

7 Step System for Creating & Achieving Your Goals



Don't just set goals ... ACHIEVE them!

You've got the desire.

You've got the ideas.

**And now, you've got the proven system to bring
your goals and dreams to life!**

By Nancy Matthews

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7 Step System for Creating & Achieving Your Goals

Preface:

This is no ordinary goal setting system. This is the system to ensure that not only will you set goals, you will achieve them!

This is the system that I have personally used to consistently create and achieve extraordinary goals, allowing me to grow from a mixed up little girl from Brooklyn, a struggling single mom living paycheck to paycheck into a successful business owner, proud parent, respected leader and sought after speaker.

This is the system that I've shared with thousands of people to support them in defining, clarifying and achieving their goals.

This is the system that you too can now apply to your life and feel the joy and exhilaration of achieving your goals and enjoying some wonderful surprises along the way.



Nancy Matthews: Speaker, Author and Business Advisor, who combines her 25 years of business savvy and creative ingenuity with her intuitive understanding of people. She engages and entertains audiences while providing practical solutions to their daily life and business challenges. She is known as the "Visionary with Guts" for her persistence in going for her goals and dreams despite apparent obstacles or challenges. Nancy is the CEO of Visions In Action, Inc. and Founder of [Women's Prosperity Network](#).

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Introduction:

Goal setting is a familiar conversation and for most of you reading this, I'm fairly certain this isn't your first time going through a goal setting exercise.

In order for you to achieve goals, it makes sense that you've first got to create some! And, these won't be your typical ordinary goals. These will be goals that inspire you to move beyond the challenges and obstacles that will no doubt arise.

Success Tip: *Challenges and obstacles show up for everyone. They key to success is in how you respond to them when they appear!*

Set Yourself Up for Success in Achieving Your Goals:

In working with thousands of people in the goal setting process, I've observed the most fascinating human behavior ... perhaps you'll recognize it as well.

Here's how it goes ...

You set aside time to work on your goals. You start dreaming of the money you want to make, the trips you want to take, the extra time you want to spend with friends and family.

*Then as you progress and move from the space of your heart's desired into your head to write down your goals ... your head gets flooded of all the ways **you won't** be able to turn your dreams into your reality. The apparent challenges, obstacles, lack of know-how and self-doubt begin to creep in and before you know it, you're shrinking the size of your dreams in reaction to your fears and limiting beliefs.*

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Sound familiar? The good news is that with the awareness that this may happen and the strategies offered here, you'll know exactly how to deal with those concerns when they arise!

You now hold in your hands:

- The practical tools for setting your goals (clear and concise worksheets to use for writing your goals, chunking them down, keeping track and acknowledging your successes)
- The crucial guidelines and instructions on what to do once you write your goals so that you'll actually achieve them.

Ready? Set? Let's Get Started!

Step 1 – Creating Your Goals

As we begin the goal creation process, you may think, “I know how to set goals” and I know that you do. What we're doing here is creating some small shifts in your process that will lead to BIG results of achieving and perhaps, even exceeding your goals!

Based upon my own experience as well as years of extensive study and working with thousands of people, this beginning is often the first place that people get stuck or stopped.

You have desires in your heart and thoughts in your head and it's time to turn them into specific goals and develop an action plan that will bring those goals to completion.

But, often times the journey from your mind to that piece of paper where you'll actually write down and commit to a goal is a journey of a thousand miles with detours and obstacles that can prevent you from taking the leap of faith to write them down.

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Why does this happen?

The moment you set out to create your goals, your mind and imagination kick in and patterns and circumstances from the past come to the surface, along with fears and limiting beliefs. This typically surfaces as:

1. Questioning:
 - Is that what I really want?
 - What if I try and I don't get it?
2. Self-Doubt:
 - I've tried in the past and I wasn't successful.
 - Who am I to try to achieve this goal?
3. The Big HOW?
 - Getting stuck in, "How am I ever going to make that happen?"
 - You think of a goal, try to write it down and immediately fears, considerations and roadblocks surface.

The good news is that now that you're now aware of what is likely to show up you can choose to shift your thinking when those thoughts arise and reframe these thought patterns to use them to your benefit!

