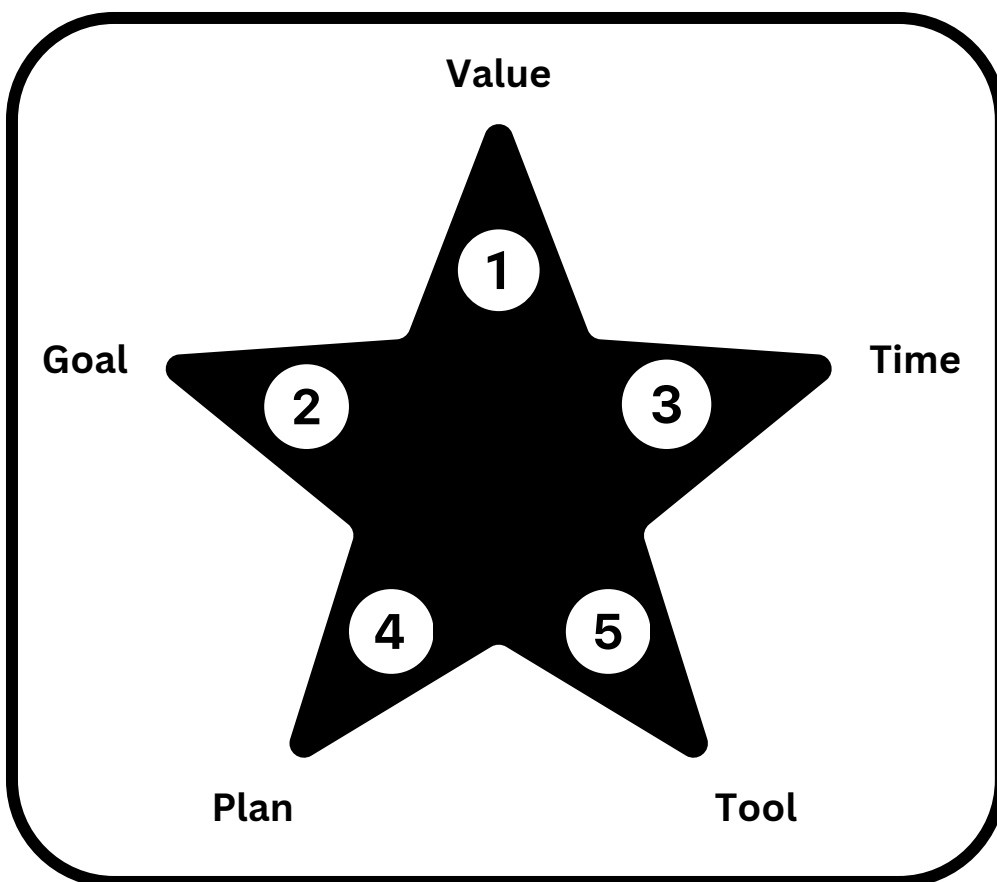# Beginner's Guide To Goals

The GoalStar represents the 5 keys
you need in order to **achieve anything.**

**You've probably heard these words before,
but can't figure out how to use them.**

Value

① 1

Goal

② 2 ③ 3

Time

④ 4 ⑤ 5

Plan

Tool

What you'll need:
- Print this document
- Pen (to write)
- Yourself (attention)

Let's get started:

Step 1 Value(s)

There's an old saying that goes,
if you don't love it, you won't give it your best.

**That's why your primary value is the first step
to achievement.**

You must **align what you want** with **what you love,**
to know **what you need to-do.**

This is where most people already get stuck.

That's why I've added some questions that you can solve
to better acknowledge your personal value.

Answer these questions:

a) I love

b) I love my

c) I love doing

d) I love having

e) I love learning about

Rewrite your answers:

a)

b)

c)

d)

e)

Score your ABCDE answers:

☐	*Most important*
☐	*Less important*
☐	*Less important*
☐	*Less important*
☐	*Least important*

Define your value:

**Now we know our most important answer,
we need to scale it down to one single word!**

Why?

Clarity is very important.
Simplifying something will trigger your mind into locking-in on
that one subject.

Your most important value:

Write it in one word:

Having trouble finding your value?
Here's a list of the most common values people have.

- Respect
- Love
- Faith
- Knowledge
- Family
- Wisdom
- Growth

- Happiness
- Wealth
- Leadership
- Peace
- Learning
- Influence
- Fame

- Creativity
- Beauty
- Community
- Ingenuity
- Honesty
- Justice
- Humor

- Popularity
- Optimism
- Recognition
- Status
- Adventure
- Trust
- Loyalty

Value

_____
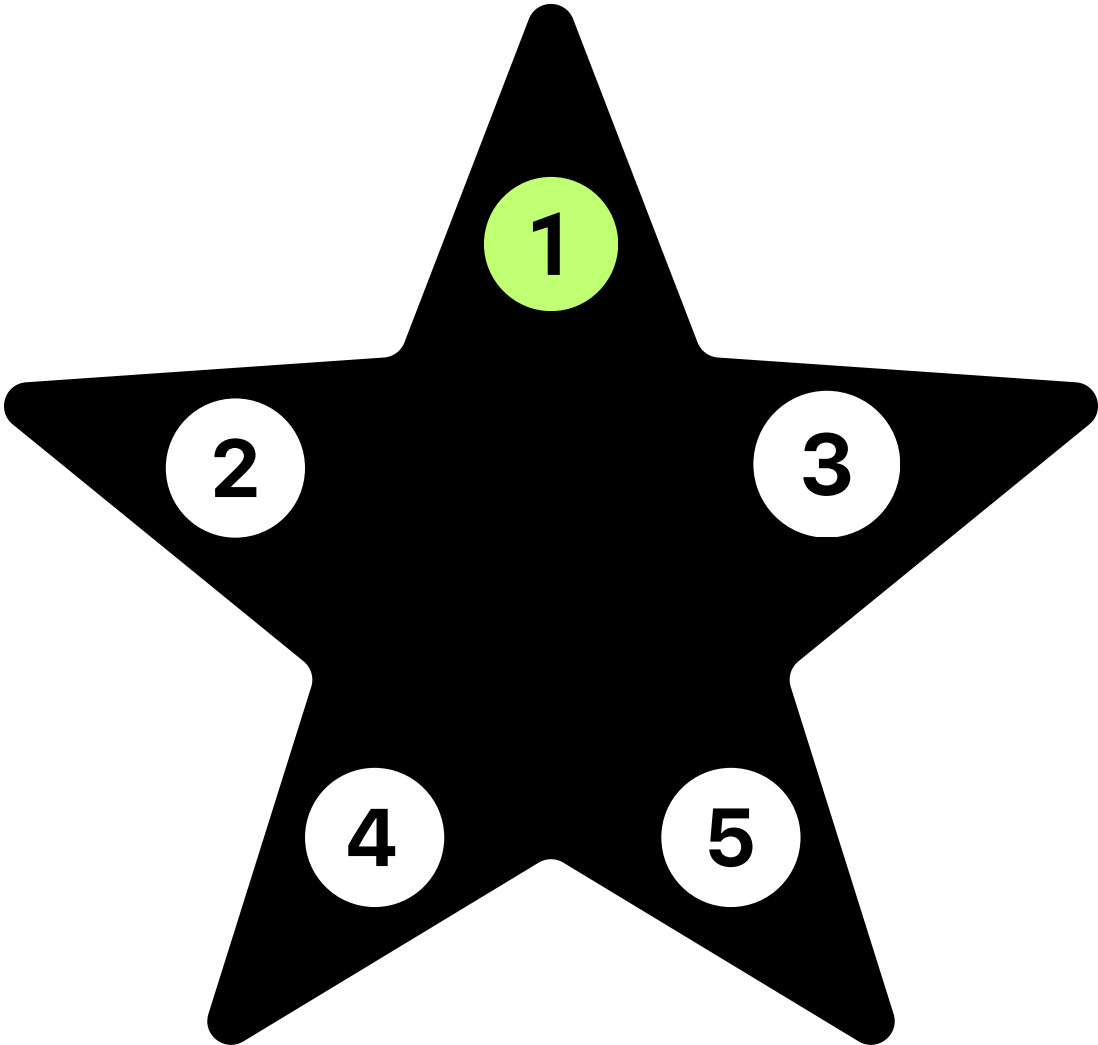
Step 2 Goals

Now you know your value: _____

We need to align your value with a **goal.**


What is a goal?
Goals are simply objectives.

Imagine a ship sailing the ocean but not knowing where it's headed. It will probably get lost and most people onboard will get frustrated. That's why the captain of the ship (you) need to have a destination (goal) in mind where you are headed.

One of the most common problems when it comes to goal setting is that people set high goals and don't know what to do. Most likely they end up doing something they don't love doing and therefore give up on their goals.

How can you prevent this from happening?

First, let's look for **skills that contribute to your value.**
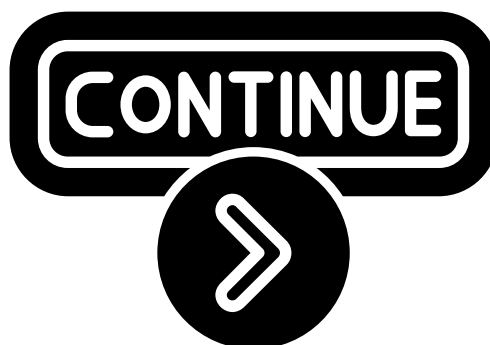
Answer these questions:

a) *My value is most present when*

b) *Nothing would bother me if*

c) *I would love to*

d) *I wouldn't need any motivation if I could*

e) *The best feeling in the world is*

Conclude:

According to your answers
what would be your dream job?

