



SLAY YOUR GOALS



& YOUR LIFE



MINI WORKBOOK

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HELLO, YOU!

WELCOME TO THE SLAY YOUR GOALS
MINI GUIDE & WORKBOOK!

I'm so glad you are here!

Goals make up a huge part of our lives. Having goals gives you motivation and drive. It pushes you forward and gives you a sense of meaning and purpose. We all want to set amazing goals that we can ultimately achieve.

However, it's also really easy to procrastinate and get in our own way, allowing our goals to fall by the wayside. Many of us also carry around loads of negative beliefs around our goals.

In this workbook, you'll identify the things that are stopping you from achieving whatever you want and learn how to break down your dreams into do-able, achievable goals.

So let's get down to it!





1. ADDRESS YOUR NEGATIVE BELIEFS

What thoughts are holding you back?

We all have limiting beliefs that hold us back and make us think we are not capable of going after what we so desire. We all have an inner critic that constantly discourages us from achieving our goals. At times, our parents, teachers, the media might have fed negative messages to us, which we've internalised.

Instead of giving in to our negative beliefs, we need to believe in ourselves. We have unique strengths, capabilities and phenomenal coping skills. Whether it's fear, doubt, or overwhelm that has been keeping us from our dreams, we always have the choice to think differently, empower ourselves and take inspired action to get to where we want to be.

How do we do that? We start with small shifts in our mindset. Thinking positive is like working a muscle, the more you do it, the easier it comes to you. Doing it bit by bit daily means that it will start to get easier for you over time.

You can do this!!

