

TAKE ACTION
Goal Achievement
WORKBOOK

by
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Take Action Goal Achievement Workbook

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Introduction

Do you know what you want to achieve in life? Do you know how to get there?

This workbook will help you achieve your goals. Read through the information pages and then go through the steps in the workbook. When the workbook is done, you will be well on your way to achieving your goals!

Many people set goals – but not as many accomplish them. They ‘wish’ they could be different, but they don’t take action to make their dreams become reality.

S.M.A.R.T. Goals

Goals should be S.M.A.R.T.

S.M.A.R.T. stands for:

Specific
Measurable
Attainable
Relevant
Time-based

Specific goals are stated in a clear way. They are not vague ideas, but clearly stated purpose. If a goal is vague, it is just a wish.

Vague goal (or wish): I want to be a good basketball player.

Specific goal: I want to get a college scholarship for basketball

Measurable goals are just that – measured. Measuring lets you reach your goals and experience success. To find this

Wish: I want to be a good basketball player

Measured goal: I want to get a college scholarship for basketball. To accomplish this I will practice 5 hours per week to improve my basketball skills

Attainable: Setting goals that are difficult, yet attainable, is very important. People like to be stretched – but not so much that they feel undue stress. Many people develop new attributes and abilities as they stretch to achieve their goals. Success in achieving a goal builds self esteem. Also, attainable means breaking a big goal into smaller steps, and allowing for things that might interrupt you.

Wish: I want to be a good basketball player

Attainable goal: I want to get a college scholarship for basketball. To accomplish this I will practice 5 hours per week to improve my basketball skills. I will practice 1 hour each day after school. If I miss a day, I will make-up that hour by practicing on Saturday.

Relevant: Goals need to be relevant to you. If you don't buy into the goal, you won't accomplish it. This is why it's a good idea to set your own goals, instead of following someone else's plan. Answering the question, "Why is this relevant to ME?" can help you create a relevant goal.

Wish: I want to be a good basketball player

Relevant goal: I want to get a college scholarship for basketball. To accomplish this I will practice 5 hours per week to improve my basketball skills. I will practice 1 hour each day after school. If I miss a day, I will make-up that hour by practicing on Saturday. I want to get a college scholarship because I love basketball and I want to be a basketball coach someday.

Time-Based: A goal without a due date isn't a goal, its wishful thinking. Commitment to a deadline helps you focus your efforts, and creates a sense of urgency and importance. It helps in overcoming the interruptions that invariably happen in everyday life. Setting a deadline also encourages you to unconsciously find a way to achieve the goal.

Wish: I want to be a good basketball player

Time-based goal: I want to get a college scholarship for basketball. To accomplish this I will practice 5 hours per week to improve my basketball skills. I will practice 1 hour each day after school. If I miss a day, I will make-up that hour by practicing on Saturday. I want to get a college scholarship because I love basketball and I want to be a basketball coach someday. I will get my basketball scholarship next year, when I am a senior in high school. The deadline is February 1, XXXX. I will have my application and letters of recommendation by January 15, XXXX so I have everything done on time.

Brainstorming for Goals:

Becoming well-rounded includes setting goals in different areas of your life. These include:

Family and Home
Financial and Career
Spiritual and Ethical
Physical and Health
Social and Cultural
Mental and Educational

Setting goals in each of the 6 areas of life will help you live a more balanced life. Take a moment now to think about each area of life and what you might want to accomplish. Write a brief down for each area on the following lines:

Family/Home: _____

Financial/Career: _____

Spiritual/Ethical: _____

Physical/Health: _____

Social/Cultural: _____

Mental/Educational: _____

You now have 6 ideas for goals. Actively working on all 6 goals at a time may become overwhelming. Pick 1 or 2 of your goals to work on right now and make it a SMART goal by filling out the worksheets you'll find later in this workbook.

Write your goals as a positive, instead of a negative, statement. If you want to change a behavior, write about the new behavior.

There's one more step: Review your goals frequently. At least once a day read through your goals. Visual yourself accomplishing your goals.

During the day ask yourself if the decisions you are making take you closer to, or further from, you goals.

