

# ACHIEVING YOUR GOALS

5 Steps To Obtaining Your Dreams



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Colbert Publishing  
ISBN: 978-0-9963956-0-1

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# Preface

This workbook was thought up and written with *everyone* in mind. Esi Colbert, Certified Life Coach, has created and laid out this amazing 7-day workbook to act as your blue print to success, leading you to create the life you've always dreamed of.

This no-frills, straightforward guide is designed to help you reach every dream you've ever aspired to reach for in only one short week. With step-by-step instructions that include daily goals, journal pages, and tasks to complete each day, this workbook is the key you'll need to jump starting your life and reaching success.

Esi's mission is simple: to show you how you can create the success you desire and deserve. With Esi by your side motivating you to complete each step, you'll achieve your goals.

With an open mind, determined heart, and Esi Colbert's life changing workbook, there are no limits to the things you can accomplish.

## About The Author

Esi Colbert is a talented Certified Life Coach with a deep passion for helping others realize and reach their potential. As an iron willed woman who has faced the ups and downs of life. Esi has endured the loss of her family and friends, the pain and isolation of Fibromyalgia, financial debt and the fear of failure, but she fought to come out on top. Esi has dedicated her life to promoting healthy mindsets, healthy relationships, and positive changes. She works one-on-one with her clients through a variety of issues covering personal life ambitions and career goals.

In her personal life, Esi truly embodies her own work. She is a testament to her favorite motto: “Success is not a plan. It is a Lifestyle.” She firmly believes that with hard work, faith, and dedication, anyone is capable of achieving the life they desire and deserve.

The journey to becoming a successful and enthusiastic Life Coach was not without its challenges. Esi had begun her professional career working as a manager at both an IT firm and multiple apartment complexes. Although she was highly valued and appreciated at both of her jobs, Esi felt that something was missing in her life. She wanted to push herself to accomplish more and follow her dreams.

Esi decided to make a drastic change in her life after marrying her husband. With her husband’s unconditional love and support, Esi found the courage to work at her virtual assistance business full time alongside her husband who became her business partner. She completed the “Life Coaching Certification Program” and obtained her certification as a life coach through the renowned program by

Tony Gaskins Jr., one of the most influential motivational speakers in the United States.

Since practicing as a life coach, Esi has been amazed at the transformations she's seen in the lives of her clients. Because her passion is helping people, Esi has decided to reach a broader scope of individuals. She's been able to successfully achieve this objective by authoring the workbook *Achieving Your Goals: 5 Steps To Obtaining Your Dreams*. In response to the wonderful and positive feedback she received from her first book, Esi has begun to write a second book to help even more people, than ever before. Her clients, loyal readership, and new readers anxiously await her second book, *Loving The Process Of Change: Being The Person You Want To Be*.

With new goals and ambitions set for her ever-growing business, Esi is ecstatic as she looks to the future with hope in her eyes and gratitude in her heart. She knows that with a little guidance and a little faith amazing things will take place. Happiness, financial success, and overall well-being are on the horizons of those who understand that "Success is not a plan. It is a Lifestyle."



Everyone wants to be successful and the road to success starts with achieving your goals. However, success isn't marked with clear road signs directing you where to go. Organizing your goals is one of the important steps to success that most people have trouble completing. This is not surprising given the amount of work it takes to achieve a goal. With the purchase of this book, you've already taken the first vital step in getting on the right track to achieving your goals. Throughout the next 7 days, carefully follow this workbook and I can assure you that you're on track and on your way to managing and achieving your goals.

## Step 1: List Your Goals – Day 1

In order to achieve goals, it's important to write them down so you can fully envision your map to success. Using the provided space below, list all of your goals - both long and short term. Remember, no goal is too small. Small items on your list might include things like taking control of your email, creating professional letterheads, and organizing your workspace. Bigger goals on your list might include items such as write a book, get a promotion, and get into a healthier lifestyle.

Writing out all of your goals is a great way to begin focusing on the short-term and long-term goals you're going to achieve. Creating this list also creates accountability since you can always come back to it and see how far you've progressed. At this point don't worry about organization. Just write.





## Step 2: Prioritize – Day 2

Today we're going to delve a little deeper into the list you made yesterday of short-term and long-term goals. It's now time to prioritize your goals. Rate each goal on a scale of 1 to 5, 1 being the most important to accomplish quickly and 5 being the least.

This is often a difficult step to accomplish. Most people find it hard to prioritize their goals because all goals seem to hold equal weight of importance on the journey to success. After all, even the smallest of goals completed contributes to overall success. So, how can you decide which goals you should focus on completing first, second, third and so on?

