



CRUSH YOUR GOALS WITH A GPS

YOUR GUIDE TO ACCELERATING
YOUR RESULTS AND LIVING BIG



LIVING A BIG LIFE

Not everyone dreams of having a bigger life. Many are content to maintain the status quo—do today what they did yesterday and what they will do tomorrow. If that's you, this module is not likely for you.

Yet if like us you dream of a bigger, better future and wake up each morning wondering how you get closer to achieving your dreams—please read on!

Big lives start with big dreams for your future. And while many of us have big dreams, much fewer of us achieve them. We want you to be among those that do. To help you, we'd like to share a few simple yet powerful tools to help you crush your goals and live the life you dream of.

The first step is your personal mission statement—a one-sentence statement that sums up what you want your life to be about and the gifts, skills, and attributes you will leverage to pursue your dreams. If you haven't yet crafted a mission statement, you'll want to start with our [Mission Statement Exercise](#). Once you have a personal mission statement, you're ready to continue with this GPS module.

Although you DO want a mission statement before continuing, don't concern yourself with having the perfect statement before you get started. Your mission will evolve over time. And the best way to "perfect" your mission statement is to take action on it and refine it along the way.

Let's get started!

THE MISSION FOR MY LIFE IS TO:



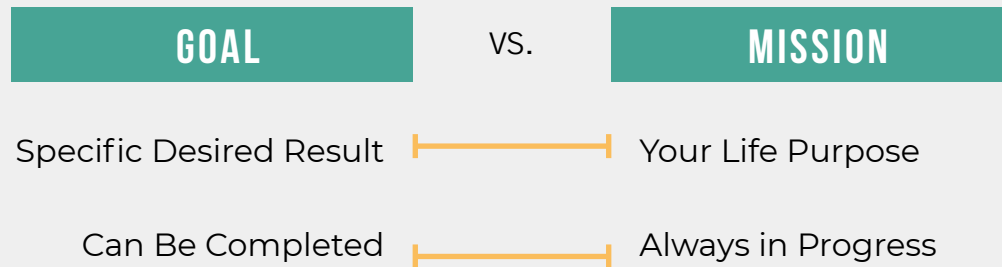
**LIFE ISN'T ABOUT FINDING YOURSELF.
LIFE IS ABOUT CREATING YOURSELF."**

– George Bernard Shaw

THE DIFFERENCE BETWEEN YOUR GOALS AND YOUR MISSION

Both your personal mission and your goals are important pieces of the GPS process. However, understanding the difference between the two is crucial to your success.

If you can accomplish it in your lifetime, it's a goal. If you can dedicate your entire life to doing "this thing" and there will still be more you can do, that's a personal mission.



Goals are very important. And the entire purpose of the GPS is to create an effective plan to accomplish a goal. Yet if your goals aren't in service of something bigger, something that extends beyond the completion of the goal itself, it's very difficult to remain motivated when things don't go as planned. This is where your personal mission becomes important.

A mission statement serves to remind you of the bigger vision you're working toward. And when faced with competing priorities, it can serve as a very effective decision making tool. Saying yes to those things that align with your mission and no to those that don't keeps you on the right path.



MAKE EACH DAY YOUR MASTERPIECE.”

– John Wooden

GOAL SETTING TO THE NOW

Goal Setting to the Now (GSTTN) is a tool designed to help you connect today to all your tomorrows—and the next step in preparing to draft your GPS. It starts with your someday goals—which should align with your personal mission—and creates a throughline to the most important actions you can take today to begin fulfilling your mission and creating the big life you dream of.

GSTTN PROCESS

SOMEDAY GOAL

What's the ONE Thing I want to do someday?

FIVE-YEAR GOAL

Based on my Someday Goal,
what's the ONE Thing I can do in the next five years?

ONE-YEAR GOAL

Based on my Five-Year Goal,
what's the ONE Thing I can do this year?