What skills would your dream job require?

What are some of the skills you already know?

What are some of the skills you need to learn?

Goals

Your **value:** _____

Your **dream job:** _____

Skills you need to **learn:** _____

_____

_____

Now knowing our dream job and skills, we **already know the goals that actually matter! Write down as many goals that you can think of** (See them as objectives to achieve your dream job)

My **goals:** _____

_____

_____

_____

_____

_____

My goals:

My goals:

Goals

Now go back over your list and draw a circle around the 3 goals that are the easiest to achieve.

Goal   Goal   Goal

Now re-write those 3 goals in short.

_____

_____

_____

Now write those 3 goals in order of importance.

(1. easiest)
(2. harder)
(3. hardest)

☐ _____

_____

☐ _____

_____

☐ _____

_____

Your goal: _____

Value

Goal
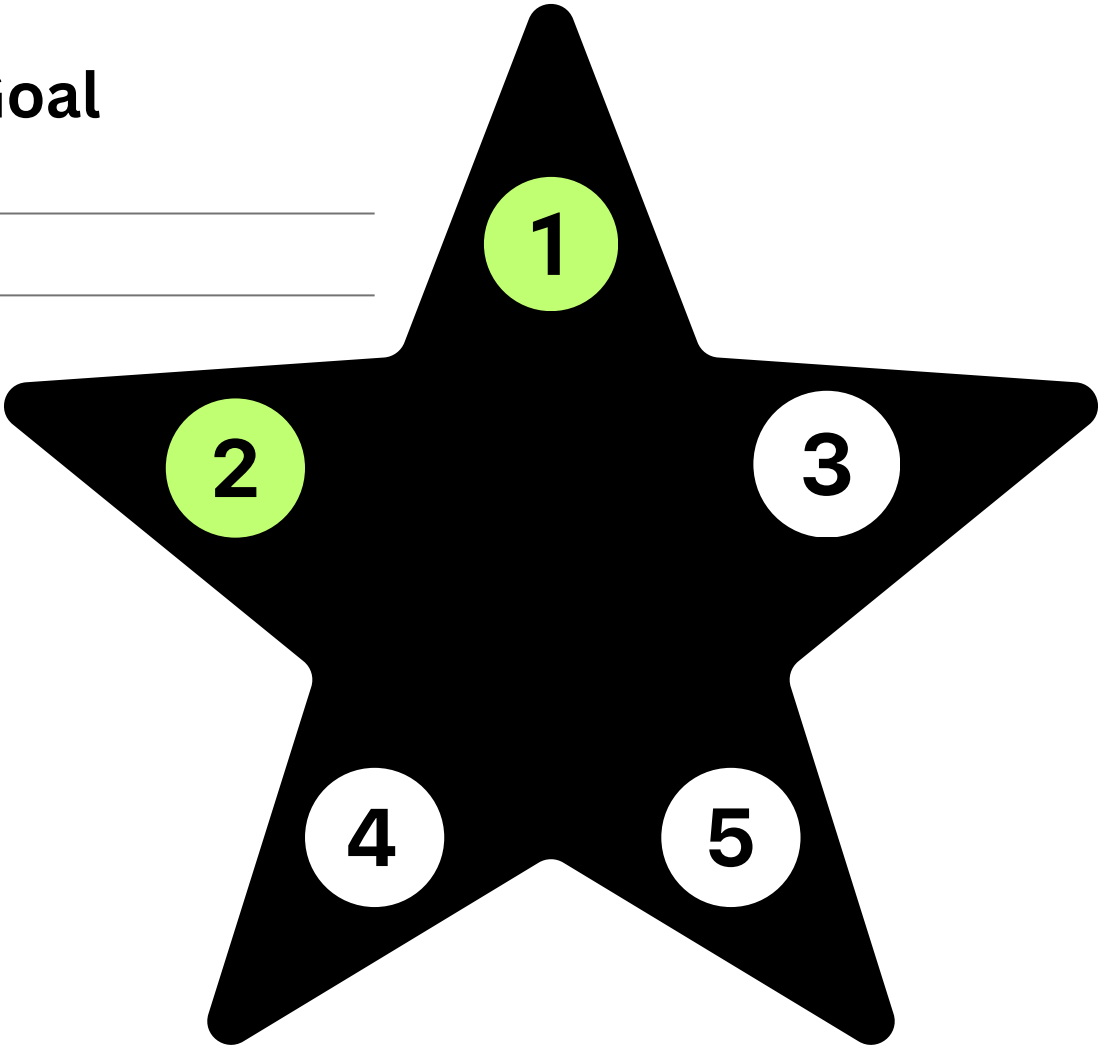
Step 3 Time

Now you know your goal: _____

We need to align your goal with your **time.**

What is time management?

Managing your time is simply **managing your actions** that are always limited through time.

One of the most common problems when it comes to time management is people often try to find more time without realizing they're already wasting time on things that don't help them reach their goals.
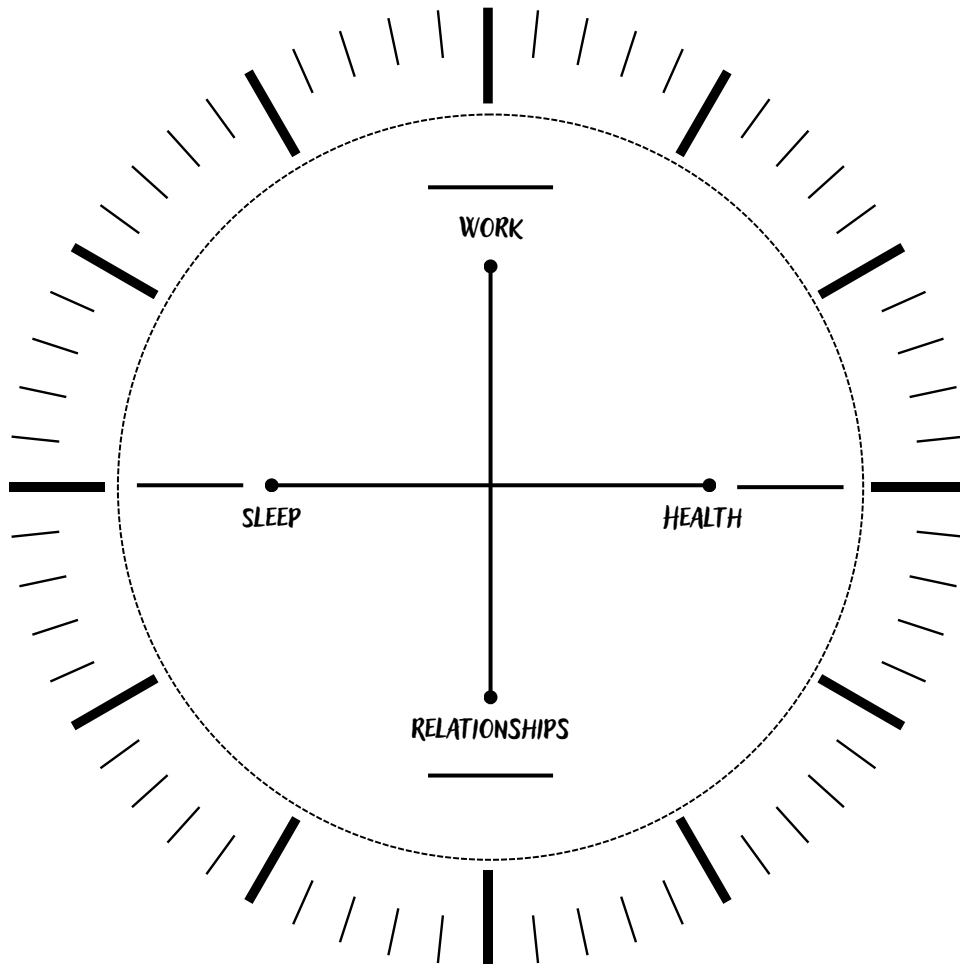

How can you prevent this from happening?

Let's acknowledge how much time you already spend.
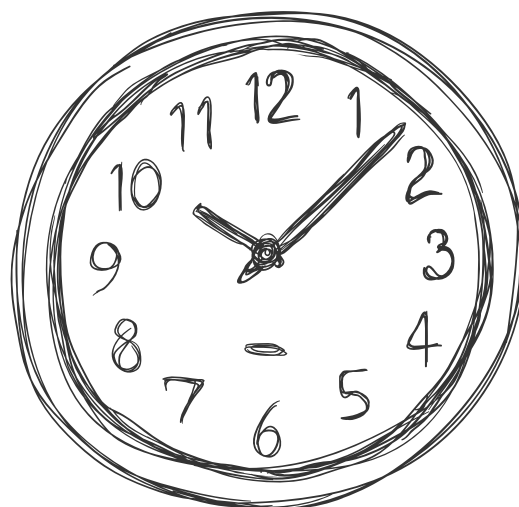
We all have 24 hours.
The difference is in how we spend them.

