEM

Choose 2 or 3 goals that you'll _____ on first.

COMMON QUESTION | How do I get _____?

STEP #6: Determine _____ Steps.

- A. The biggest obstacle we face is _____.
- B. "Excessive _____ is often a fancy way to procrastinate."
-Michael Hyatt #GoalControl
- C. How High Achievers Approach Goals:
 - i. They break projects down into _____-sized pieces.
 - ii. They focus on the _____ step.

- iii. They know the path becomes clear only when they are in _____.
- D. "You don't have to be great to start, but you have to _____ to be great." -Zig Ziglar #GoalControl
- E. "The most important step is always the _____ step." -Michael Hyatt #GoalControl

ACTION ITEM

Identify one next action _____ for each goal.

COMMON QUESTION | How can I _____ momentum?

STEP #7: Track Your _____.

- A. One of the most lethal mistakes people make with goal-setting is failing to keep their goals _____.
- B. How many times have you written down a set of goals and _____ looked at them again?
- C. As the old adage says, "Out of _____, out of mind."
- D. The bottom line is that your goals have to stay in sight in order to stay in _____.

ACTION ITEM

Determine how you will _____ your goals.

This is perhaps the most critical step to ensure your success.

BONUS STEP #8

Get the _____ you need to win with your goals.

Sometimes all we need to overcome the resistance is a

_____.

CONCLUSION