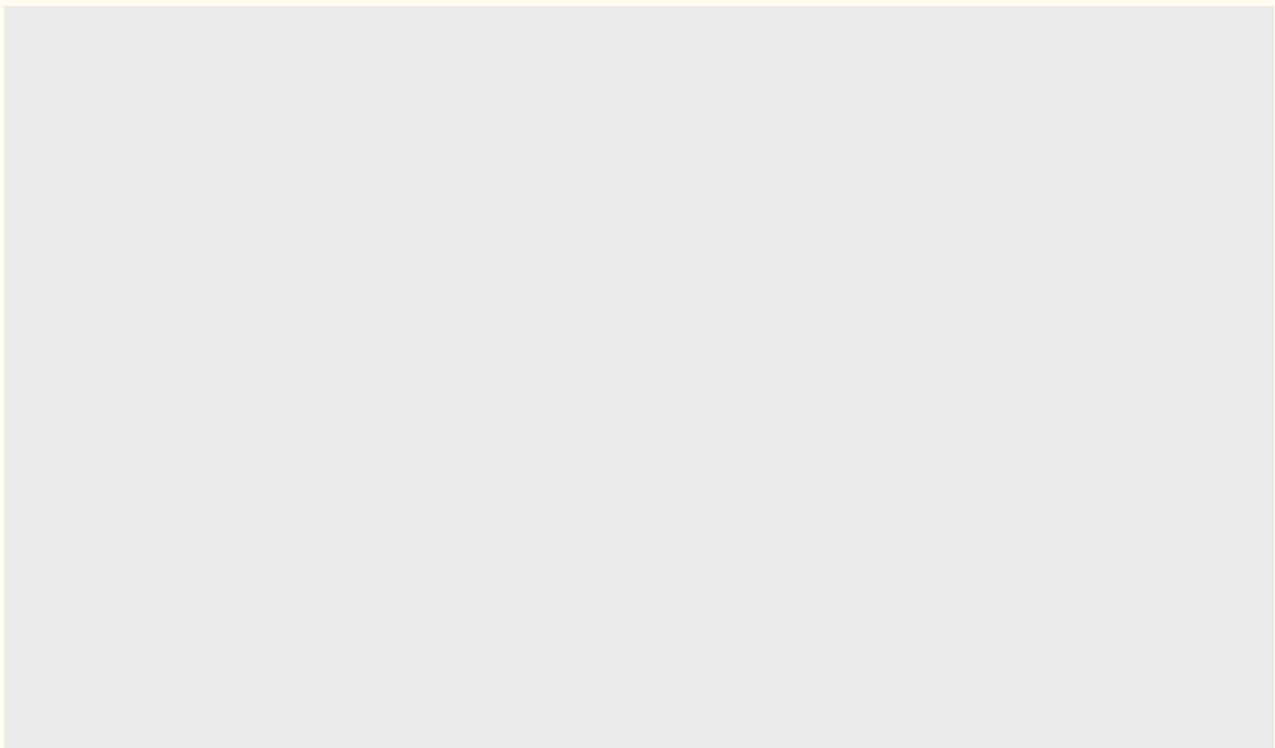




Address your negative beliefs (Cont)

Reflection Time

- Take a blank sheet of paper or flip to a blank page in your notebook and date it. Write down all the negative beliefs you have about yourself. This could be your capabilities, your skills, anything that makes you feel bad about yourself.
- For each you've listed, write down evidence that shows the opposite.
- **BONUS:** Review your page with all your negative beliefs 3 months down the road. Check if those beliefs still resonate with you. If they do, keep repeating step 2 and write additional evidence and positive affirmations.





2. CREATE YOUR VISION

Do you have a vision for your life?

Do you know where you are heading to (or want to head to) or do you just live day by day, reacting to whatever life throws at you?

A vision is extremely important. It's the Big Picture™ and having that in place helps to inform all of your day to day goals and tasks. Having a vision also gives you clarity when you are making decisions. It makes things easier for you - when something isn't aligned with your Big Picture, you can easily put it aside.

When you are clear about your vision, you know what goals you should be working on that will move you one step closer to your destination. You are also able to confidently turn down anything that does not lead to your destination.

Having a vision also gives your life meaning and a purpose. When the going gets tough, the tough get going. Life can sometimes be tough, it can be challenging, full of surprises which aren't always pleasant. But with a vision, we are able to persevere through any difficulties, because we know that reaching the destination is so satisfying, and each step in the journey just brings us closer to it.

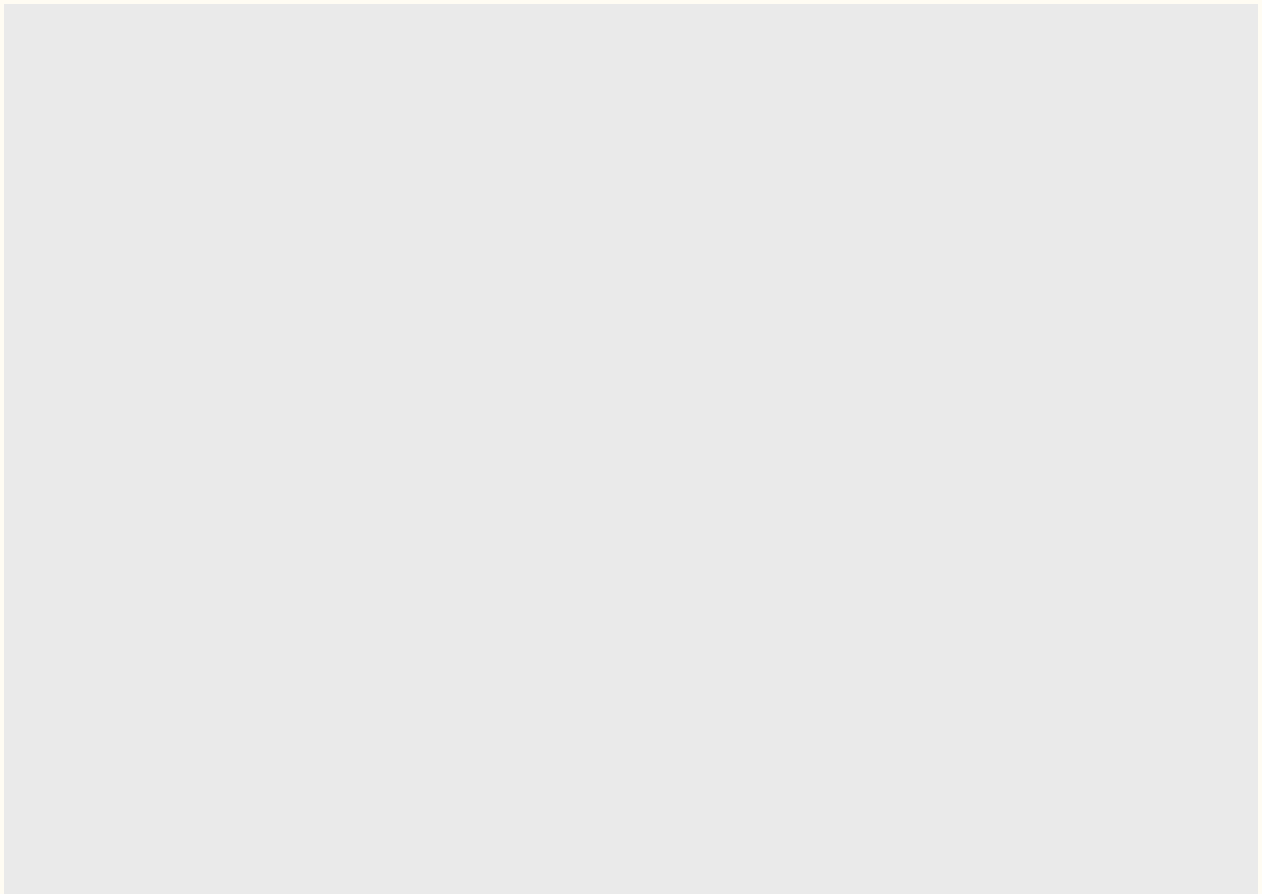
Don't hold back when creating your vision. Dream Big and Get Creative!