Outer circle

*= **volume***

Inner circle

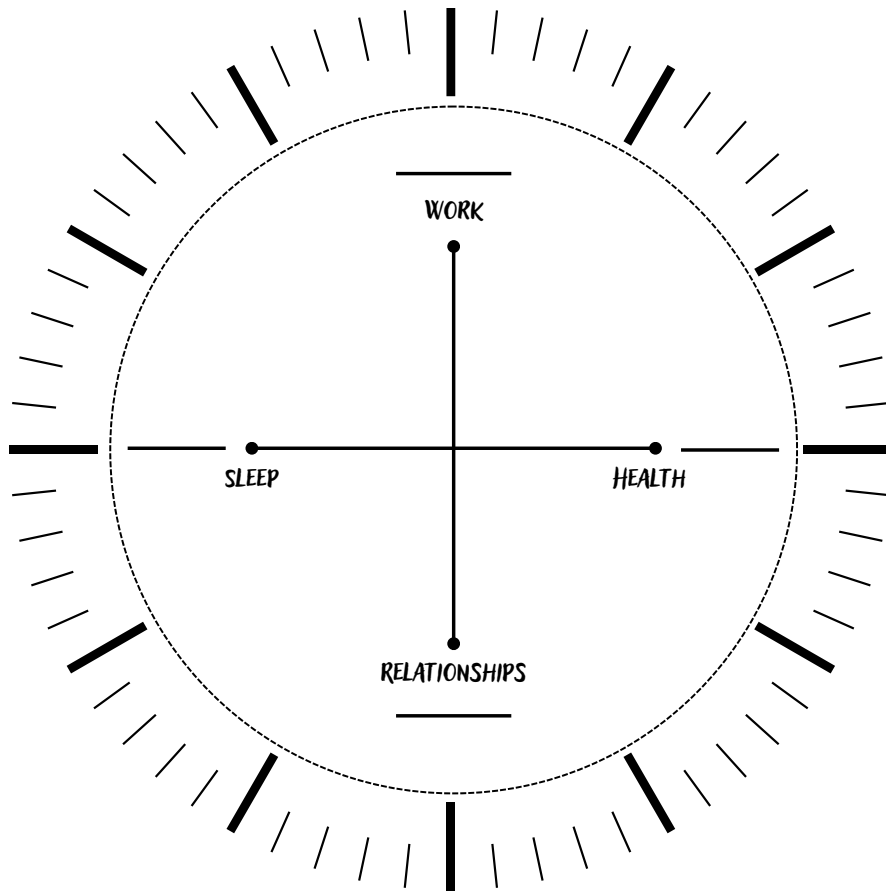*= **content***

We all spend our time predominantly in 4 categories.

- **Work** (Job, Work-related Transport)

- **Health** (Hygiene, Exercises, Healthcare)

- **Relationships** (Friends, Family, Social contact)

- **Sleep** (Rest, Sleep)
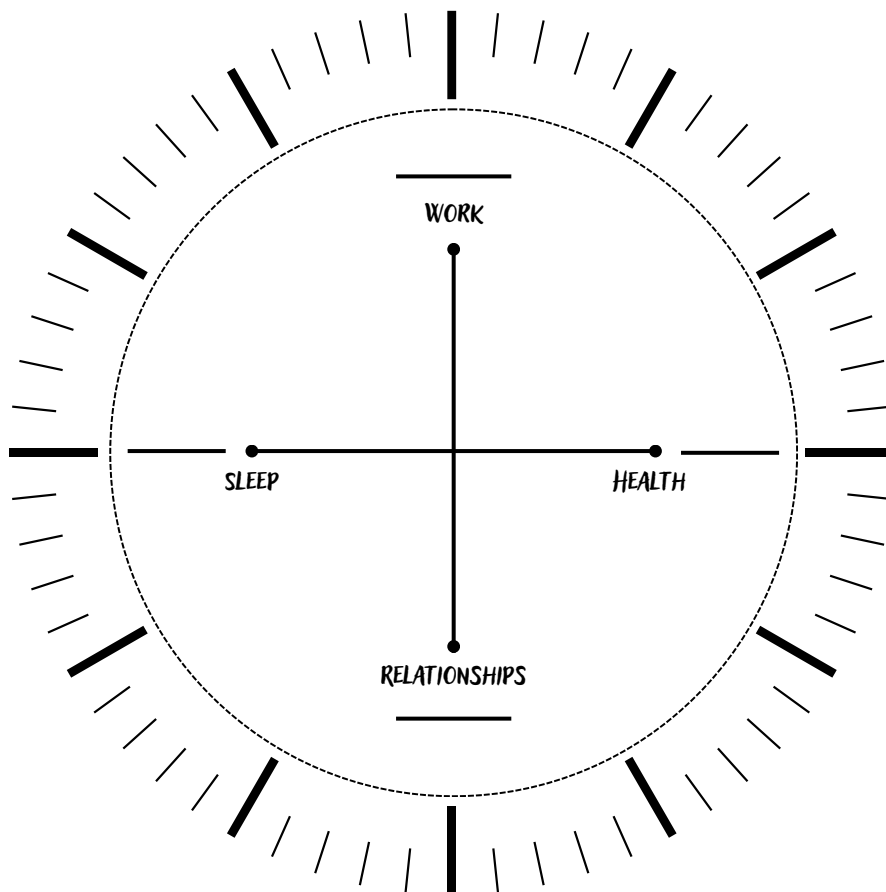
Acknowledge your time

Monday

Work	:

Health	:

Relationships	:

Sleep	:

24 -	
Leftover =	:

Tuesday

Work	:

Health	:

Relationships	:

Sleep	:

24 -	
Leftover =	:

Acknowledge your time

Wednesday
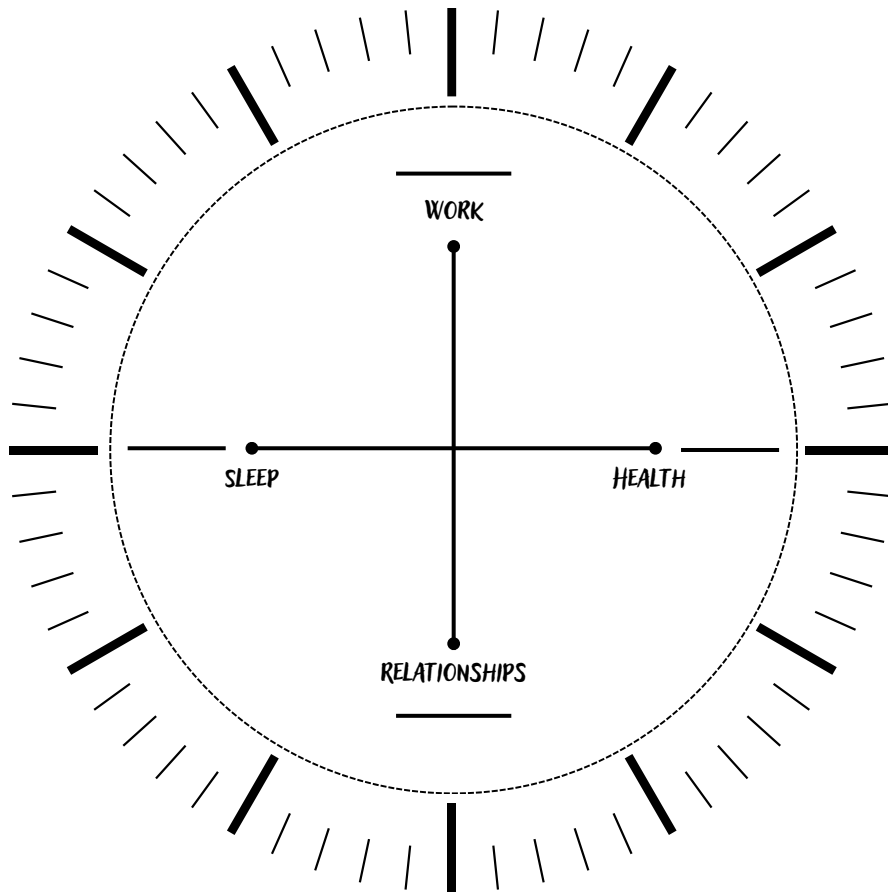
Work	:

Health	:

Relationships	:

Sleep	:

24 -	
Leftover =	:

Thursday

Work	:

Health	:

Relationships	:

Sleep	:

