



GOAL

SETTING

WORKBOOK

GOAL SETTING WORKBOOK

HEY THERE, CREATRESS

It's that time of year where we sit down and plan out what we want to accomplish over the next 365 days. Sometimes goal setting can be overwhelming. We write down all of these things we want to accomplish but have no idea where to start to actually get them done. Trust me, I've been right there many times before.

Faith without works is dead- but how do we get started with the "works" part? With this goal-setting process.

Hi! I'm Saidah, and I'm the founder of Creatress Co. I am a person who would set goals at the beginning of the year and slowly watch them be forgotten as the months went on. I was tired of not accomplishing what I set out to do, so I developed this process to help build a road map to accomplishing your goals and to help create some self-accountability.

This workbook will guide you through this 7-step process to setting goals. When you're done, you will have a road map for your entire year,

I can't wait for you to get started! Let's do this!



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PROCESS OVERVIEW

These are the 7 steps to take to set and plan your goals for the entire year.

Step 1: Brain Dump

- Write out all of your goals using the prompt "In 2020 I want my business to..."

Step 2: Detailing

- Take each goal and write out everything you think you need to do to get that goal accomplished.

Step 3: Ranking

- List your goals (from the brain dump), then rank them 1-5; 1 being "I can get this done soon, with minimal resources" (easy) and 5 being "I don't have the resources/this is going to take a lot of effort" (difficult).

Step 4: Sorting

- After ranking, sort your goals into Quarters. The 1s go in Q1, the 5s go in Q4, and the 2s-4s go in Q2 and Q3.

Step 5: Ranking 2.0

- Time to rank again! Go through each quarter and rank each goal 1-5, 1 being this will take the least amount of time to complete, and 5 being this will take the most time to complete.

Step 6: Timeframe

- After ranking, give each goal a timeframe based on the ranking. Easier goals get the shorter timeframe. (1 week, 2 weeks, 2 months, etc).

Step 7: Schedule

- Give your goals a due date based on the timeframe. Once your goal has a due date, back-schedule the "to-dos" (from step 2) leading to the due date.

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STEP 1: BRAIN DUMP

This step is all about dreaming big. You can manifest the life you want, you just have to dream it first. During this step, find a quiet space, turn on some music, take a deep breath, and write down everything you want to accomplish in the next year.



The next couple of pages are designed for you to get right to writing down your goals. Grab your favorite pen, set the space, and get started. After you're done, we'll go on to step 2.

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STEP 2: DETAILING

In this step, you'll get down to the "nitty-gritty". Take each goal and write down everything you need to accomplish is. These will become your action steps. Get as granular as you can- the more details the better.



The next few pages have space for you to detail your goals. If you need more space, feel free to print out additional copies or write them out in a notebook.

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STEP 3: RANKING

In the ranking step, you'll determine which goals are easiest for you to accomplish and which ones will take more effort. Rank your goals 1-5 with 1 being the easiest and 5 being the most difficult.

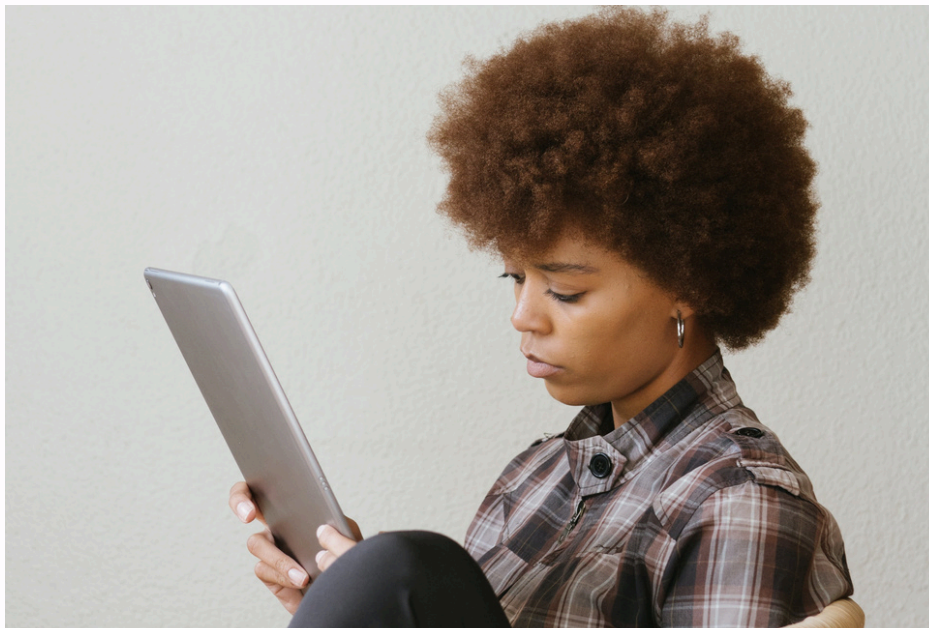


Easy goals are those that you don't need a lot of resources (materials, knowledge, personnel, etc.). The more difficult goals are those that need additional resources that may take time to procure. Take the next few pages to rank your goals.

