

My Master To Do List

**“A goal without a plan is just a wish”
Antoine de Saint-Exupery (1900 – 1944)**

It can take time and a lot of thought to determine what it is you want out of life. The following pages allow you to take stock of what it is you say is important to you. Take the time to answer the questions, ponder the reasoning and what steps you need to take.

First of all, determine the areas of your life you would like to (need to) work on.

For example:

1. Health & Fitness
2. Financial
3. Tasks (things you have been putting off doing for one reason or another)
4. Personal Development
5. Professional Development (Business / School / University)
6. Family / Relationships
7. Current position / job (if different from business)

The areas I need to work on are:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

And use an additional sheet of paper if necessary.

Once you have worked out the areas you would like to see improvements in, choose your top 10 – if you have more than 10 areas written down.

Under each category (area), write down 3-5 things you would like to accomplish during the 100 day challenge (what are your goals?). Note: You may find some activities cross more than one category.

For example:

Financial may be to

1) reduce spending

2) save \$x per month

Health & Fitness you may decide that you would like to lose 10 kilos and cut down on the number of cigarettes you currently smoke...

- Goal: Reduce the number of cups of coffee I drink by half during the week
- Goal: Walk to work 2 days per week
- Goal: Smoke 1 less cigarette per day
- Goal: Drink 1 less can of soda / beer / glass of wine each day / week

The money you don't spend on the above activities (less fuel or bus fare, less alcohol or tobacco) can be put to one side and used to accomplish (over time) your financial goals. Items such as pay off mortgage may take a little longer, but the basics are the same.

Transfer these categories and goals to the new section, and answer the remaining questions:

Category 1:

What are your main goals?

- _____
- _____
- _____
- _____
- _____

Why do you want to accomplish this goal?

Note: The stronger your WHY, the more likely you are to accomplish your goal

How are you going to accomplish this goal?

1. _____
2. _____
3. _____
4. _____
5. _____

What is your deadline?

While we are working in 100 day blocks of time, some larger goals may take a little longer. For example – if you have a lot of weight you want to lose, or you want to train for a marathon, gain your degree with honours and so on you may wish to break your goals down even further.

Repeat these steps for every area you are going to be working on:

Category 2:

What are your main goals?

- _____
- _____
- _____
- _____
- _____

Why do you want to accomplish these goals?

How are you going to accomplish these goals?

- _____
- _____
- _____
- _____
- _____

What is your deadline?

Category 3:

What are your main goals?

- _____
- _____
- _____
- _____
- _____

Why do you want to accomplish these goals?

How are you going to accomplish these goals?

- _____
- _____
- _____
- _____
- _____

What is your deadline?

Category 4:

What are your main goals?

- _____
- _____
- _____
- _____
- _____

Why do you want to accomplish these goals?

How are you going to accomplish these goals?

- _____
- _____
- _____
- _____
- _____

What is your deadline?

Category 5:

What are your main goals?

- _____
- _____
- _____
- _____
- _____

Why do you want to accomplish these goals?

How are you going to accomplish these goals?

- _____
- _____
- _____
- _____
- _____

What is your deadline?

Category 6:

What are your main goals?

- _____
- _____
- _____
- _____
- _____

Why do you want to accomplish these goals?

How are you going to accomplish these goals?

- _____
- _____
- _____
- _____
- _____

What is your deadline?

Category 7:

What are your main goals?

- _____
- _____
- _____
- _____
- _____

Why do you want to accomplish these goals?

How are you going to accomplish these goals?

- _____
- _____
- _____
- _____
- _____

What is your deadline?

Category 8:

What are your main goals?

- _____
- _____
- _____
- _____
- _____

Why do you want to accomplish these goals?

How are you going to accomplish these goals?

- _____
- _____
- _____
- _____
- _____

What is your deadline?

Category 9:

What are your main goals?

- _____
- _____
- _____
- _____
- _____

Why do you want to accomplish these goals?

How are you going to accomplish these goals?

- _____
- _____
- _____
- _____
- _____

What is your deadline?

Category 10:

What are your main goals?

- _____
- _____
- _____
- _____
- _____

Why do you want to accomplish these goals?

How are you going to accomplish these goals?

- _____
- _____
- _____
- _____
- _____

What is your deadline?

This is the first step.

For those who are going to be joining the 100 day challenge, and you are already in possession of the necessary workbooks and associated files, please transfer these goals to Day 1. For those who don't have a copy, get a notebook, or create a new file on your computer – now you are ready to begin...

I'll give you a couple of days to work through this process.

We start the new challenge on Saturday 4th February 2012.

Why that day / date?

Well by starting our new challenges on a weekend you have the time to begin putting into place the new habits you will need to achieve your goals. It also goes to prove the point – it does not matter what day of the week you begin. Any day is a good day to make a difference to the way your life turns out.

With love and light and many achievements to come:

Elle

It's not that some people have willpower and some don't. It's that some people are ready to change and others are not. James Gordon m.d.