24 -	
Leftover =	:
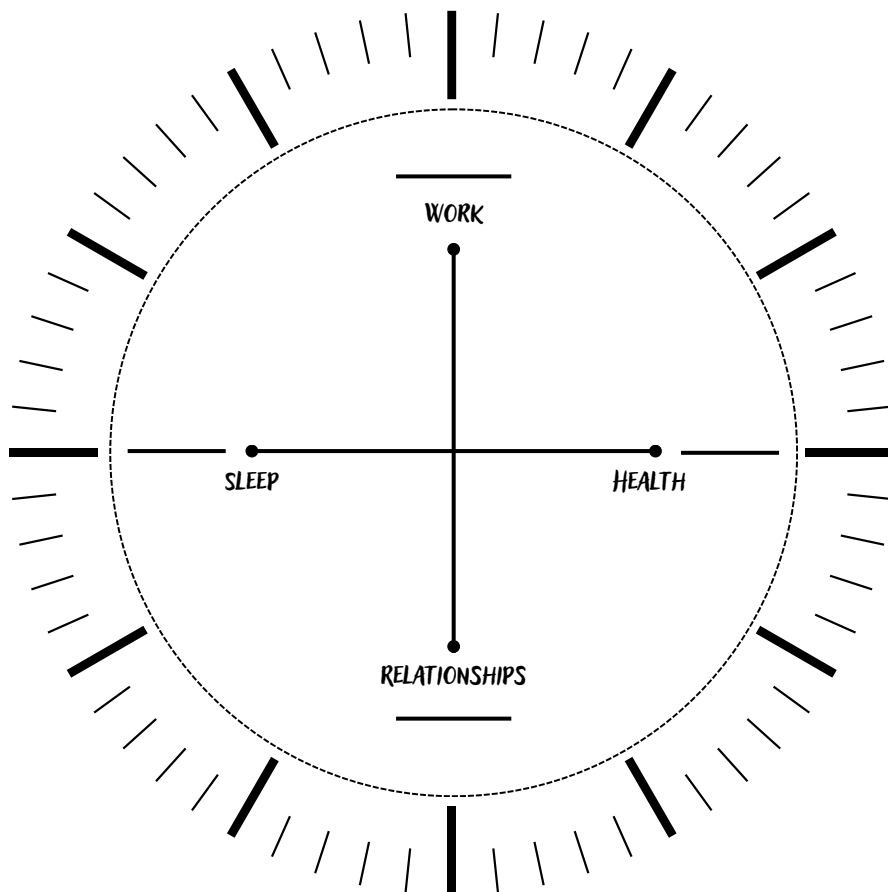
Acknowledge your time

Friday
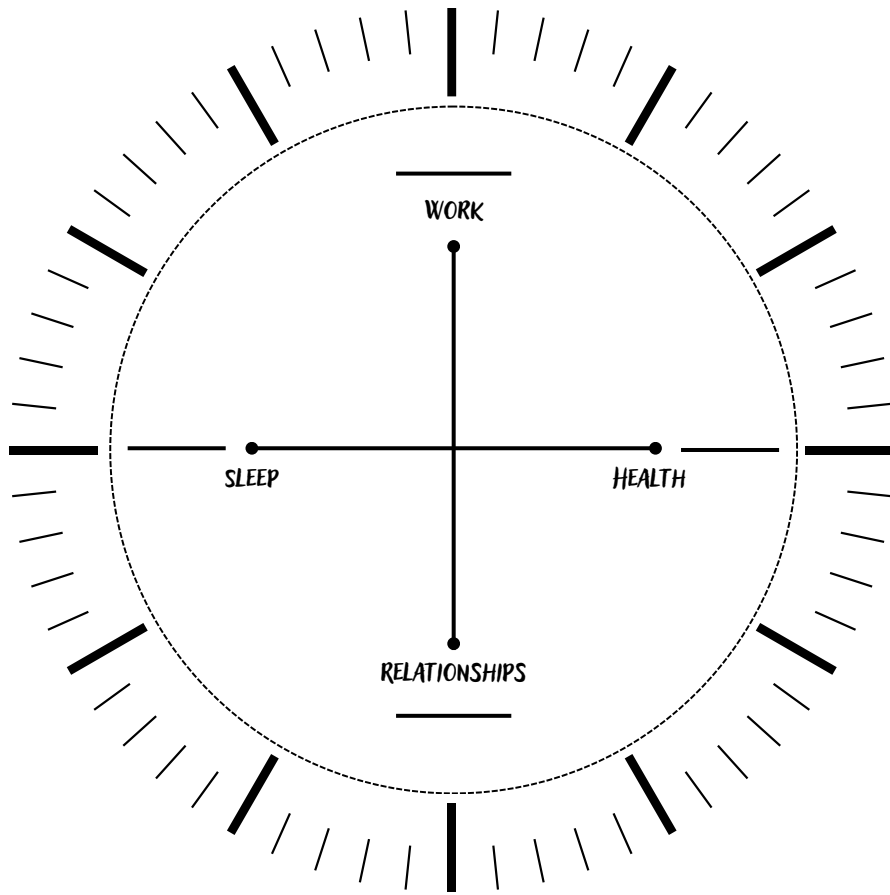
Work	:

Health	:

Relationships	:

Sleep	:

24 -	
Leftover =	:

Saturday

Work	:

Health	:

Relationships	:

Sleep	:

24 -	
Leftover =	:
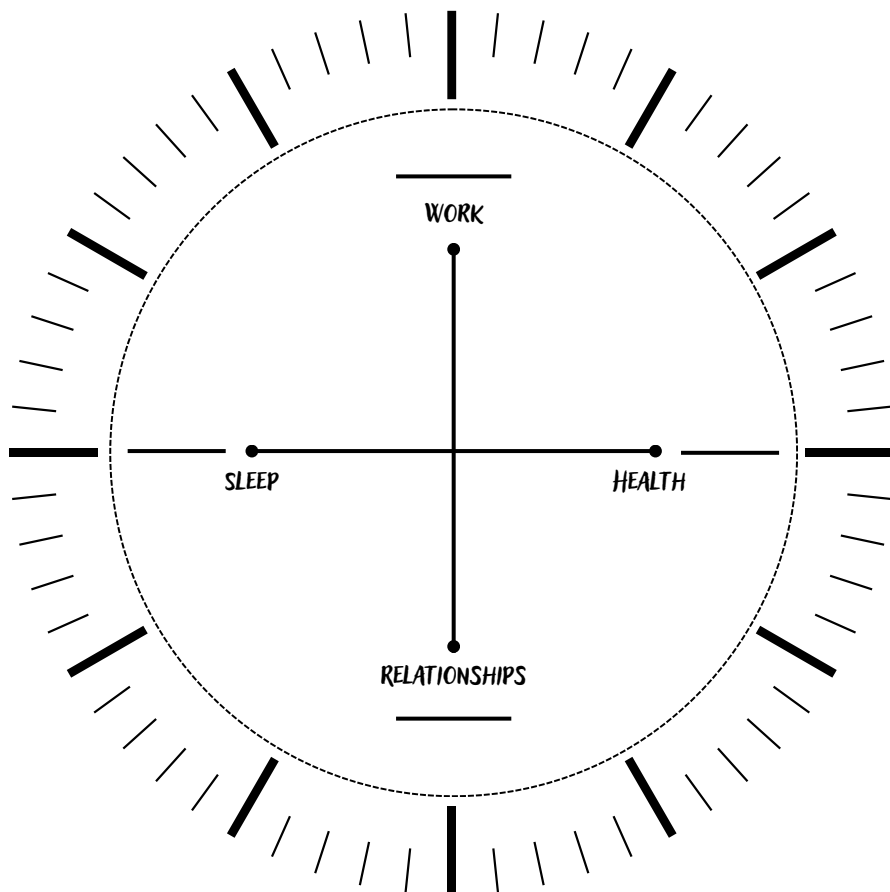
Acknowledge your time

Sunday
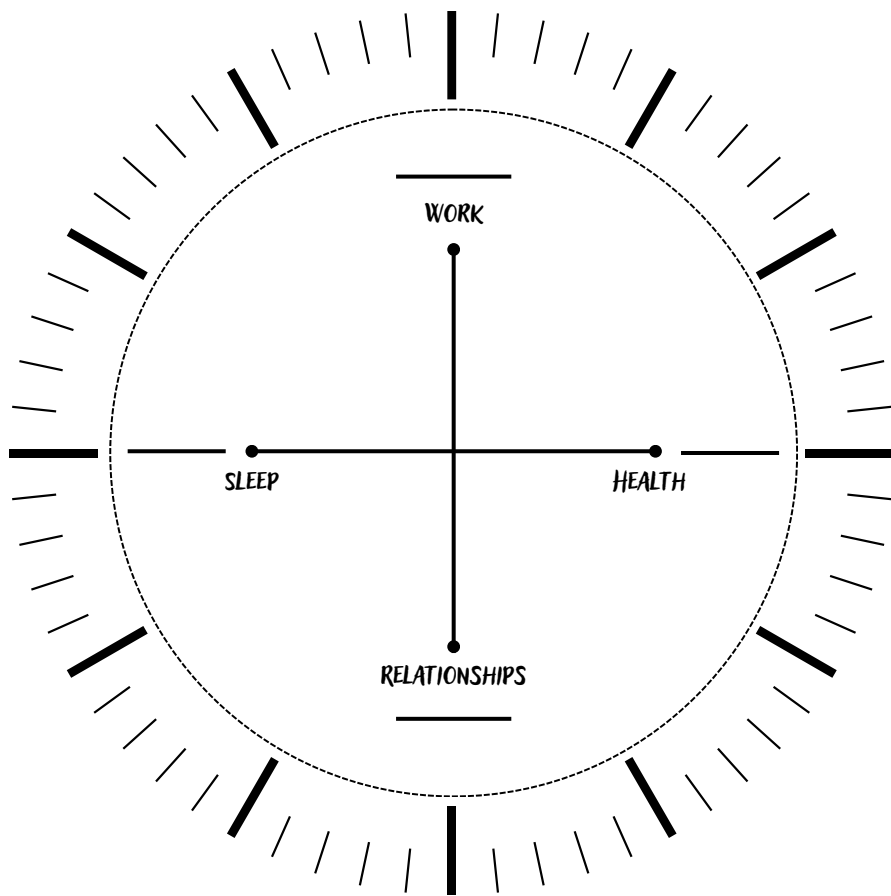
Work	:

Health	:

Relationships	:

Sleep	:

24 -	
Leftover =	:

Monday	Leftover =	:
Tuesday	Leftover =	:
Wednesday	Leftover =	:
Thursday	Leftover =	:
Friday	Leftover =	:
Saturday	Leftover =	:
Sunday	Leftover =	:

+
+
+
+
+
+
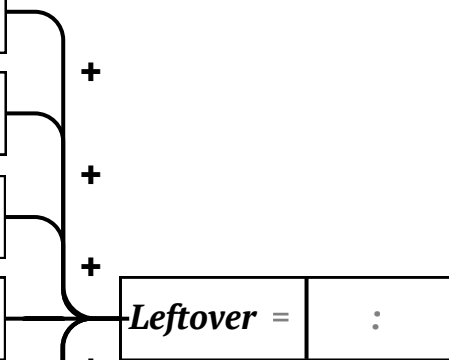
Leftover =	:

Total leftover time:

Goals

Now we know how much time we approximately have left every day and week we can turn that time into productive hours to work on our goal.