With this new awareness, the path is now cleared for you to define and declare your goals and dreams.

Success Tip: *Create goals that light you up! Goals infused with excitement, positive energy and that make you feel good are more likely to be achieved!*

Follow this exercise to support you in clarifying and defining goals infused with the fire to keep your desire burning bright and sustain you through the goal achieving process.

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How Do You Want Your Life to Look?

Take some time and consider each of these areas and what you want to create and experience. When you take this holistic approach to goal setting by considering all areas of your life, you tip the scales in your favor and set yourself up for big success!



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List 1 to 3 items in each category

Financial
Career
Recreation & Free Time
Physical Fitness & Health
Relationships with Family & Friends
Personal Goals (learning, spiritual growth, personal achievements)
Community Service, Contribution & Legacy

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Step 2: Creating Your Vision – Attaching The Feeling to Your Goals!

Take out a clean sheet of paper and begin by writing a letter to yourself with the following guidelines:

- Pretend that it is one year from today and you are reflecting back on the past year and reviewing all the wonderful events, accomplishments and joy that you experienced.
- As you're writing notice how you feel with each reflection of a goal achieved. If what you're writing brings about an exceptionally good feeling – that is likely something that speaks to your spirit and your purpose. If, on the other hand, something you write brings you negative feelings, frustration or overwhelm ... just let it go for the moment and bring your focus back on the things that bring you joy.

Here's an example of a letter I've written to myself:

Dear Nancy,

What a wonderful year it's been again! It is so rewarding and fulfilling that you choose to live your life on purpose. Here are some of the main highlights from the past year:

- *Woo-Hoo! The Present Show is a big hit! There are wonderful guests every week, the audience loves it and continues to grow by the thousands and the show generates over \$5,000 per month in revenue*
- *Nancy – you look and feel Mahvelous! Fit and Trim and Physically feeling fantastic. You hit your goal – running for an entire mile! Way to go girl!*
- *WPN has continued to grow and thrive! 30 New Chapters launched this year, the 6th Annual Un-Conference had 500 attendees and the 10 women who achieved their million dollar goals are loving life and serving so many others both in their businesses and as an inspiration and example of what's possible through the power of the WPN community and their internal dedication and commitment. YES, anything is possible!*

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- *My family is thriving and so am I! It was quite an adjustment to being an empty nester and now all is good. I am loving the new life I have created for myself and have balance between work, play and romance! Yay! This is the life*
- *Kudos to you girl – you exceeded your goal! A Total of 25 outside speaking engagements this year – and the thousands of people you’ve been able to share “The One” philosophy with – it’s a ripple effect and yes – the world is changing as a result of The One philosophy!*

I share this with you as an example of how you can create your own letter to yourself. Just start dreaming, imagining and pretending, basically in answer to this question:

What would have to happen in my life over the next year for me to be able to say, “Wow! That was a most excellent year ... well done!”

In Step 7 we’ll dive into how to turn your vision into specific goals and thereafter, chunk them down for maximum impact and great results.

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Next, let’s take a look at some of the blocks that can surface when you set out to write down your goals. You may have already felt it, perhaps even more than once during this process! The pen is in your hand, you’re staring down at the paper and then...

The idea comes – “I want to....

And then BAM – up come the roadblocks, fears and challenges.

It’s okay ... know that you’re doing absolutely perfectly!

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What you want to do is once again turn those thoughts around and use them to your benefit. Rather than trying to resist them and letting them stop you in your dream building and goal achieving process – pay attention to them. Write down the perceived obstacles and concerns that have surfaced and see them with a fresh perspective.

- They're not meant to stop you, they're meant to show you areas that will need attention in the process of achieving your goals.
- They are shedding light upon opportunities for new areas of personal and professional growth
- They're giving you insights to opportunities for creating alliances and partnerships with people who know how to do the things that you don't.

Note: Don't try to force or create obstacles where there may not be any, just acknowledge and address the ones that do naturally arise.

I'm sure you've heard the phrase, "That which we resist persists." By actually writing down the perceived obstacles, challenges, fears and limiting beliefs that come to your mind, you're no longer resisting them!