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STEP 4: SORTING

This is where you'll start mapping out your year. First, divide your year into quarters: Q1 (Jan-Mar), Q2 (Apr-Jun), Q3 (Jul-Sept), and Q4 (Oct-Dec). Then you want to sort your goals into the quarters of the year. The 1s (easier goals) go in Q1, and the 5s (harder goals) go into Q4.



Please note, that there may be some goals that are DATE SPECIFIC goals and they may not fall into the "correct" quarter. For example, if you host an annual conference in April it might be ranked as a 4 but fall into Q2 (usually for easier goals). This is OK. Flexibility is important. Take some time on the next couple of pages to sort your goals.

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STEP 4: SORTING

Q1

Q2

Q3

Q4

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STEP 4: SORTING

Q1

Q2

Q3

Q4

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STEP 5: RANKING 2.0

That's right! We're ranking again. In this step, you're going to take the goals from each quarter and rank them 1-5 easiest to hardest. This will help you know which goals you're going to tackle at the beginning of the quarter, and which ones you're going to spend more time on.



The next four pages are for you to rank your quarter goals.

Once you're done with this- take a BREAK! We're almost done, but pacing yourself is important. When you're ready, start on step 6.

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STEP 6: TIMEFRAME

This is where we start scheduling our year. You're going to take each goal and give it a timeframe for completion. For example, if you want to launch an online course you may give that a 2 month timeframe to complete. Your easier goals will get a shorter time frame than the more difficult ones.



In this step, remember to be realistic with your timeframe. You want to get things done, but you want to give yourself time to get everything done,

Pro tip: For the bigger goals (like hosting a conference) you can have that goal in Q4, but set a timeframe of 10 months. This way you can work on it little by little throughout the year.

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STEP 7: SCHEDULE

This is the last step in the process. In this step, you're going to look at the timeframe you selected for your goal and give it a due date based on the timeframe. Then you're going to take the details you listed for that goal and schedule them backward from the due date of the goal. These details are your action items and the date you give them will be their due date.



On the next page is an example of what it should look like on your calendar. If you're a visual person like me, and you want to have a physical calendar to right out your scheduling step, you can visit www.timeanddate.com and print a free pdf calendar.

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STEP 7: SCHEDULE

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2 Ex: Write outline for course	3	4
5	6 Ex: Develop course slides	7	8 Ex: Record course video	9	10 Ex: Edit course video	11
12	13 Ex: Develop course pricing	14 Ex: Set up course platform	15	16 Ex: Create ad graphics for course	17 Ex: Schedule ads and social posts	18
19	20 Ex: Write email sequence for course registrants	21 Ex: Write email sequence for email list	22 Ex: Schedule email sequence	23 Ex: TEST EVERYTHING	24 Ex: GOAL: Launch online course	25
26	27	28	29	30	31	

Download a free printable pdf calendar at
www.timeanddate.com

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REMEMBER

Now it's time to get to work! But remember:

- **Give yourself room to be flexible**
 - Life happens, schedules change, and it's ok!
- **Be realistic with your time...**
 - You can't do everything at once. Give yourself enough time to reach your goals!
- **Stick to it!**
 - Don't just say it- do it! Block out dedicated, uninterrupted time to work on your projects!



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YOU DID IT!

It was a process, but you did it, Creatress! You got your goals set and planned for the entire year! You are ready to MAKE SOME ISH HAPPEN!

The next step is to get to work and stick to your plan. Take a break, marvel at the accomplishment of getting this done, then get started.

I hope this process brought some clarity to you and inspired you to take on your year- full force. Thank you for purchasing this workbook and walking through the steps.

While you're working on your goals, The Creatress Co. and I are here to support you.

If you're looking for some guidance in developing content for one of your goals, you can set up a workshop with me. During the session, I will work with you 1-on-1 to get you started on your content creation journey. The next page details how you can book with me.

BEST OF LUCK TO YOU IN YOUR NEW YEAR!