Space out the time according to what works best for you.

Time you will invest:

Monday

| : |

Tuesday

| : |

Wednesday

| : |

Thursday

| : |

Friday

| : |

Saturday

| : |

Sunday

| : |

Now we need to do some **assumptions.**
While we just realized how much time we have to invest, let's assume how long it will take you to achieve the goal with that designated time.
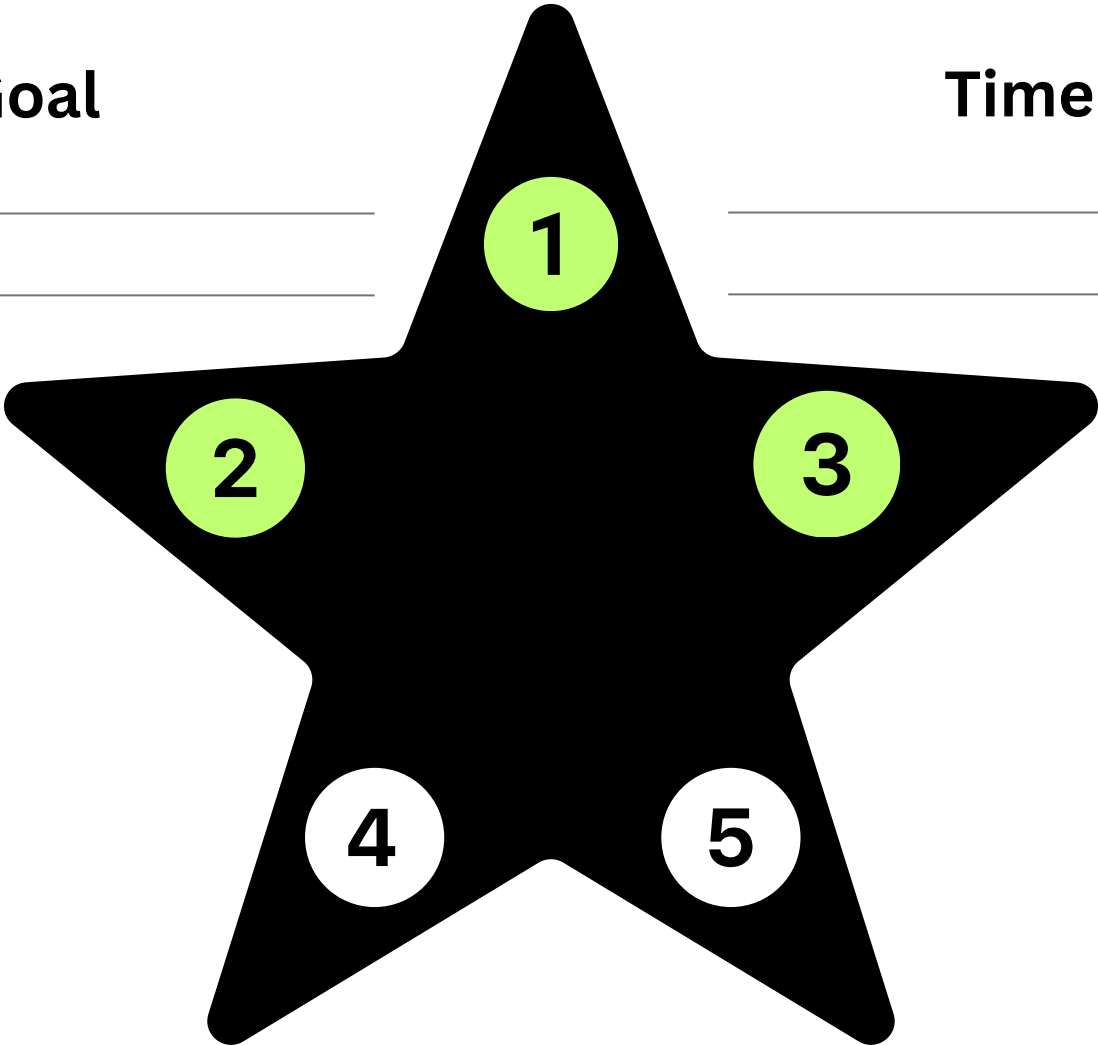
I don't mean exactly a specific date, but rather a realistic acknowledgment of **days/weeks/months/years.**

How many days/weeks/months or **years do you think?**

_____

_____

Fill in your Goalstar

Value

_____

Goal

Time

1
2
3
4
5

Step 4 Planning

Now you know the time:

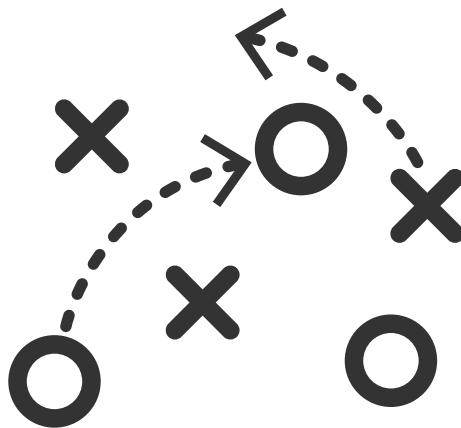We need to align your time with a **plan.**

What is planning?

Making a plan is already acknowledging when and how something should be completed.

*One of the most common problems when it comes to planning is that most people don't know where to start.*

How can you prevent this from happening?

Exactly knowing the first things you can start doing.

Planning your tasks

As a reminder write down your **goal:** _____

_____

_____

Now think of all of the tasks you can start doing that align with that goal:

_____

_____

_____

_____

_____

_____

_____

_____

Now go back over your list and write down the 3 easiest task you can start doing immediately:

_____

_____

_____

Now fill in task no.1 below and go over the options
if you delay, don't do or do the task:

Task

Delay   *Don't Do*   *Do*

Until   *On*

Result   *Outcome*   *Reward*
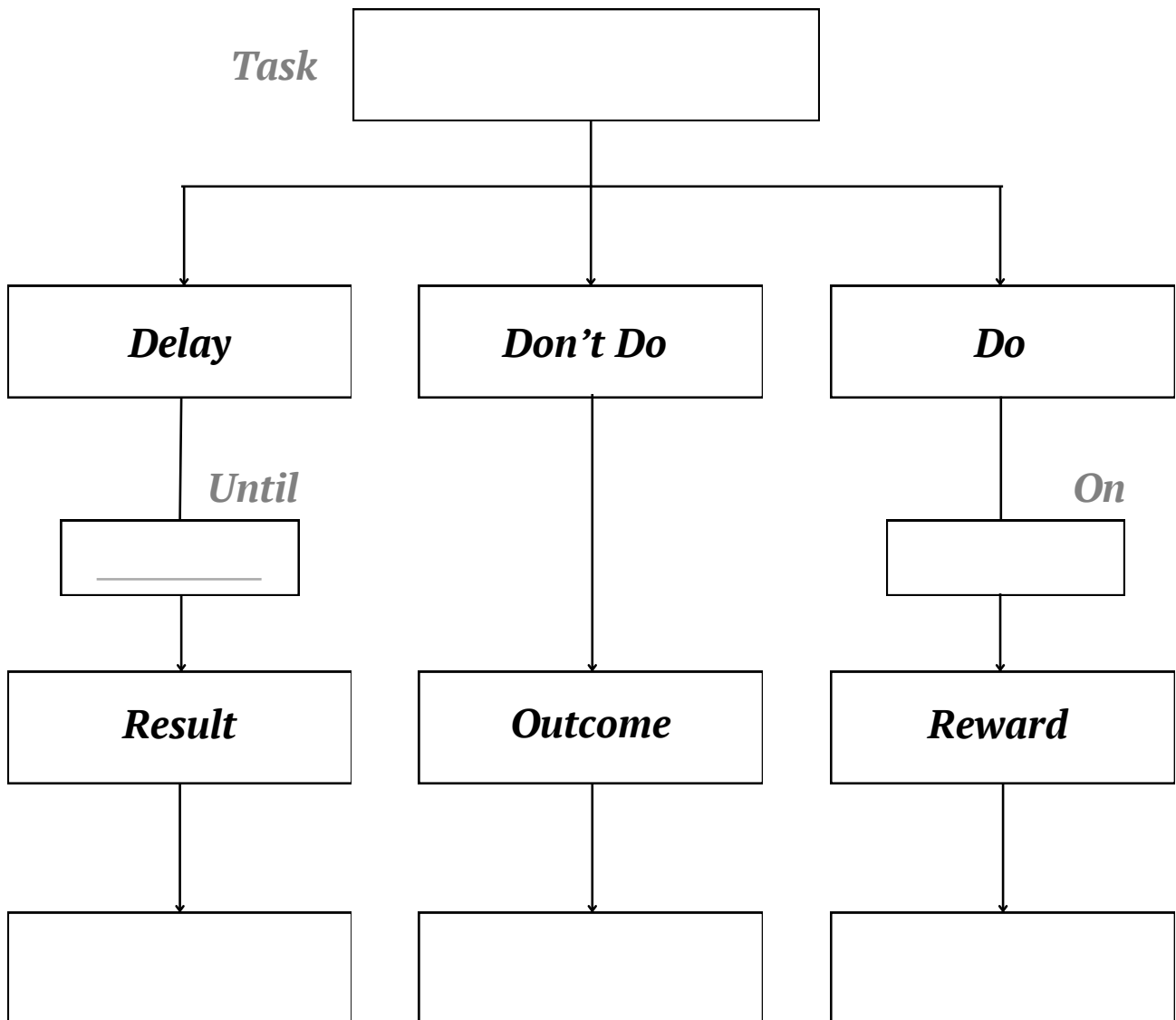
**Now fill in task no.2 below and go over the options
if you delay, don't do or do the task:**