MONTHLY GOAL

Based on my One-Year Goal,
what's the ONE Thing I can do this month?

WEEKLY GOAL

Based on my Monthly Goal,
what's the ONE Thing I can do this week?

DAILY GOAL

Based on my Weekly Goal,
what's the ONE Thing I can do today?

The **Focusing Question** is the key to this tool and the ultimate driver of productivity. Whenever you need to identify your priority, that activity that is going to give you the biggest bang for your buck, ask yourself the question:

What's the ONE Thing I can do such that by doing it everything else will be easier or unnecessary?

When you ask this question at each stage of your goal setting and getting process, it allows you to focus on the most important activities necessary to achieve your goals.

Let's try it out!

Let's imagine that I had a goal to sell a business for \$1M someday, yet right now, I don't own a business at all. This is how the **Goal Setting to the Now** process might play out:

GSTTN EXAMPLE

SOMEDAY GOAL: Sell a business for \$1M

If I asked myself the **Focusing Question**, "What is the ONE Thing I can do in five years to sell a business for \$1M such that by doing it everything else will be easier or unnecessary?" I might decide that the most important thing would be to own a profitable business with an annual cash flow of \$250K. I would then list that as my five-year goal.

FIVE-YEAR GOAL: Own a profitable business with an annual cash flow of of \$250K

Then, if I asked the same question for what I could do within one year, I may decide that the most important thing would be to have started a business.

ONE-YEAR GOAL: Start a business

At this point I would ask myself the question, "What is the ONE Thing I can do this month to start a business such that by doing it everything else will be easier or unnecessary?" The answer may be something about coming up with potential business ideas or models—and that would become my goal for this month.

THIS MONTH'S GOAL: 3 potential business models to review in my industry of choice

I might then decide that the most important thing I could do this week is to identify the industry I want to own a business in.

THIS WEEK'S GOAL: Identify the industry I would like to pursue

And finally, I could bring it all the way down to the ONE Thing I could do today, which may be something about brainstorming ideas.

TODAY'S GOAL: Brainstorm all the business ideas that interest me

What I've accomplished through the **Goal Setting to the Now** process is to identify the most important actions I can take today, this week, and so forth to keep me on track with my someday goal.

This doesn't mean that this is the only action you have to take. It simply means this is the most important action, and therefore, that you should make it your priority—the most important thing above all else.

This is a great tool to have in your toolbox! It creates a simple way to identify the steps you need to take now, for any goal, regardless of how big or how far in the future it may be.



THERE IS AN ART TO CLEARING AWAY THE CLUTTER AND FOCUSING ON WHAT MATTERS MOST. IT IS SIMPLE AND IT IS TRANSFERABLE. IT JUST REQUIRES THE COURAGE TO TAKE A DIFFERENT APPROACH."

– George Anders

MY TAKEAWAYS:

This module is about leveraging a **GPS** to crush your goals. The **GPS** is a tool for mapping out a plan for that one-year goal. And the **4-1-1**, a tool that is covered in a different module, helps you strategically map out the monthly and weekly activities that will keep you on target with your **GPS**.

WHAT IS A GPS?

GPS

The **GPS** (also known as a 1-3-5) is a goal setting tool designed to clarify goals and detail the action steps necessary to achieve them. The framework includes 1 GOAL, 3 PRIORITIES, and 5 STRATEGIES for each priority, thus the 1-3-5. Here's how it breaks down:

1 GOAL

The **GPS** is typically used for a 1-yr goal, however, it can be used for any goal that has a specific time constraint. A **GPS** in the area of business is essentially a one-page business plan.

Your goal should be:

Specific and measurable

Time bound

Big enough to require several areas of focus

Not too big that it requires more than 4 areas of focus

3 PRIORITIES

Priorities are the areas of focus necessary for accomplishing your goal. Sticking with 2 to 4 areas of priority forces you to choose the most important things. If you need more than four priorities, your goal may be too broad. If you struggle to find more than two, your goal may actually be a priority for a larger goal.