Create Your Vision (Cont)

Reflection Time

- Grab your journal or another sheet of paper. Divide up the page into different sections for the different areas of your life – for eg. Career, personal growth, finance, romance, health etc. You can create as many or as little as you want.
- Under each section, write down your vision for that area of your life.
- An alternative is to create a big overarching vision.
- Ask yourself this - What would you like to be remembered for, what is the legacy you'd like to leave behind after you've passed on?





3. TURN YOUR VISION INTO GOALS

Break your vision down into doable bits

A vision sometimes remains just that if nothing is done about it.

So, the next step would be to turn your vision into achievable, do-able goals.

The SMART way of setting goals involves setting ones that are Specific, Measurable, Attainable, Relevant & Timely. You'd want your vision to be broken down into goals that fulfill these criteria.

Having a vision or dreams are great, but the only way to turn them into reality is if we break them down into tangible, concrete steps we can work on.

Let's get started!





Turn Your Vision Into Goals (Cont)

Reflection Time

- Take out the vision(s) you created yesterday. I'd like you to rank-order them (no ties please!)

Then, take the top 3-5 and for each, write down a list of goals that will help you live out the vision you

- created. (ie: Under career, I have, "I want to be known as an expert in my field". So my list of goals could be something like, reading more books, listening to more podcasts, going to networking events etc)

- Again, get creative, just brain-dump and don't hold back.

- Then, rank-order the list of goals (again, no ties!) ie: #1 read more books, #2 listening to more podcasts etc



4. MINI GOALS & TIMELINES

Break large goals down into digestible steps

Having large goals can be intimidating. When we see something like “read more books” – where do you begin? It is not specific or granular enough. You need to break this phrase down even further into bite-sized manageable pieces.

After doing that, it's important to then think about the deadlines for your mini goals. Deadlines are important, as it gives you a realistic sense of the amount of time you have for each project.

It acts as a guide in terms of your progress. You are then able to figure out how much time you need to spend for the remaining bits of your goal. It is also a huge motivator. Planning goals with no deadlines means we tend to do things whenever we feel like it. We do things, sometime, anytime, someday. And...

Something that can be done at any time is often done at no time. - Gretchen Rubin.