Task

Delay　　*Don't Do*　　*Do*

Until　　　　　　　　　　*On*

Result　　*Outcome*　　*Reward*
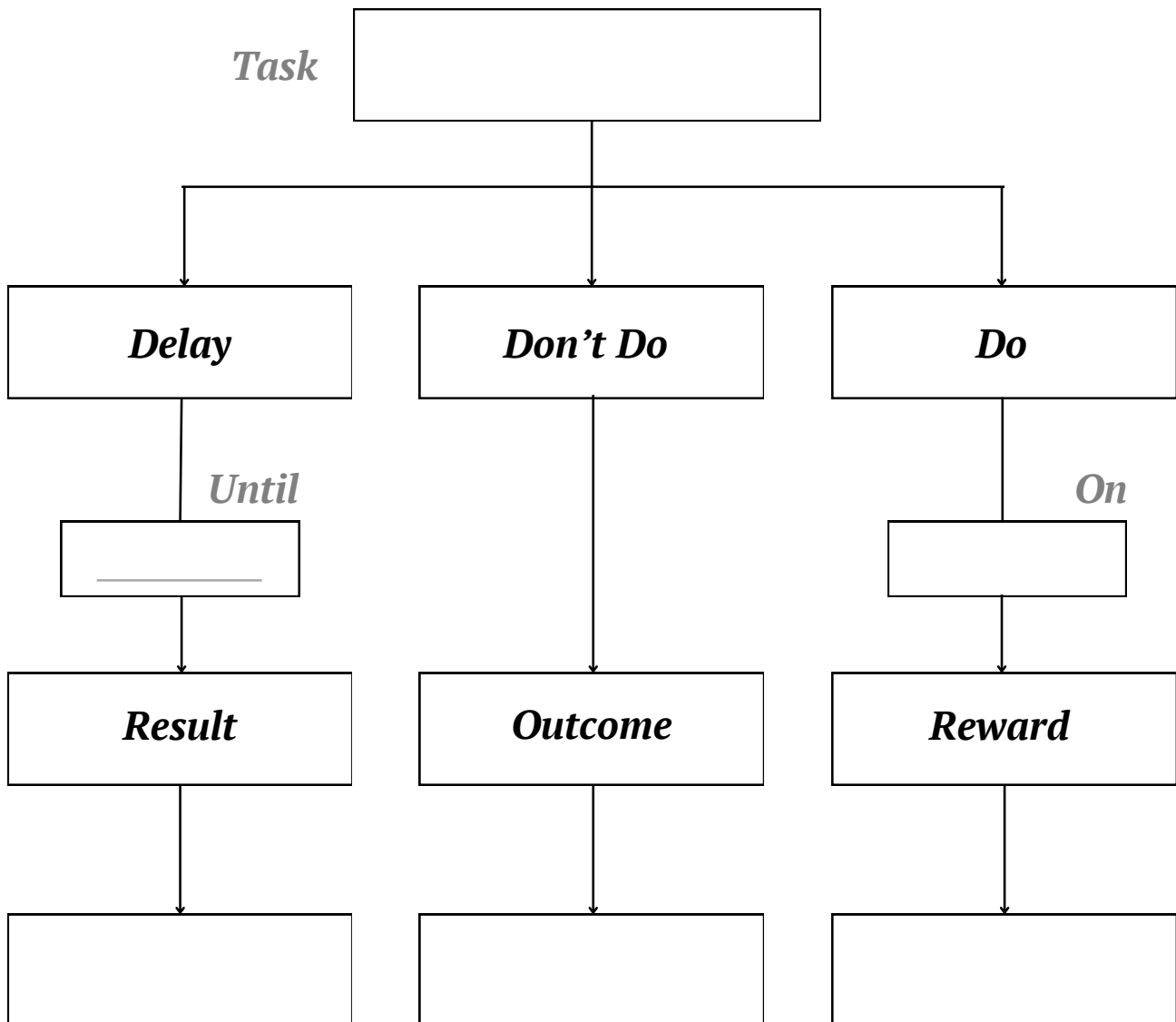
Now fill in task no.3 below and go over the options
if you delay, don't do or do the task:

Task

Delay *Don't Do* *Do*

Until *On*

Result *Outcome* *Reward*
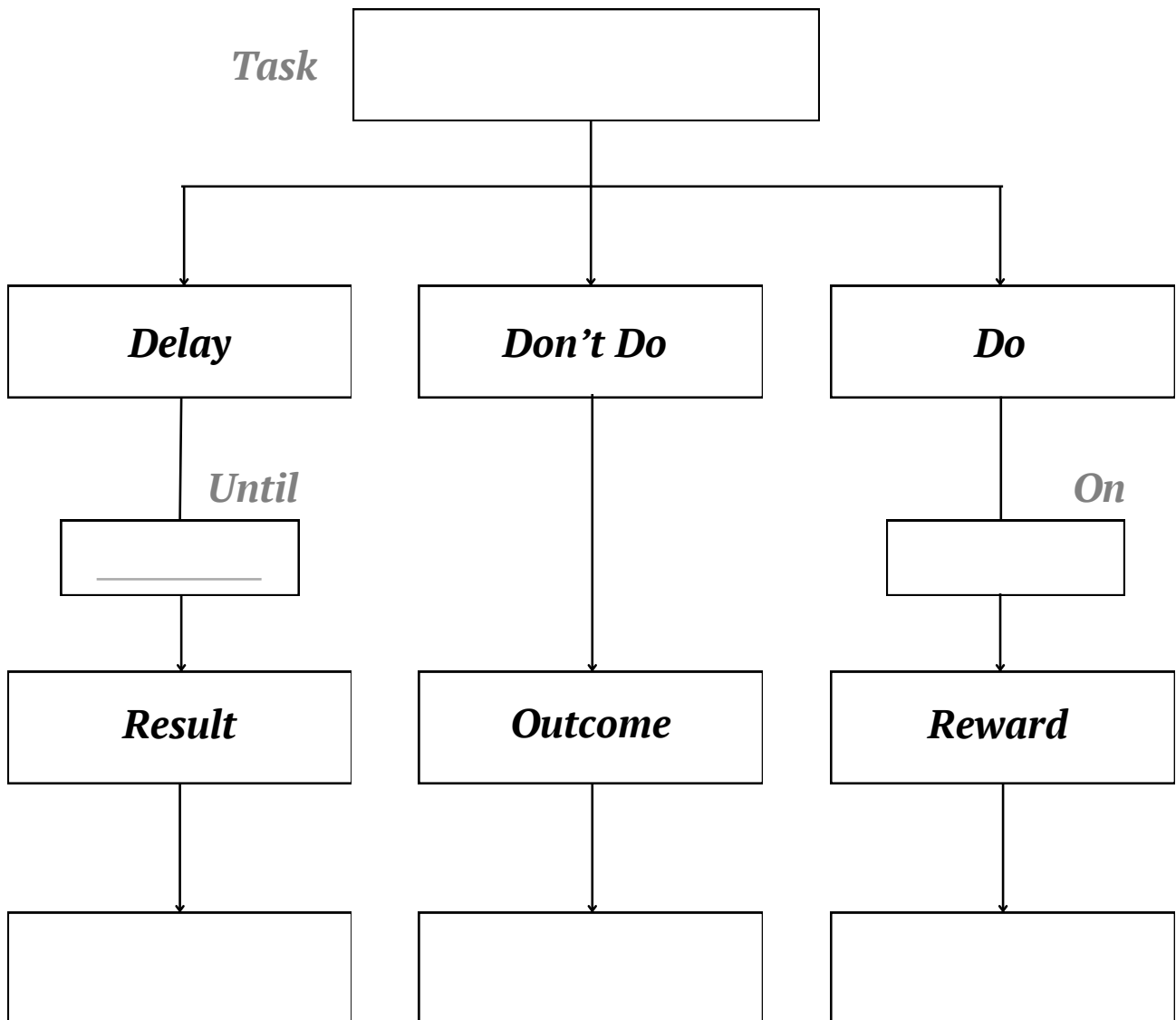
Now let's summarize everything and write down the easiest task of all 3 tasks.