Instead, you're giving them the space to be expressed and in doing so you can address them, examine them and be able to move beyond them. Using some of the information you gather as valuable information – things that you will want to consider, people you need to meet, etc. action steps you'll want to take to achieve your goals.

Having courage to blaze through these 2 phases is the cornerstone of the difference between setting goals and achieving them! Way to go ... now let's continue to break down and master the process.

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Step 3 – Creating Affirmations that Match your goals

This is an essential step to practice in the space between setting your goals and achieving them. Because your mind is used to responding in a certain way based upon past experiences, if you want to change the outward appearance of the way your life is you must first change the inner conversation and thoughts that led to the creation of your life the way it is. You are stretching now ... out of your comfort zone to create and attain new things.

You've heard it said that in order for things to change – you must change and it all starts in our minds. Our minds and our thoughts are the driving force for our actions. As I share in *Visionaries with Guts* the challenge is often that:

“Our minds are “Folk Tale Factories,” constantly making up stories, stories that create our belief system, our programming and subsequently our actions and our lives. The problem more often than not, is that these stories about our past, what happened, how others felt about us and how we feel about ourselves are not necessarily true stories.”

The Folk Tale Factory workers of our minds are programmed to maintain the status quo. The workers don't want to lose their jobs, so it's up to you to retrain them to think in the way that will serve you best for how you now want to create your life. Using affirmations and consistent attention to your thought process is the best way to retrain your brain.

Affirmations that Stick!

As someone who thought, “I know how to create affirmations, I've been doing it for years” I was delighted when I read Jack Canfield's book *The Success Principles* and found his guidelines for creating affirmations. They are the best I've experienced and offer a slight shift in the way I was creating them.

Note: This approach may take a little getting used to. Be patient with yourself and play with them until they feel right. They don't have to be perfect, they just have to FEEL right for you.

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Bonus Note: I highly recommend studying *The Success Principles* and excerpt here the basic guidelines for creating your affirmations:

Guidelines for Creating Affirmations:

1. Start with the words I am.
2. Use the present tense.
3. State it in the positive. Affirm what you want, not what you don't want.
4. Keep it brief.
5. Make it specific.
6. Include an action word ending with ~ing.
7. Include at least one dynamic emotion or feeling word.

Return to the goals you listed in the 7 areas (Financial, Career, Free Time & Recreation, Personal Goals, Fitness & Health, Family & Friends, Legacy & Contribution) and next craft an affirmation for each of the goals.

Once you have done so, commit to reviewing, reading and optimally reciting them aloud at least once a day.

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Area	Goal	Affirmation
Financial		
Career		
Recreation & Free Time		
Physical Fitness & Health		
Relationships with Family & Friends		
Personal Goals		
Community Service, Contributions & Legacy		

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Step 4 – Chunking it Down

This next step is vital to your success in achieving your goals. This part is about the specific action steps you'll take to achieve each of your goals. And this clears up a big misconception in the world today around "The Law of Attraction" and "Thoughts Become Things." For the Law of Attraction to work, we've got to be in action and better still, we must maintain focused action based upon our highest ideals and goals.

One of the reasons I so resonated with Jack Canfield's affirmation guidelines is that it causes us to get specific about what we want to create. A sure place where people miss the mark in the goal achieving process is that when they set goals and create affirmations they are not specific enough.

This missing occurs once again based upon our fears and limiting beliefs, usually in one of these two forms:

- (a) The fear of stating something too big and therefore, unrealistic so you feel like you're lying to yourself; or
- (b) The fear of not asking big enough! "What if I only ask for \$100,000 and I could have had a million if I'd only have asked?"

Where does this leave most of us? Believing that if we focus on the general idea of what we want, then we'll get it. But the truth of the matter is

Vague Wishes Lead to Vague Results

So let's get specific! On the next page you'll find "My Plan of Action" worksheet. You'll want to print out several of these, one for each of your goals. Next, write each of your goals on a separate piece of paper and brainstorm as many of the action items as possible. Through this process you'll create your action plan and road map to achieving your goal in real time.

