

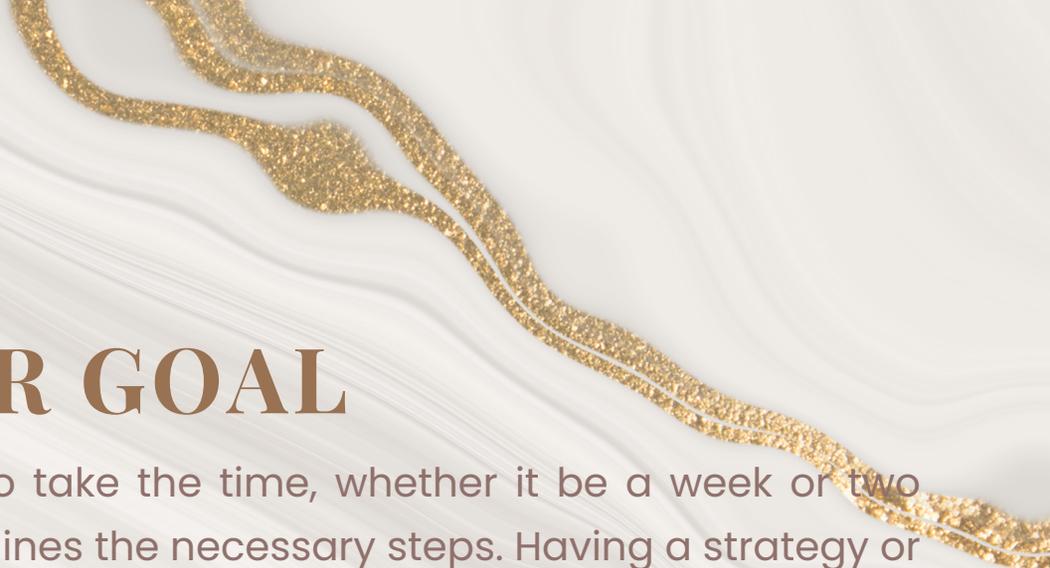
The background is a light beige or cream color with a marbled, wavy pattern. A prominent, irregular vein of gold glitter runs vertically down the left side of the page, starting from the top and extending towards the bottom. The overall aesthetic is elegant and sophisticated.

DESIGNING BY FAITH CONSULTING AGENCY

MANIFEST

THE VISION

GOAL WORKSHEET



MANIFESTING YOUR GOAL

When faced with a major task, it is crucial to take the time, whether it be a week or two weeks, to thoughtfully develop a plan that outlines the necessary steps. Having a strategy or a plan not only guards your time but also serves as a defense against procrastination and builds confidence. Formulating a plan alleviates anxiety, reduces the feeling of being overwhelmed, and grants you a sense of control. A plan serves as a guiding light, illuminating the path toward accomplishing or manifesting your goals.

By creating a plan, you explore realistic possibilities, options, and practical steps. Identifying practical steps allows you to assess the available resources, evaluate potential obstacles, and determine the most effective course of action. By breaking down the goal into manageable steps and mapping out a clear roadmap, you set yourself up for success. The simplest way to create a plan is by answering 'What?', 'When?', 'Why?', 'How?', and 'Where?' Answering these questions thoroughly should give you all the information you need to take an idea from conception to manifestation.



**WRITE THE
VISION AND
MAKE IT PLAIN.**

WHAT IS YOUR GOAL?

Is your goal to start a business?
Is it to reorganize your closet?
Is it to write a book?

Write down what you'd like to accomplish as if you had to explain it to your spouse, boss, or an investor.

WHEN? SETTING A DEADLINE

WHEN DO YOU WANT TO ACCOMPLISH YOUR GOAL?

A wise person once said, "A goal without a deadline is just a wish." A deadline keeps us accountable and adds a sense of urgency. Creating and adhering to a schedule for your goal is akin to getting engaged to be married, and setting a wedding date. It signifies a serious commitment, demonstrating your dedication and intentionality to work towards a greater goal.

Setting deadlines requires a realistic and honest assessment of the timeframe within which the goal can be accomplished, considering other responsibilities and commitments. It is very important to be realistic when setting a deadline. Setting an unrealistically urgent deadline, without considering your other responsibilities, creates anxiety and a feeling of being overwhelmed, leading to procrastination. On the flip side, having a deadline that is too far out leaves room for distractions, and eventual disinterest. Your deadline needs to be soon enough to encourage the right amount of urgency in consideration of your other responsibilities.

You are not only setting a deadline for your main goal, but you are also setting deadlines for the subsequent tasks that need to be performed to accomplish the main goal. This will help you to stay on course and make it easier to perform the tasks in a realistic time frame in consideration of your other responsibilities. Sharing your deadline also adds a layer of accountability.

YOUR 'WHY' MATTERS!

WHY IS IT IMPORTANT TO ACCOMPLISH YOUR GOAL?

Why does this goal matter?

Who will it benefit?

Is there a deeper purpose?

Your 'why' matters. As you write, don't shy away from any sentimental and emotional reason. Communicate your passion and desire to accomplish this goal. Your 'why' will serve as an anchor when you feel discouraged or when you want to quit.

Ask yourself, what achieving this goal could mean for your life, your future, your family, community, and even future generations.

Please note: IT'S OK If your goal is ***only personal!***

DETAILING YOUR 'HOW'

Instructions

1. Make a list of the steps that need to be taken in the order in which they must be done in the column labeled 'Task'. Right the number in the column marked 'Steps'.

2. Describe how that task is accomplished in the column labeled 'How'. This may need a subset of steps for each task.

3. Next, in the column labeled 'Deadline', write a deadline in consideration of the previous task and your other priorities.

4. List the tools or resources you will need to accomplish the task in the column labeled 'Tools'. Make a thorough list of all the instruments, tools, software, etc., that are necessary to complete the task.

5. List a person, group, or service provider that is necessary to perform that task in the column marked 'Human Resources'. What skill sets do these people need and what exactly do they need to do to help you to accomplish your goal?

6. In the column labeled 'Budget', calculate any cost associated with performing the task and write down the number. Calculate the total budget for all task and write the total next to 'Total Budget' on the top right.

7. In the column labeled '**Where**', write where the task is performed. List any physical or virtual spaces you will be working on completing the task. If finding a quiet space is challenging due to your work and living situation, it's important to identify and secure a consistent space for working towards your goal.

GOAL WORKSHEET

GOAL:

DEADLINE:

TOTAL BUDGET:

WHY?

STEPS TO TAKE TO ACCOMPLISH THE GOAL:

<i>Step</i>	<i>Task</i>	<i>How</i>	<i>Deadline</i>	<i>Tools</i>	<i>Human Resources</i>	<i>Budget</i>	<i>Where</i>

GOAL WORKSHEET

STEPS TO TAKE TO ACCOMPLISH THE GOAL CONTINUED

<i>Step</i>	<i>Task</i>	<i>How</i>	<i>Deadline</i>	<i>Tools</i>	<i>Human Resources</i>	<i>Budget</i>	<i>Where</i>

IS PROCRASTINATION A STRUGGLE FOR YOU?



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