Your priorities should be:

Specific and measurable (the measure can be the completion of the strategies)

Listed in order of importance

Big enough to require several strategies to accomplish

Not too big that they require more than 6 strategies to accomplish

5 STRATEGIES

Strategies are the activities you MUST do in order to achieve the priorities. More than six strategies for any one priority likely means the priority is too broad. Fewer than three strategies for any one priority likely means the priority is too narrow and may actually be a strategy.

The strategies should be:

Actionable

Specific and measurable

Time bound

Listed in order of importance

When all the strategies are completed, the priorities have been accomplished and the goal achieved—no ambiguity.

MY TAKEAWAYS:

LET'S PRACTICE

Before you attempt to draft your own **GPS**, let's practice. Let's help our imaginary friend Mission Mel create a plan for 2021.

Here's a little bit about Mission Mel:

PERSONAL MISSION

To save lives through
Doctors Without Borders

5-YEAR GOAL

Become an intern in
a hospital in Mexico

1-YEAR GOAL

Become fluent
in Spanish

Using the **Goal Setting to the Now** process, Mission Mel has set a 5-year goal to become an intern in a hospital and a 1-year goal to become fluent in Spanish. However, right now, Mission Mel doesn't speak a lick of Spanish.

Let's help Mission Mel create a **GPS** to accomplish this 1-year goal and give ourselves a little practice. We've identified the priorities and a few of the strategies to get you started. See if you can fill in the rest.

There are no right or wrong answers. Just remember that the strategies need to be actions you can take that will lead to the accomplishment of the priority.



ANYONE WHO DREAMS OF AN
UNCOMMON LIFE EVENTUALLY
DISCOVERS THERE IS NO CHOICE
BUT TO SEEK AN UNCOMMON
APPROACH TO LIVING IT."

– The ONE Thing

NAME: Mission Mel

TIME PERIOD: 2021

GOAL: Become fluent in Spanish in 1 year



PRIORITY 1: Build a vocabulary of 2,500 words

Strategy 1: Learn 50 new words each week

Strategy 2: Label 25 items each week

Strategy 3: _____

Strategy 4: _____

Strategy 5: _____

PRIORITY 2: Practice speaking and listening to Spanish 365 days of the year

Strategy 1: Use flashcards to practice Spanish words 10 minutes each morning

Strategy 2: Watch one Spanish movie with English subtitles each week

Strategy 3: _____

Strategy 4: _____

Strategy 5: _____

PRIORITY 3: Read and write Spanish 365 days of the year

Strategy 1: Get a Spanish speaking "Pen Pal" to exchange texts and emails with

Strategy 2: _____

Strategy 3: _____

Strategy 4: _____

Strategy 5: _____

CREATING A GREAT ONE-YEAR GPS

Now that you have had a chance to practice, it's time to create a **GPS** for yourself. Don't concern yourself with getting it perfect. Instead, focus on making it actionable.

Your objective is to create a GPS you can take action on right away!

Following these steps, use the blank **GPS** worksheet on page 13 to create your **GPS**:

STEP 1: IDENTIFY YOUR GOAL

With your mission statement as a guide, identify a someday goal. Then, using the **Goal Setting to the Now** process, identify a five-year goal and a one-year goal. Each time you ask yourself the **Focusing Question**, pay close attention to what comes to mind first.

Oftentimes we cause ourselves undo stress trying to come up with the perfect answers. Yet your first thoughts are likely to be the things that are closest to your heart. At the very least, they are clues to the best possible answers for you at this time.

STEP 2: ESTABLISH YOUR PRIORITIES

Once you have your goal in place, consider the 2-4 areas of focus you will need in order to accomplish your goal. Remember, these are not action steps. They are broad areas of priority.

A great way to do this is to take 3-5 minutes to brainstorm everything you can possibly think of. Don't overthink it. If it comes to mind, write it down. Don't worry about the how, just write down every idea you can think of.