One more thing - Take this notebook with you everywhere. Take the steps for each goal and fill in the Daily Action sheets, along with everything else you need to accomplish.

Mission Statements:

Whether you recognize it or not, you make your decisions from a personal belief system. If you've been making bad decisions, a mission statement is a way to change how you make these decisions. If you've made good decisions, a mission statement will strengthen you by actually stating what you want.

A mission statement is a brief description of what you to focus on. It defines who you want to be and how you want to live. It provides clarity and gives you a sense of purpose.

George Bernard Shaw once said, "People are always blaming their circumstances for what they are. I don't believe in circumstances."

You create who you are. You can consciously create your life, or you can unconsciously go through life reacting and blaming others for your circumstances. Choose to create who you will be.

Stephen R. Covey says a mission statement is "connecting with your own unique purpose and the profound satisfaction that comes from fulfilling it."

Four Steps to Develop Your Mission Statement:

Step 1: Identify Past Success: Identify 4 or 5 examples of personal success you've had in the past.

Step 2: Identify Core Values. Think about the values that are important to you and that you currently have, or that you want to develop. Character traits and values identify who you are as well as your priorities.

Narrow this list to the top 5 or 6 values. Prioritize these from 1 to 5.

Step 3: Identify Contributions. List the ways you can make a difference. Consider making a difference to your family, your friends, your employers, and your community. Consider what you can do now and what you can do in the future.

Step 4: Write Your Mission Statement. Take what you've learned above and write your mission statement. Put it aside for a day or two and then revisit it. Have a friend or family member help you.

Think about the goals you made in the previous section. Are your goals in line with your core values, the contributions you want to make, and your mission statement? If not, review them as well as your mission statement

Look at the example below and then use the worksheet that follows to develop your own mission statement.

Sample Personal Mission Statement Development

Step 1. Identify Past Success:

- a. Studied regularly and got an "A" in Algebra for the whole school year
- b. Practiced basketball regularly and made the varsity team. Continued to practice and was a valuable player.
- c. Tutored my little brother's friend in math for 3 months and helped him understand it.
- d. Created my own window-washing business to earn money and continue to make money from doing this.

Step 2. Identify Core Values:

Hard-working
Caring
Creative
Problem-Solver
Adventurous
Friendly
Outgoing
Positive
Family-oriented
Honest
Intelligent
Studious
Modest
Compassionate
Spiritual
Kind
Passionate
Contemplative

Most important values:

Positive
Creative
Honesty
Compassionate
Problem-Solver
Adventurous

Most important value:

Creative

Step 3. Identify Contributions:

Self: To be happy and have fun in whatever I do. To help others see the positive in life.

Family: To help my younger brother and sister be good. To be an example for them.

Friends: To be compassionate. To be kind and not talk about others negatively. To listen to their problems and help them.

My Employer: To be a good employee – when I get a job. To do what is expected of me, to be on time, and to be honest if I made a mistake.

Community: To be involved in projects that make my community better.

Step 4. Write Your Mission Statement:

I live my life with adventure, honesty, and compassion. I want to make a difference in the lives of those I know by helping them see the positive in life.

Personal Mission Statement Tips:

1. Keep your statement short – 3-5 sentences.
2. Dream about the possibilities of your life and let this dream guide you.
3. Be positive. Talk about what you want, not about what you don't want.
4. Get excited and write your statement with passion.
5. Review it daily, along with your goals
6. Let your personal mission statement guide you in setting your goals.
7. Realize that your mission statement will change. That's okay, it's just part of the process of becoming who you want to be.

Mission Statement Worksheet:

Step 1. Identify Past Success:

A. _____

B. _____

C. _____

Step 2. Identify Core Values:

(List your core values & then pick your top 5 & number them 1-5)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Top 5: _____

#1: _____

Step 3: Identify Contributions:

List the ways you can make a difference, now and in the future. Consider your family, your friends, your employers, and your community.

Self: _____

Family: _____

Friends: _____

Employer: _____

Community: _____

Step 4. Write Your Mission Statement:

It might take a few times to get this exactly how you feel it should be. Once it's how you want it, write your mission statement on page **XX**, so you can read it each day along with your goals.

You can also use the mission statement page to put quotes and pictures to encourage you. Make the mission statement your own so you love reading it.

