









## Goals

Have you set short term and long term goals for yourself? How often do you revisit these goals to measure progress? Do the goals you originally set still make sense? This would be the perfect time to do some goal setting for your life. Consider each of the areas covered above. Reflect on the vision for your life. Remember this course is about helping you realize your dreams, not adding to your to-do list. How would you rate your ability to set goals for your business and then meet them from 1-10? 10 being the most satisfied.

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1 Month	3 Months
1 Year	5 Years

## Achieving Goals

As we've previously mentioned, this course is not meant to give you extra tasks on your to-do list. This is for dreaming the big dreams, getting clear on what they are, implementing daily practices and using the energy to achieve your dreams.

This is not to say that a to-do list isn't important in your daily life. An effective to-do list will help you for short and long term goals. Here are some key points in creating an effective to-do list:

- Create a list that is realistic and can be accomplished in that day. This will focus your energy for what is required and promote a feeling of success each day.
- Mark tasks as important, urgent, and routine. This helps prioritize your day.
- Include smaller steps for a larger project. This will help the progression of that project and avoid overwhelm when it comes do deadlines.
- Don't forget to leave time for creative and strategic thinking and planning.
- Best practice is to create your list at the end of each day, for the next day. That way you can easily start your day running.

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