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Note: At our 2-Day Level Up Workshop you'll have the opportunity to brainstorm and mastermind as well as receive expert guidance from coaches and mentors. Go to: WomensProsperityNetwork.com/2016-LevelUp and Register

To support you in completing the worksheet, ask yourself the following:

- What will I need to do?
- How much money will I need to save or raise?
- What new skills will I need to learn to accomplish the goal?
- What resources will I need to mobilize and put my idea into effect?
- Who will I need to enroll in my vision to make it happen?
- What can I outsource?
- Who can I ask for support or assistance?

Note: If you are a visual learner, you may prefer the process of mind mapping as an effective tool for creating your action plan.



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My Plan of Action

Every Day I Take at Least 1 Action Step Toward Achieving My Goals!

My Goal:

Target Date for Completion:

What is the most effective way to reach this goal?

What knowledge, skills and abilities do I need to help me achieve this goal?	Where can I acquire this information?

Action Steps	Date

Miscellaneous:

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Again, I think one of the main reasons so many people DON'T achieve their goals is that they miss this very vital step of chunking it down step-by-step so that every day they have clear and concise action steps moving them towards their goals and dreams.

The next step for success is to schedule and create the time to incorporate these activities into your already full life.

Step 5 – Time Management – Block Scheduling

The truth is we can't really manage time. Time keeps marching on, time passes and time flies when you're having fun! The key to successfully achieving your goals is not in managing time but in managing how you use your time by managing your priorities. The following Block Scheduling guidelines will support you in setting yourself up for success so that the most important things to you your goals and dreams are given the time and attention they deserve!

Success Tip: *Time Is Money! Learn how to get more of both with "Stop the Clock Time Management!"*

Go to: NancyMatthews.com/Time-Is-Money

I suggest that you use an online calendar (such as Google) to utilize the block scheduling strategies. If you use a paper calendar, that will work as well, you'll just have to spend some extra time to manually fill in repetitive time block slots.

First, fill your calendar with all the required and desired personal and family time such as:

- What time do you wake up every day?
- What is the time required for your morning routine?
- Does that include mental focus time to set your intention for the day?
- Do you exercise at regular intervals?
- What about shopping, food preparation, lunch, dinner, etc.
- Do you like to take off on Friday afternoons? Saturdays? Sundays?

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Do your best to fill in as many of the details of your daily routines so that your schedule accurately reflects your life.

This will allow you to have a better handle on the reality of the time available to devote to your goals and business activities.

Next, fill in your calendar with any planned vacations, workshops and/or seminars and networking events you regularly attend. Be sure to include the following:

- Regular networking events you attend on a weekly or monthly basis
- Conference calls or online trainings
- WPN's 9th Annual UN-Conference (October 21st through 23rd)

Make a list of all of the activities involved in reaching your goals and in the day to day operation of your business. When creating the list of specific activities, do your best to include them in categories so that you will be able to easily block out time for the same types of activities at the same time. Much like an assembly line for an automotive company, it is easier and more time efficient to perform a series of similar tasks at the same time.

For example, the category of telephone calls would include: follow up calls to prospective clients, calls to potential strategic alliances, making appointment with people, etc.

Category Examples: Telephone Calls, Administrative, Email, Social Media, Copywriting, etc.

Sample activities may include:

- Making follow up phone calls to prospects
- Making calls to strategic partners and/or alliances
- Emails to send after networking events
- Checking email
- Facebook/LinkedIn or other social media activities
- Paying bills
- Filing, organizing etc.
- Writing and/or copywriting (blogging, article writing, sales campaigns)
- Servicing clients – fulfillment and delivery

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- Creation of marketing materials
- Continuous learning and building of expertise (teleclasses, reading, studying, etc.)

Once you create this list of activities, then create blocks on your calendar so that you have structure for your business and your life~

Here is a sample for your reference (of course, your blocks may have different items to fill in to them).