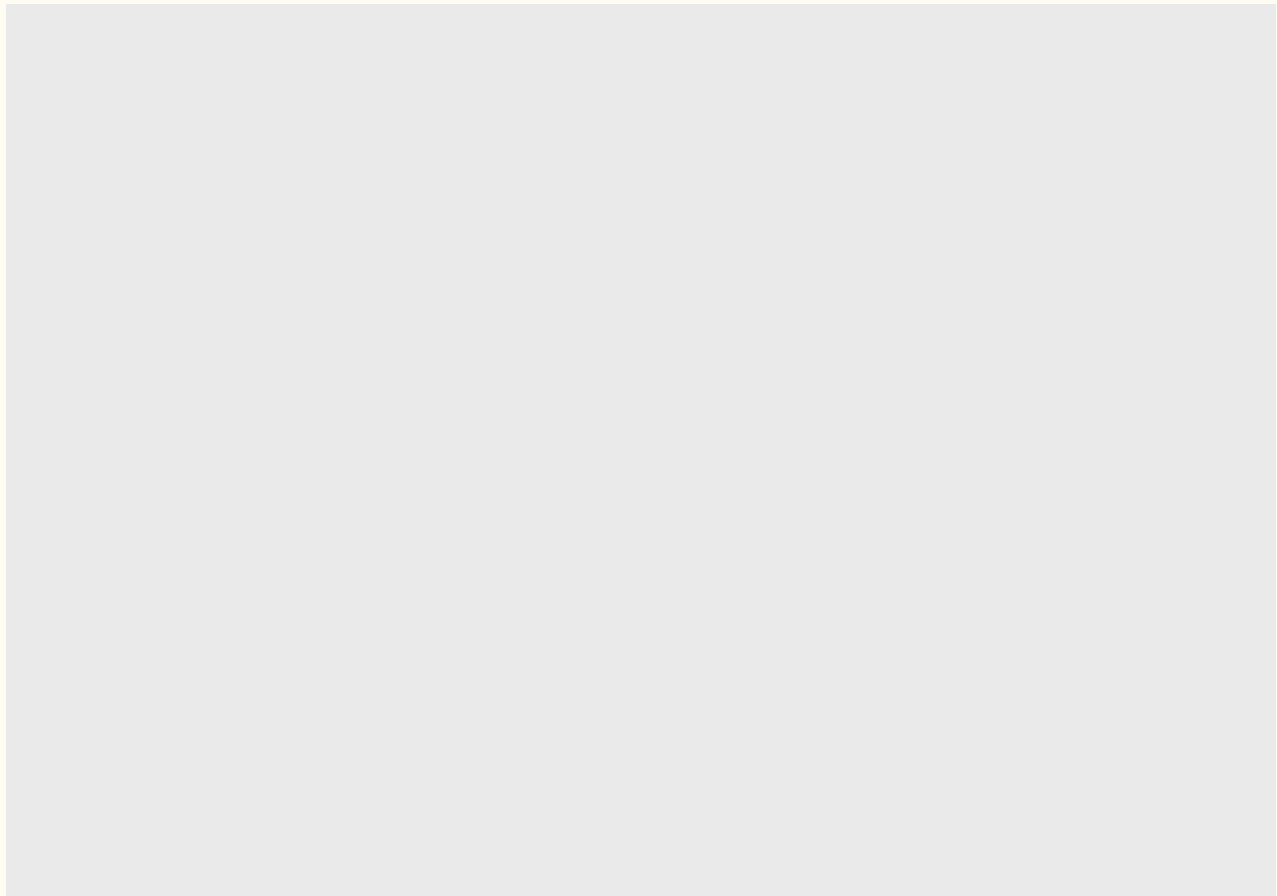
Having no deadlines is actually one major way goals never get achieved and items on your to do list get pushed from one day to another. So whatever you plan, make sure you always have a deadline for it.



Mini Goals & Timelines (Cont)

Reflection Time

- Take out yesterday's list and take a look at the big goals you've ranked in each category and break them down even further.
- I.e: for 'read more books'; I could write: "read 3 books by Jan 31st, 15 pages each day." Try to get as granular and as specific as possible.
- Beside each mini goal indicate the end-date that you'd like to accomplish it by. For instance, for my book reading goal above, the deadline would be Jan 31st.





