



# Focus Workbook

# GRATITUDE & INPUT

# Gratitude & Input Influence

**5 People I'm grateful to have in my life and why:**

1

2

3

4

5

**5 Mentors I'd like to have in my life:**

1

2

3

4

5

**How I plan to learn from them.**

**How I plan to feed my mind:**

Fill your mind with positive ideas, affirmations, inspiration and influence.

# TIME AWARENESS /MGMT.

- 
1. How are you spending your time during the week? Record how you spend a typical day (24 hour period) in 15 minute increments.
  2. Include time doing nothing.
  3. Use the second sheet to record how you spend your time during the weekend.

# Weekday Time Worksheet

24 hours											
18 hours											
12 hours											
6 hours											
	SLEEP	EAT	RELAX	WORK	PLAY	RELATIONSHIP	PARENTING	HOUSEWORK	LEARN	SELF REFLECTION	EXERCISE

# Weekend Time Worksheet

24 hours											
18 hours											
12 hours											
6 hours											
	SLEEP	EAT	RELAX	WORK	PLAY	RELATIONSHIP	PARENTING	HOUSEWORK	LEARN	SELF REFLECTION	EXERCISE

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1. Did you learn anything about how you are spending your time during the week? What changes, if any, would you like to make?
  2. How are you spending your weekends? What changes, if any, would you like to make?
  3. Which 3 categories are you spending most of your time, and is it contributing towards your goals?
  4. How can you find “extra” time?
  5. Can you delegate any of your tasks?
  6. Can any of your tasks be automated?



# GOAL SETTING

Having clear, concise, quantifiable, measurable goals, that are time bound, are critical to achieving your goals.

SMART is an effective tool that provides the clarity, focus and motivation you need to achieve your goals. It can also improve your ability to reach them by encouraging you to define your objectives and set a completion date. SMART goals are also easy to use by anyone, anywhere, without the need for specialist tools or training.

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## **Paul J. Meyer's SMART Goals:**

### **Specific**

Your goal should be clear and specific, otherwise you won't be able to focus your efforts or feel truly motivated to achieve it. Answer the following: What, why, who, where and which.

### **Measurable**

It's important to have measurable goals, so that you can track your progress and stay motivated. Assessing progress helps you to stay focused, meet your deadlines, and feel the excitement of getting closer to achieving your goal.

### **Achievable**

Your goal also needs to be realistic and attainable to be successful. In other words, it should stretch your abilities but still remain possible.

### **Results-focused**

Goals should measure outcomes, not activities.

### **Time-bound**

Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

# Goals & Commitment

**12 month goal:**

What do you want to achieve one year from now? Describe this goal using specific, concise and quantifiable terms. Visualize this in your mind.

**Q.1 Goal:****Q.2 Goal:****Q.3 Goal:****Q.4 Goal:****What will you do to celebrate your accomplishment?****Commitment:**

Which of your most trusted friends and family members will you tell about your annual goal? Will they hold you accountable?

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Signature

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Date

# Q.1 Goals

**Q.1 Goal:**

Transfer your Q.1 goals here.

**First 30 Days:**

What do you need to do the first 30 days?

**Second 30 Days:**

What do you need to do the second 30 days?

**Last 30 Days:**

What do you need to do the last 30 days?

# Was this helpful?

Take the next step.



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