

# 8-Step Guide to Plan and Prepare

## 1. Decide what you want to achieve

What is the most important goal for you to focus on in 2020?

## 2. Determine your why

Write down everything you can think of until you hit the why that makes you cry!

## 3. Set a SMART goal: Specific. Measurable. Achievable. Realistic. Timely.

You will need to focus on the change and not the result.

For example: Your New Year goal (or the result you desire) is to be more organized and have better time management. The SMART goal (or the change that needs to happen) is to schedule an hour in your calendar either in the morning, or the night before to make your checklist, plan, and prioritize your time.

## 4. List out the tools and resources you need for success

Make a list of any item, book, workshop, success group, or anything you may need to help ensure you stay on track or make the change as easy as possible. For example, using your I've Decided Success Planner and Journal is a great tool, or attending a monthly Success Group that pertains to your goal is a great resource! Take advantage of your I've Decided member benefits!

## 5. Gather information

Do as much research as possible to learn what you can about

ways to be successful in achieving the SMART goal you've decided on. Talk to experts and people who have successfully achieved whatever it is you desire.

## **6. Organize your schedule**

You will need to prioritize your schedule to accommodate what you will need to do for success. Maybe waking up 15 minutes early, or not spending so much time watching TV could be a solution to adding valuable time to apply to achieving your goal.

## **7. List out the training or coaching you need**

You may need further help in learning some techniques or gaining wisdom to help ensure your success. Maybe you need to take a class, look to a coach, or find a mentor. Investing in your personal success is the best investment you can make!

## **8. Who will provide you support and accountability?**

Like the saying goes, "It takes a village!" It's true! You need to make sure you have a community of people who will support you and hold you accountable. Write down some people you can count on to help you.