3

Day Week Month 4 Days Agenda More ▾ ⚙

Mon 7/1	Tue 7/2	Wed 7/3	Thu 7/4	Fri 7/5	Sat 7/6
			Independence Day		
7 – Morning ME Time - Reading, Journ:	7 – Morning ME Time - Reading, Journ:	7 – Morning ME Time - Reading, Journ:	7 – Morning ME Time - Reading, Journ:	7 – Morning ME Time - Reading, Journ:	7 – Morning ME Time - Reading, Journ:
8 – 9 Exercise		8 – 9 Exercise		8 – 9 Exercise	
10 – 11 Check Email and Social Media	10 – 11 Check Email and Social Media	10 – 11 Check Email and Social Media	10 – 11 Check Email and Social Media	10 – 11 Check Email and Social Media	
				11 – 1p Administration (filing, billing, etc.)	
12p – 1p Lunch	12p – 1p Lunch	12p – 1p Lunch	12p – 1p Lunch	12p – 1p Lunch	12p – 1p Lunch
1p – 2p Phone Calls		1p – 2p Phone Calls		1p – 2p Phone Calls	
	2p – 5p Time Block for Client Sessions		2p – 4p Time Block for Client Sessions		
3p – 5p Client Sessions / Presentations		3p – 5p Client Sessions / Presentations		3p – 5p Client Sessions / Presentations	
6p – 7p Dinner	6p – 7p Dinner	6p – 7p Dinner	6p – 7p Dinner	6p – 7p Dinner	6p – 7p Dinner
	7p – 8p Phone Calls		7p – 8p Phone Calls		

Step 6 – Practice and Focus DAILY

Your daily practices and habits are the true keys to your success. One of the most extraordinary things I've learned from all successful and accomplished people is that they attribute their success more so to who they became in the process of reaching their goals even more than achieving the goal itself.

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Success Tip: *It is who we become in the process of going for our goals and dreams that really determines our long term success and quality of our lives.*

For me this personal development aspect of the process is really the best part. And, yes, I am achieving extraordinary results!

- I am reaching and exceeding my goals
- I am closing more sales
- I am getting more income from unexpected sources
- I am seeing tangible results from putting these disciplines into place.

My clients have consistently shared that the inner shifts they experience – shifts in their thought process, their focus, the way they perceive and treat others and shifts in their belief in themselves has led to them having extraordinary results in achieving their goals and increasing their income.

This truly is the key to long term success. So again, congratulations for being willing to do the inner work required to achieve the outer results.

What you are doing in this process is not only getting more clients and making more money, you are becoming a Master of Success! The daily focus and attention you are putting on your goals will get you what you want right now and support your long term goals.

Make it your daily practice to review your goals, spend time reading your affirmations and visualizing and feeling what it feels like to have achieved your goals.

Daily Success & Victory Acknowledgement:

As part of your daily practice as you wrap up your business day and/or before you go to sleep at night give yourself credit for all the things you DID get done that day. All too often our last thoughts of the day are about the things we didn't get done, which can create negative energy.

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By focusing on what you DID well, you are creating a mindset shift that will cause your brain to seek more of those experiences and also, allow your mind and body to rest and refresh.

Step 7 – Don't think you have to do it all yourself!

Now that you've created your plan of action, the best way to ensure success in achieving your goals is by having a team to support, encourage and occasionally give you that kick in the butt that you need to keep moving forward!

- Find an Accountability Buddy and share your goals and action plans with each other. Set clear expectations on how you want them to respond should you fall off course with your targeted completion dates as well as how you want to be rewarded and acknowledged when you achieve them!

Success Tip: *You will only hold yourself accountable for goals that others know about. Tell someone what you're up to.*

- Engage a Coach or a Mentor who will be there to guide you in the process and support you through new areas of growth and/or challenges that you may encounter.
- Attend Seminars & Workshops to continuously increase your expertise and stay current on effective strategies to implement your plan. These also provide wonderful opportunities to meet new potential clients, strategic alliances and mastermind partners.

You've got the desire. You've got the ideas.

And now, you've got the proven system to bring your goals and dreams to life!

Ready – Set – Let's Level Up Together!

Register Now for LEVEL UP!

Your 2-Day Workshop to build your solid action plan, brainstorm and mastermind as well as receive expert guidance from coaches and mentors.

→ WomensProsperityNetwork.com/2016-LevelUp