

LESSON 1:

SETTING GOALS, WHY GOAL SETTING DOESN'T ALWAYS WORK & HOW WE CAN CHANGE THAT

People who create a vision board are _____ more likely to achieve their _____.

EXTRACT _____ TO _____ GOALS FROM EACH VISION ITEM ON YOUR VISION BOARD.

Setting your goals _____ your chances of achieving your dreams up to _____.

A S.M.A.R.T.E.E.R. GOAL IS....

By _____ or
_____ your goals,
you are _____ more likely
to achieve them.



REASONS WHY GOAL SETTING DOESN'T ALWAYS WORK....

1

SO FIRST, IN ORDER TO SET A GOAL & ACHIEVE IT, WE NEED TO...

LESSON 1:

SETTING GOALS, WHY GOAL SETTING DOESN'T ALWAYS WORK & HOW WE CAN CHANGE THAT

2

SO SECOND, IN ORDER TO SET A GOAL & ACHIEVE IT, WE NEED TO...

3

AND THIRD, IN ORDER TO SET A GOAL & ACHIEVE IT, WE NEED TO...

NOTES

LESSON 1: ASSIGNMENT

EXTRACT 2 - 4 GOALS PER ACTION ITEM & MAKE THEM S.M.A.R.T.E.R.

VISION

Top Goals

1.

2.

3.

4.

VISION

Top Goals

1.

2.

3.

4.

(PRINT THIS PAGE MULTIPLE TIMES, AS NEEDED)

LESSON 2: OVERCOMING OVERWHELM & TAKING ACTION OVER MOTION

SECRET SAUCE = _____

_____ your action items for each of your _____ gives you an easy to follow list of _____'s, and having a list of _____'s takes away the _____ and makes you _____ more likely to achieve your goals!"

Priorities = Guideposts to our _____

Goals = Guideposts to our _____

STEPHEN COVEY'S PRIORITIZATION GRID:

	URGENT	NOT URGENT
IMPORTANT	1 D_____	2 D_____
NOT IMPORTANT	3 D_____	4 D_____

NOTES

LESSON 2: ASSIGNMENT

BRAIN DUMP ALL ACTION ITEMS FOR EACH GOAL....

VISION

Action Items

Goal #

Goal #

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LESSON 2: ASSIGNMENT

BRAIN DUMP ANYTHING ELSE
& PRIORITIZE BY PUTTING IT'S RESPECTIVE # IN THE SPACE TO THE RIGHT

Brain Dump	PERSONAL	
	DO NOW	DO LATER
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LESSON 3: CREATING HABITS THAT STICK

THE 4 THINGS NEEDED TO CREATE A HABIT....

1

2

3

4

CREATING HABITS....

MAKE IT _____

- WRITE DOWN YOUR CURRENT _____
- USE HABIT _____

“After [_____], I will [_____].”

- SET YOUR _____

“I will [_____] at [_____] & [_____].”

- CREATE NEW HABITS THROUGH YOUR _____.
- AN ALTERNATIVE TO MAKING GOOD HABITS OBVIOUS, IS TO MAKE BAD HABITS _____.

MAKE IT _____

- USE _____ BUNDLING

“Pair an action you _____ to do, with an action you _____ to do.”

- IMPLEMENT HABIT _____ WITH _____ BUNDLING

“After [_____], I will [_____].”

After [_____], I will [_____].”

- JOIN A CULTIVATING _____
- CREATE A MOTIVATION _____
- AN ALTERNATIVE TO MAKING GOOD HABITS ATTRACTIVE IS TO MAKE BAD HABITS _____

LESSON 3: CREATING HABITS THAT STICK

MAKE IT _____

- REDUCE _____
- PRIME YOUR _____
- MASTER THE _____
- UTILIZE THE _____
- _____ YOUR HABITS
- AN ALTERNATIVE TO MAKING GOOD HABITS EASY,
IS TO MAKE BAD HABITS _____.

MAKE IT _____

The Cardinal Rule of Behavior Change:

"What is _____ is _____ & what is _____ is _____."

With bad habits, the immediate outcome usually feels _____.

With good habits, the immediate outcome usually feels _____.

- MAKE GOOD HABITS MORE SATISFYING BY OFFERING
IMMEDIATE _____.
- UTILIZE HABIT _____.
- AN ALTERNATIVE TO MAKING GOOD HABITS SATISFYING,
IS TO MAKE BAD HABITS _____.

NOTES

LESSON 3: ASSIGNMENT

LIST HABITS YOU ALREADY HAVE IN PLACE...

LIST 2-3 NEW HABITS YOU WOULD LIKE TO START IMPLEMENTING

WHICH TOOLS OR TECHNIQUES WILL YOU USE TO IMPLEMENT THESE NEW HABITS?

ARE YOU FINDING THIS CLASS HELPFUL?
DON'T FORGET TO TELL YOUR FELLOW MONTREPRENEURS!



LESSON 4: TIME & OBSTACLE MANAGEMENT

"One of the biggest misconceptions of time management, is that
you _____ actually _____ time."

IT'S NOT ABOUT MANAGING TIME, IT'S ABOUT MANAGING...

Four horizontal grey bars for writing.

12 GUIDING IDEAS....

Seven numbered sections (1-7) for writing, each with two horizontal lines.

LESSON 4: TIME & OBSTACLE MANAGEMENT

8

9

10

11

12

"Following these guiding ideas for best utilizing your time is a great place to start, the problem lies when _____ occur that throw us off track."

One of our biggest obstacles is _____.

And _____ is inevitable.

SO TO FIND YOUR BEST OPPORTUNITIES, YOU NEED TO LEARN TO...

NOTES

LESSON 4: ASSIGNMENT

AREAS OF TIME MANAGEMENT I DO WELL ARE....

AREAS OF TIME MANAGEMENT I CAN APPROVE ON....

REFLECTING ON CHANGES....

LESSON 5: SYSTEMS DEVELOPMENT & WORK/LIFE TOOLS & RESOURCES

THE IMPORTANCE OF SYSTEMS IN BUSINESSES...

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 8. _____
- 10. _____

THE DIFFERENCE BETWEEN A SYSTEM & A GOAL...

A goal is....

A system is....

LESSON 5: SYSTEMS DEVELOPMENT & WORK/LIFE TOOLS & RESOURCES

HOW TO BUILD A SYSTEM...

1

2

3

A FEW TOOLS & RESOURCES...

NOTES

LESSON 5: ASSIGNMENT

BUILDING BUSINESS SYSTEMS...

System:

System:

System:

System:

(PRINT THIS PAGE MULTIPLE TIMES, AS NEEDED)

LESSON 5: ASSIGNMENT

BUILDING SYSTEMS IN OUR LIFE...

System:

System:

System:

System:

(PRINT THIS PAGE MULTIPLE TIMES, AS NEEDED)

LESSON 6: CHAOS RECOVERY & ORGANIZATION

A chaotic environment bleeds into you _____ &
creates _____ in your mind.

2 STEPS TO CHAOS RECOVERY...

1

2

NOTES

LESSON 6: ASSIGNMENT

Area of Chaos:

Area of Chaos:

Area of Chaos:

Area of Chaos:

ARE YOU FINDING THIS CLASS HELPFUL?

DON'T FORGET TO TELL YOUR FELLOW MONTREPRENEURS!