_____

_____

Now according to the time you've acknowledged, how long will it take it you to complete that task?

_____

_____

Now scale down your task in a few words.
+ the time it will take next to it:
for example: _Create website - 3 days_

_____

_____

This is what you will write in your Goalstar

_____

Fill in your Goalstar

Value

Goal

Time
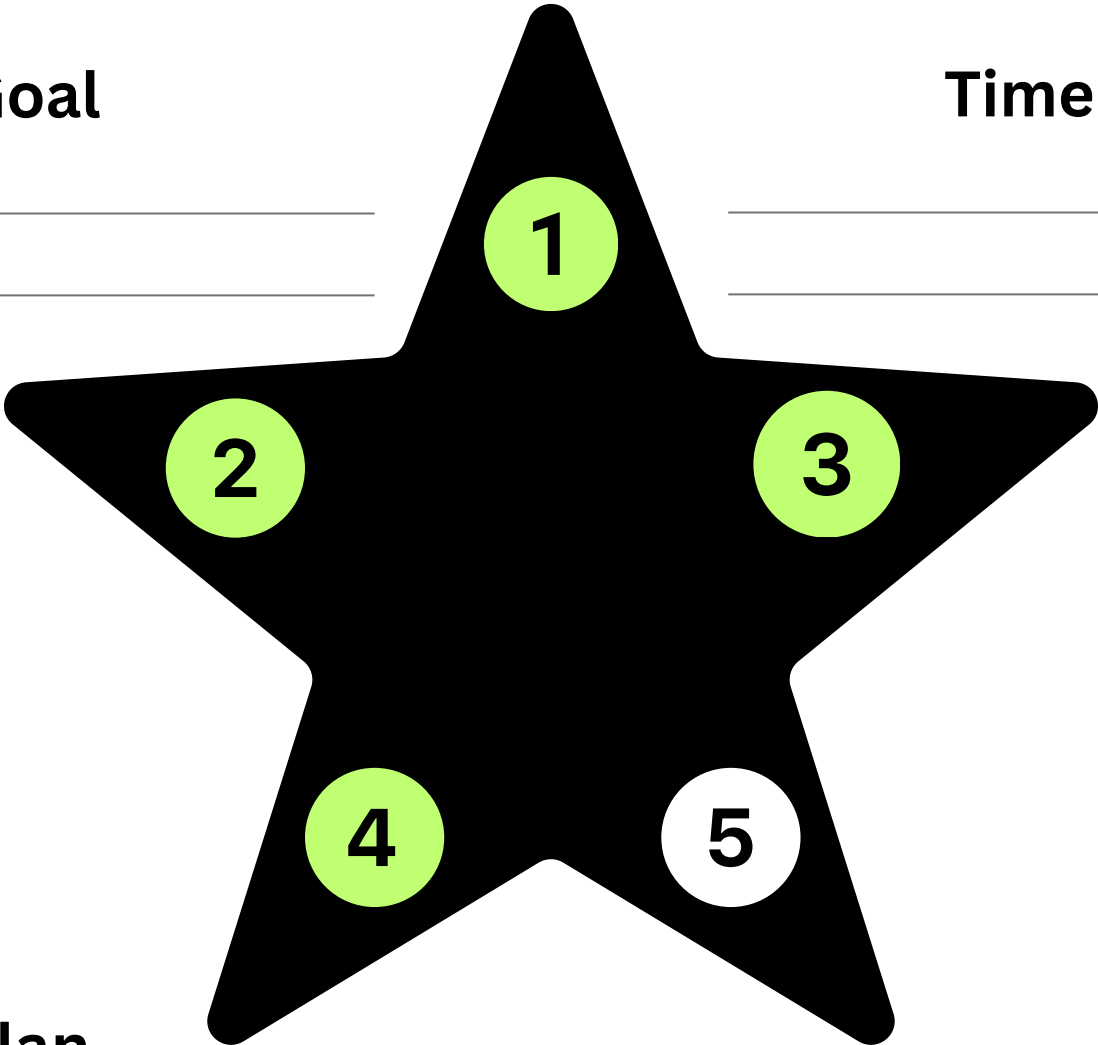
Plan

Step 5 Tool(s)

Now you know the plan:

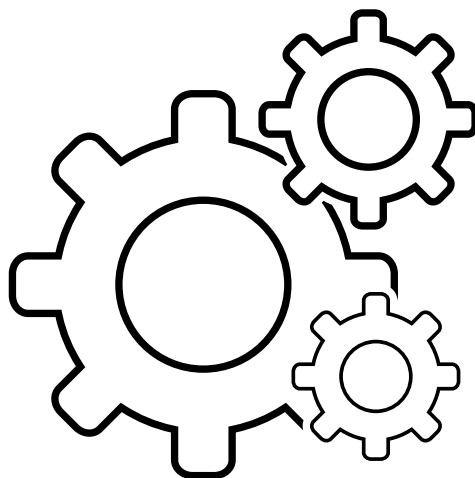We need to align your plan with the **tool(s).**

What are tools?

Tools are everything you need to use in order to complete your tasks and achieve your goal.

One of the most common problems when it comes to tools is that most people live a life of ignorance.

How can you prevent this from happening?

Embracing all the tools that contribute.

Answer these questions:

a) *I need to use*

b) *I can use*

c) *I can't neglect using*

d) *People in the past who achieved a similar goal have used*

Now let's make a list of all the tools that would benefit you:

_____

_____

_____

_____

_____

_____

Now let's think of the 3 tools that are absolutely essential:

_____

_____

_____

This is what you will write in your Goalstar

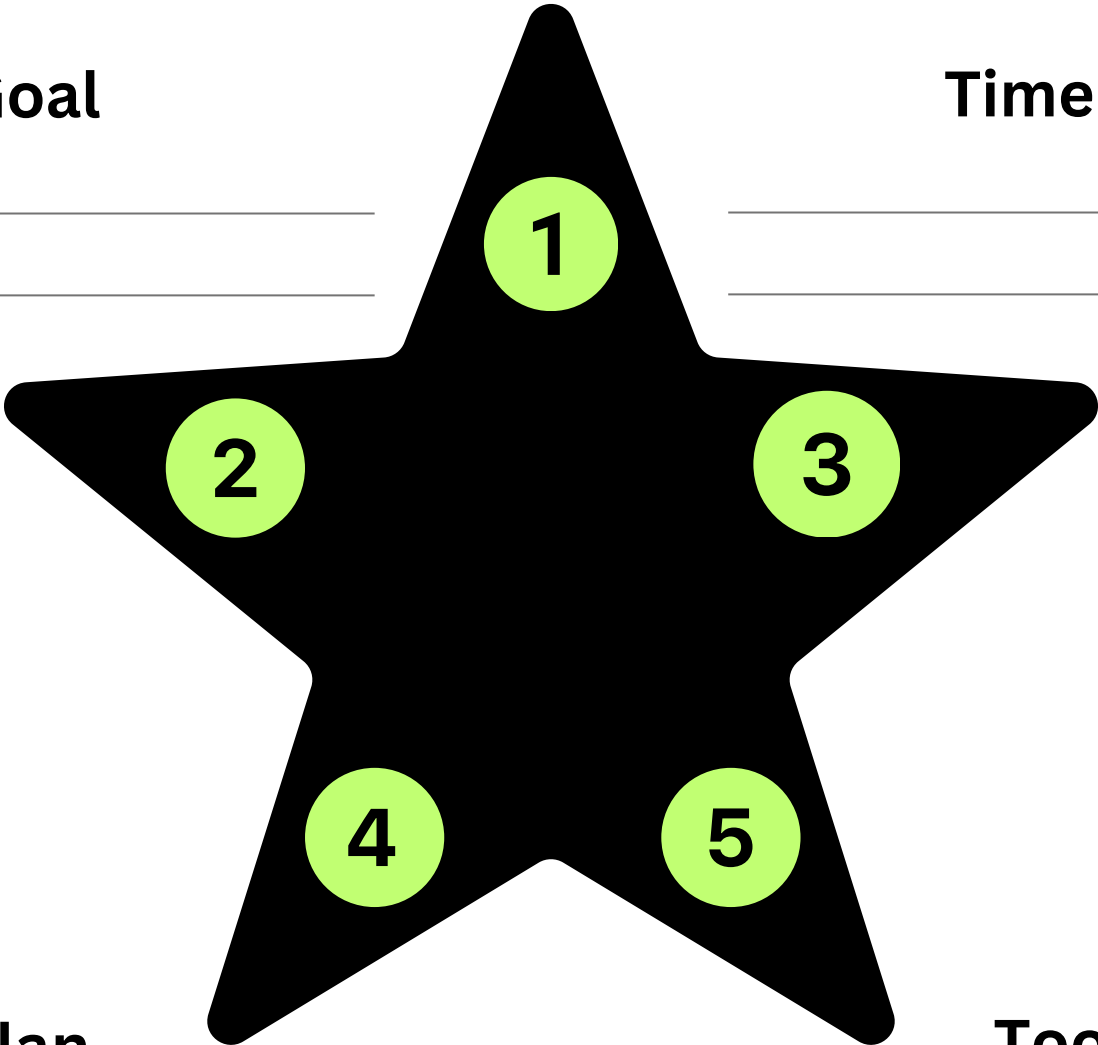**Fill in your Goalstar**

Value

_____

Goal

Time

1

2

3

4

5

Plan

Tools

Step 6 Conclude

Now you know your value: _____

Now you know your goal: _____

Now you know your time: _____

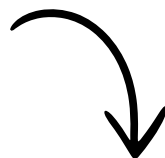**Now you know your plan:** _____

Now you know your tools: _____

_____

_____

You have successfully established everything you need to get started **right NOW!**

Now just some ground rules:

- You're supposed to create new Goalstars along the way.