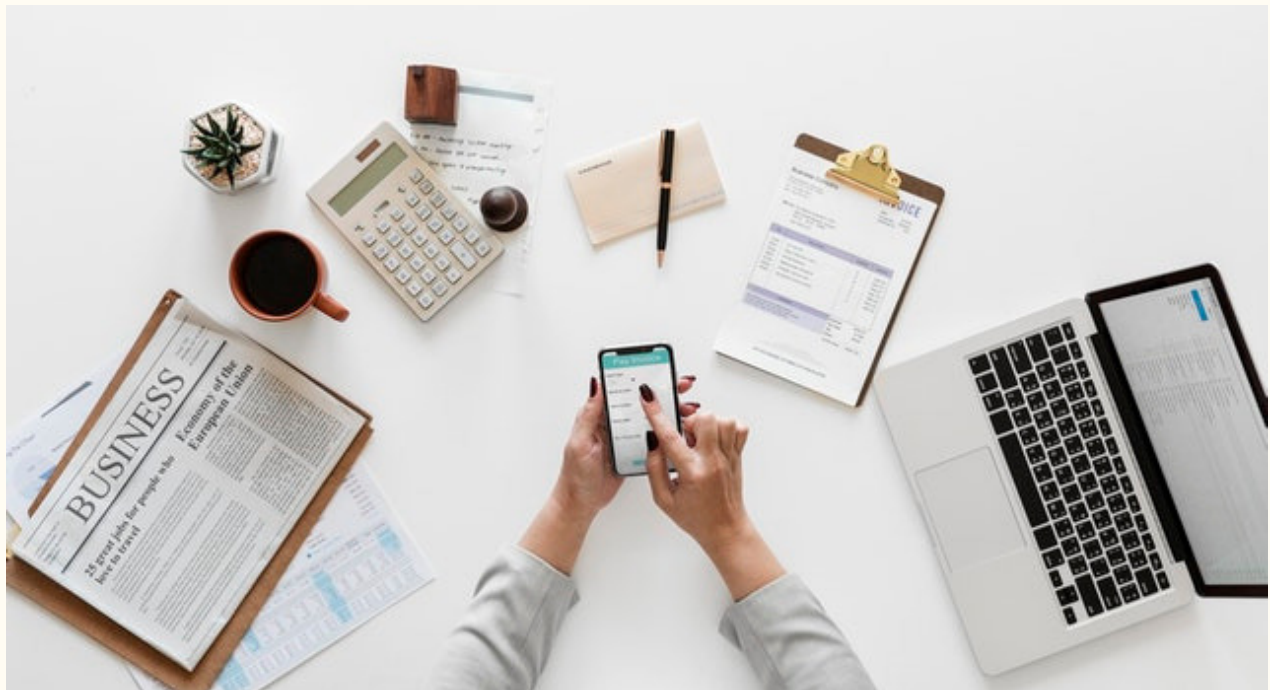
5. MONTHLY & WEEKLY PLANS

Fit those goals into your weeks & months.

Now you have a list of those mini goals, great! To make sure that you'd do them, it's time to make use of your weekly and monthly calendars.

The keyword here is realistic. Be realistic with your achievements and the time that you have each day. Don't overload yourself or cram too many things in too short a time.

It makes you feel overwhelmed and this tends to lead to you giving up on your goals early.