Once you've exhausted all possibilities, take a look at your list. You're likely to see patterns—things that can be lumped together. As you review your list, circle the 2, 3 or 4 things areas of focus that you believe will have the greatest impact on the accomplishment of your goal. These will be your priorities.

STEP 3: DETERMINE YOUR STRATEGIES

Your final step is to identify 3-6 strategies for each priority. These are the actions you **MUST** take in order to accomplish your priority and achieve your goal. Some will be one-time activities and others will be recurring.

Here are a few questions to ask yourself of each strategy to ensure you've written it in a manner that sets you up for success:



Will the answer to whether or not I've completed this strategy be a clear YES or NO?



Do I have complete control over whether or not this strategy is completed?



Have I identified the timeline for completing this strategy?

Once you have listed out all the strategies for a priority, review them to make sure you have them in order of importance. You always want to be clear about what you should focus on first.

MY TAKEAWAYS:



TOO MANY PEOPLE SPEND TOO MUCH TIME TRYING TO PERFECT SOMETHING BEFORE THEY ACTUALLY DO IT. INSTEAD OF WAITING FOR PERFECTION, RUN WITH WHAT YOU GOT, AND FIX IT ALONG THE WAY."

– Paul Arden

NAME: _____

TIME PERIOD: _____

GOAL: _____

GPS

WORKSHEET

PRIORITY 1: _____

Strategy 1: _____

Strategy 2: _____

Strategy 3: _____

Strategy 4: _____

Strategy 5: _____

PRIORITY 2: _____

Strategy 1: _____

Strategy 2: _____

Strategy 3: _____

Strategy 4: _____

Strategy 5: _____

PRIORITY 3: _____

Strategy 1: _____

Strategy 2: _____

Strategy 3: _____

Strategy 4: _____

Strategy 5: _____

YOUR NEXT STEPS

Now it's time to put your **GPS** into action. Consistent action will ALWAYS get you further than a perfect plan. We suggest time blocking as the driver for your action plan.

Time blocking is a way of making sure what has to be done gets done. It is the process of going to your calendar and blocking off the time you need to accomplish your most important tasks. The time management tool we suggest to help you structure your time blocks is called the **4-1-1**.

The **4-1-1** helps you break down your **GPS** goal into the monthly and weekly activities needed to stay on track with your goal. Time blocking then takes it even more granular allowing you to identify the days and time of day that you will accomplish certain tasks.

You can learn more about the **4-1-1** by attending one of [KWKC's QL events](#). In the meantime, here's how you can get started with time blocking right away:

TIME BLOCKING

SUN	MON	TUE	WED	TH	FRI	SAT
1 PLAN	2 What Matters Most	3 What Matters Most	4 What Matters Most	5 What Matters Most	6 What Matters Most	7
8 PLAN	9 What Matters Most	10 What Matters Most	11 What Matters Most	12 What Matters Most	13 What Matters Most	14
15 PLAN	16 What Matters Most	17 What Matters Most	18 What Matters Most	19 What Matters Most	20 What Matters Most	21
22 PLAN	23 What Matters Most	24 What Matters Most	25 What Matters Most	26 What Matters Most	27 What Matters Most	28

Identify all the items on your **GPS** you need to do each week and block the time off on your calendar.

Block 30 minutes to an hour at the beginning of every week to plan for the week

Once you've time blocked your most important activities, make a commitment to yourself that your time blocks come first. Everything else—other projects, social media, emails, calls—must wait.

When you do this you'll be setting yourself up for success and the best possible chance at living the life you desire!



THE PEOPLE WHO ACHIEVE EXTRAORDINARY RESULTS DON'T ACHIEVE THEM BY WORKING MORE HOURS. THEY ACHIEVE THEM BY GETTING MORE DONE IN THE HOURS THEY WORK."

– The ONE Thing