

My 90 day goal challenge workbook



Name: _____

Date: _____



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ONLINE LIFE AND BUSINESS COACHING

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Dear Reader,

Thank you for downloading the 90 day goal challenge workbook. The purpose of this workbook is to help you take action towards creating a happier, more meaningful life through goal achievement.

Why create 90 day goals?

Long-term goals can be overwhelming as there are many steps involved in order to bring about change. This can end up demotivating you and cause you to give up on your dreams.

The benefits of setting 90 day goals are:

- They are short enough to keep you focussed
- They are time-bound and therefore stop you from procrastinating
- They bring about big change through smaller goal achievement
- They keep you motivated as you see success more quickly
- Being 90 days they give you sufficient time to set meaningful goals where progress can be seen more easily

As Robert Herjavec said:

“A goal without a timeline is just a dream.”

If you have any questions, or are unsure of where to start, please contact me on jackybaz@smartapm.co.za for a free coaching consultation.

If you haven't already done so then join the Facebook “Goals Made Easy” community where you will find a supportive community to help you move closer towards your goals.

<https://www.facebook.com/groups/496343230709401/>



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Workbook Contents

Inside this workbook you will find the activities you need to complete in order to set and achieve your 90 day goal challenge.

Step 1: Identify your top priorities right now

Step 2: Define your 90 day future vision

Step 3: Create your 90 day SMARTA goal

Step 4: Test and validate your goal

Step 5: Chunk your goal into action steps

Step 6: Create your calendar

Step 7: Staying focussed on your vision



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Step 1: Identify your top priorities right now

This series of questions will help you identify your top priorities right now so that you can set goals to achieve in the next 90 days that are meaningful and will bring about positive change to your life.

1. What is most important to you right now?

Look at all aspects of your life including:

- * Career/Work
- * Health/Fitness
- * Money/Finance
- * Fun/Joy
- * Romance
- * Family/Relationships
- * Personal/Growth
- * Physical Environment

Identify what matters the most to you and that you want to focus on. Think about what would make you feel fulfilled, content and valued.

2. What is causing you the greatest dissatisfaction within that area right now?

Ask what is causing the greatest stress or dissatisfaction right now and why.

3. What would improve your satisfaction within that area of your life?

To make you feel more contented with that particular area of your life, visualise how you want it to be. Describe it in as much detail as possible.



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4. What can you do to achieve this vision?

Goals can only be achievable if they are within our control, in other words not being completely dependent on luck or other people. Think about what you can do to bring you closer to your vision.

5. What are your top 5 priorities to achieve this vision within the next 90 days?

List the most important wins you need to create in the next 90 days in order to bring you closer, or to achieve, your vision.

Step 2: Define your 90 day future vision

To stay motivated as you move towards a goal it helps to be able to visualise the end result. Consider how different your life would be if you achieved your vision from the previous step. Think about and describe how your life will change, your emotional state, the benefits of achieving this vision and the overall impact it will have on you.



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Step 3: Create your 90 day SMARTA goal

To create goals that are achievable they must be:

- **Specific** – In other words use a clear and concise statement to describe the outcome
- **Measurable** – You need to be able to measure progress and have a clear way of knowing when the goal has been achieved
- **Achievable** – You need to ensure that the goal is something within your control and that you can achieve it
- **Relevant/Realistic** – Consider where you are right now and check whether the goal is relevant to you and realistic given your current circumstances
- **Time-bound** – Check whether you can achieve this goal within 90 days or sooner
- **Aligned** – Ensure that your goal is aligned with your future vision and that it also aligns with your core values. (In other words your fundamental beliefs and principles.)

Describe your goal using the SMARTA guideline above. You can set up to 3 goals at a time. *Note:* if you do create more than one goal then do steps 4 and 5 for all the goals that you set.

Goal 1:

Goal 2:

Goal 3:



Step 4: Test and validate your goal

Use the following questions to interrogate your goals so that you can ensure that they are right for you, that you have the resources you require and that you can stay motivated during your journey towards achieving your goals.

1. What resources you need in order to achieve this goal?

Think about what you need in order to achieve this goal. If you need additional resources (e.g. help from other people, or additional tools and skills) then consider how you will obtain these resources.

2. What has stopped you from achieving this goal in the past?

Think about all the reasons why you have either not been able to achieve this goal, or haven't tried to achieve it in the past. Consider whether they are still potential obstacles today.

3. How can you overcome your obstacles to success?

What actions can you take to avoid these obstacles from preventing you from succeeding in your 90 day goal challenge.



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4. How can you stay motivated to achieve your 90 day goal challenge?

What actions or support (including encouragement from family and friends) do you need in order to stay focussed and motivated.

5. How will you celebrate success?

Consider how will you celebrate success for each win you have on the way to achieving your goal, and when you do achieve the goal.

Step 5: Chunk your goal into action steps

Goals can only be achieved by taking concrete action. Now that you know what your goal, or goals, are define the steps you need to take in order to achieve your ultimate goal.

Break your action steps down into 30 day chunks. Consider what you want to achieve after each 30 days using the SMARTA principles and then define the steps to achieve these mini-goals.

First 30 days:

1. What do you want to achieve?

2. What steps will you take to achieve it?



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Next 30 days:

1. *What do you want to achieve?*
2. *What steps will you take to achieve it?*

Final 30 days:

1. *What do you want to achieve?*
2. *What steps will you take to achieve it?*

Step 6: Create your calendar

In order to stay focussed and on track it is important to plan your actions and incorporate them into your daily life. You can either use the calendar at the end of this workbook or enter the actions on your computer or phone calendar app so that you can be alerted to when you are due to take particular actions.

Insert the action steps from step 5 into your calendar.

Step 7: Staying focussed on your vision

It is very easy to forget about your goals as you move through your daily routines. To ensure that you stay focussed print out your 90 day future vision and put it somewhere where you will see it everyday. You



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can create a vision board using pictures and motivation sayings to keep you inspired as you embark on your change journey.

Another powerful way to keep you motivated is to use create visualisation on a daily basis. Sit quietly for 10 minutes each day and really visualise your future self.

Final Words

Creating a clear vision of your future and setting goals is the first step towards success. However it is only through action that you can bring about change in your life.



Take your life journey to the next level and really make powerful, positive changes in your life and contact me on jackybaz@smartapm.co.za for a free coaching consultation or to join my 90 day goal challenge programme.

Coaching will give you clarity on your life vision, help you eliminate the negative beliefs holding you back and ensure that you stay focussed and on track to achieving your goals.

I wish you all the best on your journey towards reaching your goals and dreams.

Kind Regards,

Jacky Baz
Life and Business Coach



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Your Calendar

Use the calendar below to plan your action steps.

First 30 days:

Day 1	Day 2	Day 3	Day 4	Day 5
Day 6	Day 7	Day 8	Day 9	Day 10
Day 11	Day 12	Day 13	Day 14	Day 15
Day 16	Day 17	Day 18	Day 19	Day 20
Day 21	Day 22	Day 23	Day 24	Day 25
Day 26	Day 27	Day 28	Day 29	Day 30



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Day 26	Day 27	Day 28	Day 29	Day 30