First, you need to attach a due date to each goal. Remember, to make sure when doing so that you are being realistic about the timeframe in which you would like the goal completed. This is important because failing to reach a goal that was set by an unrealistic timeframe will only bring disappointment. Missing the dates of goals not only adds stress, but it can cause you to lose sight of your dreams.

Next, start to prioritize using the numeric 1 to 5 scale. If you begin to notice that some things you initially considered to be small goals are now being prioritized with a 1 score, that is completely okay. Just because a goal is small doesn't mean it is not a priority. After you've rated each of your goals, put all the goals listed as 1's in one group or row. The 2's in another and so on.

Once you've finished grouping each of your goals by number, prioritize each of the groups by tagging each individual goal with what you will focus on working to complete first, second, third, etc.

If you are having difficulty tagging the items in each group by order of importance, try using a chart (see example on the following page) to help you visualize which goals hold immediate importance.

To create this helpful chart, take a sheet of paper and create 6 columns. Write your goals on the left hand side. Across the top, list what factors are important to you when it comes to achieving your goals. Your factors might include items like the cost of completing the goal, how much joy it brings, or how much time it will take to complete. After you've chosen your factors, rank each goal by each factor and calculate the score. The totals will then determine or prioritize your goals. This is a key step on your road to success so don't rush through this section. Take your time so you can ensure that you will achieve your goals.

**Here is a tip:** Completing goals that are easy to accomplish first helps you to build the confidence you need to work on the harder tasks. It also helps to shorten your list quickly by crossing easy items off your list. The act of crossing something off a goal's list helps to give people a boost of motivation.

## Goal Prioritizing Chart Example:

<i>Goal</i>	<i>Cost</i>	<i>Assistance</i>	<i>Excited</i>	<i>Total</i>	
<i>Facebook Page</i>	<i>5</i>	<i>5</i>	<i>4</i>	<i>14</i>	<i>1st</i>
<i>Write book</i>	<i>2</i>	<i>2</i>	<i>4</i>	<i>8</i>	<i>3rd</i>
<i>Design logo</i>	<i>3</i>	<i>1</i>	<i>5</i>	<i>9</i>	<i>2nd</i>

Score: 5=No/Good to 1=Yes/Bad

## Step 3: Research – Day 3-5

Now that you have all of your goals written down and prioritized, it is time to begin with the research, which you can carry out during days 3-5. This is actually a really fun step in the process, and many people who enjoy puzzles and finding solutions to problems enjoy days 3 – 5.

To begin your research, start with goal number 1. Take the time to search the Internet for what tools are needed and what is the best route to take in order to achieve this goal. A great idea you may also wish to consider is to enlist the help and opinions of others in the same field as yourself or someone who has already successfully reached a goal that you are now aiming to achieve. The Internet is full of samples, templates, and information or completed products that someone else has already put together. Utilize the experience and information of other successful individuals to your advantage. After all, the most sincere form of flattery is imitation. If you've found persons during your research who are successful in what you'd like to accomplish, study them and the path they took to success. Often you'll find great ideas and inspiration during your research.

In short, it is always a good idea to review the works of others in order to create a similar path that will lead you to success as well. I've employed this technique many times in the past during my own goal completing. When I am writing a letter, creating a new website, looking for a new software, or trying to attack a task I have never done before, I always look for completed works on the internet pertaining to the goal I am trying to achieve. This has helped me gain insight and new ideas into my own goals and has

allowed me to successfully complete each goal I have aspired to attain.

Although studying the work of others is a great way to achieve your own goals, it's important to keep in mind that you should never steal anything or plagiarize. When creating content for a business project, make sure you are not violating any copyright laws. Remember, words and images can actually be the property of someone else even if you cannot find an owner. There are also ways the original owner can check for illegal use of their images and words, so remember that you are trying to imitate, not steal. You can refer here to [this link](#) for more information about copyright laws.

As a diligent student completing this weeklong workbook, remember to take good notes while doing your research in an effort to stay organized. A great tool to employ, if most of your research is done online, is to use a note taking application like [Diigo](#). Diigo is free and easy to set up. It can be used with any Internet browser and on Androids, iPhones, and tablets. A free account should work just fine for the purpose of your goal-oriented research. If you are more comfortable writing and reading your own hand written notes, however, use the Goal Research Organizer on the following page. My Goal Research Organizer sheet is uniquely designed to help you keep your notes organized and easy to read. Each goal you research should have its own Goal Research Organizer sheet. Remember to be sure you are keeping your numbered goals sheets together, either with a paper clip, stapler, or in a folder. All of your goals ranked as 1 should be organized together. Your goals ranked as 2 should be together, and so on. If you haven't noticed by now, one of the most central keys to successfully achieving goals is good organization. Good organization is what

separates those who achieve their dreams and those who wish they could. This blue print is all you need to be organized and successful. Let's move on, shall we?