- When your task is achieved, fill in a new plan.
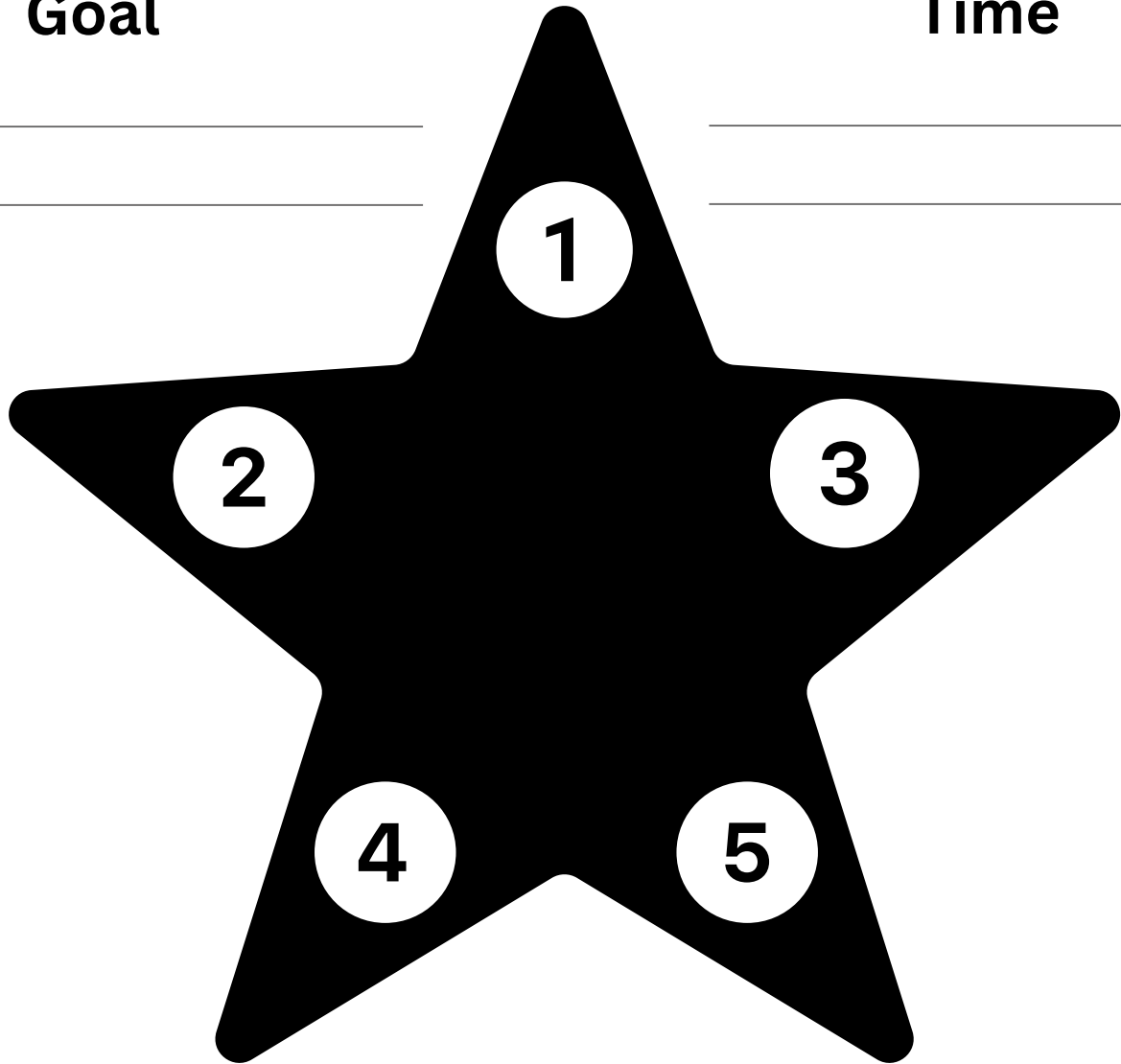
- Regularly remind yourself of your Goalstar
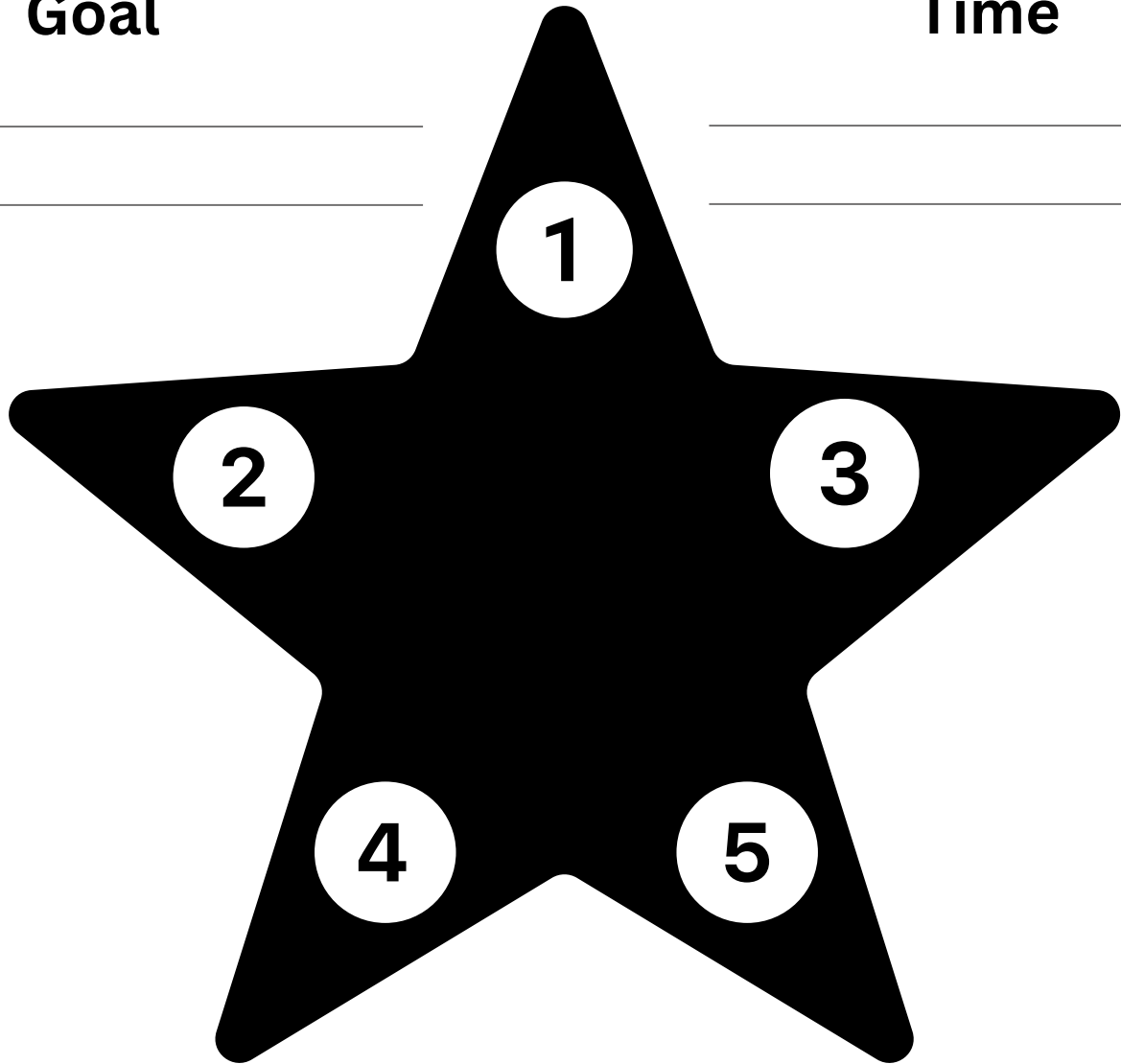
Some extra templates

Value

_____

_____

Goal

_____

_____

Time

_____

_____

①

②   ③

④   ⑤

Plan

_____

_____

_____

Tools

_____

_____

_____

Value

_____

_____

Goal

_____

_____

Time

_____

_____

① ② ③ ④ ⑤

Plan

_____

_____

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Tools

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_____

Value

_____

_____

Goal

_____

_____

Time

_____

_____

①

②

③

④

⑤

Plan

_____

_____

_____

Tools

_____

_____

_____

Value

_____

_____

Goal

_____

_____

Time

_____

_____

①

② ③

④ ⑤

Plan

_____

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_____

Tools

_____

_____

_____

Value

_____

_____

Goal

_____

_____

Time

_____

_____

① ② ③ ④ ⑤

Plan

_____

_____

_____

Tools

_____

_____

_____

Value

Goal

Time

Plan

Tools

Value

_____

_____

Goal

_____

_____

Time

_____

_____

1

2

3

4

5

Plan

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Tools

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Value

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Goal

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Time

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Plan

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Value

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Goal

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_____

Time

_____

_____

① ② ③ ④ ⑤

Plan

_____

_____

_____

Tools

_____

_____

_____