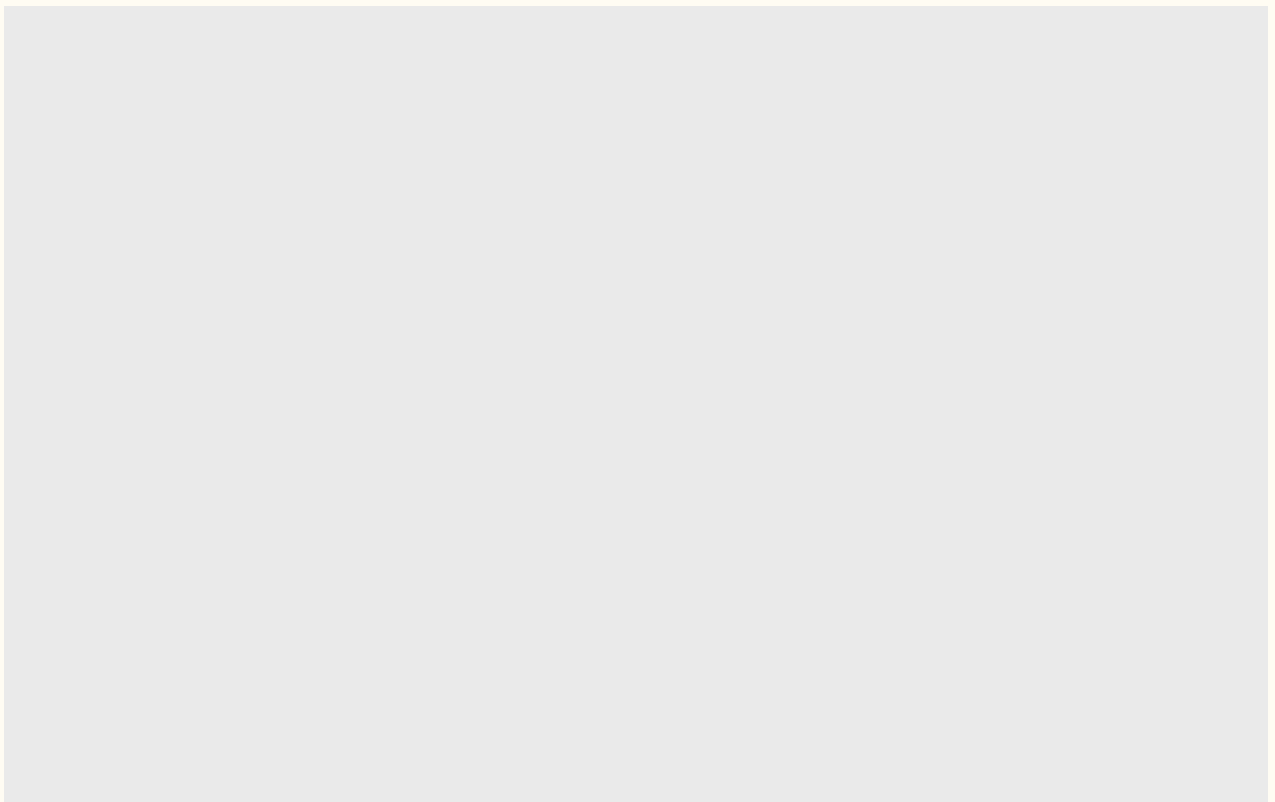




Monthly & Weekly Plans (Cont)

Reflection Time

- If you have a planner, use that. OR if you don't (and what I personally like to do) is to print out weekly/monthly loose calendar sheets. You can search for them online or make use of the templates in Word/Excel
- Whip out your mini goals list from yesterday and start slotting each mini goal into the right weeks and months
- Some days your calendar may be too packed, and this is when you may need to re-adjust your timelines. Remember: prioritise. Always remember your priority categories and aim to accomplish the goals in that category first



AWWW YES!

YOU MADE IT TO THE END OF THIS QUICK, ACTIONABLE WORKBOOK! I TRULY HOPE YOU'VE ENJOYED IT AND THAT IT WILL HELP YOU IN CREATING YOUR DREAMS & TURNING THEM INTO REALITY!

Three quick favours to ask of you:

1. If you are looking for Planners to get you started in planning your goals, do check out the **Slay Your Goals Planner** right here. It's not dated, comes in pdf format so can be printed out multiple times and is full of motivational quotes, guiding prompts, reflection questions, calendar sheets and goal-setting techniques. Start living your life intentionally & go get all those dreams!
2. I'm creating more wonderful products just for you! And I'd like to know what areas in life you need help with. Kindly click on **this link** for a short 2 min survey!
3. If you are on **Instagram, Pinterest, YouTube or Email**, do click on the icons below to connect with me!