# GOAL RESEARCH ORGANIZER

Goal: \_\_\_\_\_

Due Date: \_\_\_\_\_

What are you looking to accomplish by completing this goal? \_\_\_\_\_

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Research Notes:

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## Step 4: Create An Action Plan – Day 6

An Action Plan is a sequence of steps that should be taken in order for you to achieve your goal. Just like following a good lemon cake recipe produces a delicious, tart dessert, this fourth step in the workbook is a recipe for success. You already have your ingredients (goals), now all you have to do is create a great recipe (an Action Plan) that will produce success.

So, now that you have done the research, it is time to create an Action Plan for each of your goals. The first thing you need to do is group together all of the steps that are similar. By doing this you just might shorten the list of steps needed to accomplish your goal. A short and direct Action Plan is just as, if not more, effective than an Action Plan with numerous small steps. Be sure not to accidentally eliminate any step that is required for you to achieve your goal – you want your list to be short but concise.

Next, list your actions in order of sequence to successfully complete the goal.

To complete your Action Plan, give each action step a due date. The last due date should correspond with the due date you set in STEP 2. If you need to adjust the due date, because of the time needed to complete your Action Plan, do so now. Just as you need to be realistic about due dates with your goals in STEP 2, it is also important to be realistic about the due dates you create for your Action Plan steps. Use the worksheet on the next page to create your own personal Action Plan. The example below shows you how to best use the worksheet.



# Action Plan Example:

## Action Plan

Goal: Business Facebook page Due Date: 11/16/14

Onus	Steps	Action	Resources	Constraints	Due	Done
Me	Create account	Use work email address to create account	Facebook.com	None	11/3/14	X
Kenny	Setup page	Purchase FB Template and install	TemplatePro.com	\$175.00	11/15/14	
Me	Share FB page link	Post link on all business social media sites			11/16/14	

# Action Plan

Goal: \_\_\_\_\_

Due Date: \_\_\_\_\_

Onus	Steps	Actions	Resources	Constraints	Due	Done

## Step 5: Add Action Plan Steps to Calendar – Day 7

Adding your Action Plan steps to your calendar is one of the most important steps you'll commit to during this week. Although some of you might find this step tedious, it's important to complete in order to create *accountability* - there's that word again, can you see now that accountability is quite important?

Adding the steps for your Action plan will keep you on your toes, reminding you that a step is due soon. Although most online calendars have date reminders, I believe Google Calendars work best. The reason I prefer these to any other is because Google Calendar allows you to add as many reminders as you like to an event, which comes in handy for those of us who tend to be on the forgetful side. Also, Google Calendar reminders can create SMS messages, pop-ups, and emails to remind you of an upcoming event. Depending on the task at hand, it may be necessary to set up reminders a month, week, day or minutes in advance. For some important and time consuming tasks it will be necessary to use them all.

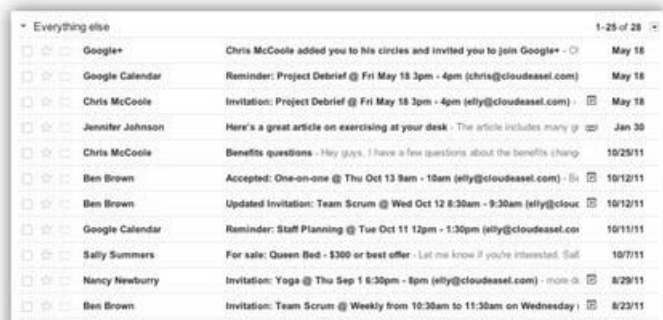
Watch the video, on the next page, to learn how to setup reminders in Google Calendar.

**Note:** In order to have the ability to receive SMS reminders you will need to first set it up in the notifications section so it will appear in the reminders options list. If it is not setup, you will only see and have the ability to select the email and pop-up options.

The instructions in the video work for both personal and business Google Calendar accounts. Click on the image below to view the video.



## Notifications Reminders



**Congratulations!** Over the last 7 days you have completed the workbook I've written just for you. 5 Steps To Achieving Your Goals has given you the tools to become focused, organized, and motivated to reach any goals you have listed. Now it is time to do the work that will get you to the places you want to be in life. Whether your goals aim to change your personal life or business life, sticking to the dates and Action plan you created will help you achieve them.

[Tom Landry](#), ranked as one of the greatest and most innovative coaches in National Football League (NFL) history, has a great piece of advice to offer: “Setting a goal is not the main thing. It is deciding how you will go about achieving it and staying with that plan.”

Now that you have outlined your plan, stick to the course and start achieving your goals. You just need to do it. Best wishes.