Leadership

Remember the difference between a boss and a leader; a boss says "Go!" A leader says "Let's go!" ~E.M. Kelly

As you go through this workbook you will change. The process of becoming who you want to be and accomplishing what you want to do will change you. As you change, so will other people's actions towards you. They will begin to look at you as a leader because you are accomplishing what you want.

You can help others and become more yourself by becoming a leader. Leaders guide, or direct, on a course. Leaders also direct operations and activity toward a conclusion. Leaders have charge of, and go before.

Leaders accomplish BIG goals. Goals that usually involve other people. Goals that have long-lasting impact on communities, families, and the individual people who get involved.

"Good leadership consists of showing average people how to do the work of superior people." John D. Rockefeller

Great Leaders have these Qualities:

Trust. Trust is having integrity and competence. In other words, you have to be honest and capable of doing what you say you will. To be a leader, people have to trust you. Trust is also created through being authentic. Authentic people are who they are all the time. They don't try to be someone they aren't.

Passion. Passion is caring deeply about what you are doing. It is having the commitment for the goal. Achieving group goals can be frustrating and time consuming. Sometimes things go slower than you want. Passion for the project helps you inspire others to finish what you've started.

Purpose. Purpose is the reason behind what you're doing. Leaders who know what their purpose is help others see this purpose. Know what the end result looks like before you begin the process. If you have the vision of what you want to accomplish, it's easier to help others see this vision as well.

Systems. Systems include the outline of what needs to be done and the action plan. A system will also cover each individual job that needs to be accomplished. Leaders develop systems to accomplish goals. Systems make it possible for people to do their best work. Systems help groups of individuals to work on small and different parts of a project at the same time.

Appreciation. Appreciation is acknowledging others' contributions. Saying, "thank you," and "great job," tells others you appreciate their efforts. It shows them you care about them. Appreciation also includes listening to what others' have to say and valuing their opinions and the way they do things. It includes giving people credit for their ideas and accomplishments.

Learning. Leaders are continually learning new things. Having an attitude of learning helps you see opportunities and solve problems. Being open to learning also means that when another person has a good idea, you embrace the idea. Leaders know they don't have all the answers.

Creativity. Obstacles come up when trying to accomplish any goal, but especially when trying to accomplish a goal that includes other people. Creative leaders have the ability to see things differently. They can take projects and goals in new directions. "What if . . ." is one of the most important questions a leader can ask.

Even if you don't want to be a leader right now, developing the above characteristics will help you to lead yourself. Then in the future, if you want to lead others you will be able to lead others and make a difference.

"Men make history and not the other way around. In periods where there is no leadership, society stands still. Progress occurs when courageous, skillful leaders seize the opportunity to change things for the better." ~Harry S. Truman

Health

“A wise man should consider that health is the greatest of human blessings.”
~Hippocrates.

You might be wondering what health has to do with achieving goals. It's simple – if you don't feel good, you'll have a harder time achieving your goals.

Nature has provided you with a wonderful body. If provided with the right nutrients, your body will usually feel good and energetic.

Your body gets the nutrients it needs from food. Food for your body is like fuel for a car. If you put the wrong fuel into a car it doesn't run as well. The same thing is true for your body – if you eat the wrong kinds of foods, your body won't be able to perform very well.

When your body can't perform its proper functions, it drains your system. You feel sluggish. You don't sleep well. You aren't as interested in doing things. Many people don't realize that they don't feel well because they aren't eating the right foods!

Many people eat too much fat, sugar, and protein. Although these are an essential part of everyone's diet, having too much of them burns out your system just like rocket fuel would burn out a car's engine.

The four main nutrients your body needs are water, carbohydrates, fats, and protein.

Water is involved in every function in your body. In fact your body is about two-thirds water! Plenty of water is necessary for you to feel your best. You need at least eight 8-ounce glasses of water each day. If you don't currently drink that much water most days, you might be mistaking thirst for hunger. You might be reaching for something to eat instead of quenching your thirst. The next time you're hungry, ask yourself if a glass of water would do – especially if you ate within the last 3 hours.

Carbohydrates supply the body with energy, nutrients, and minerals. Carbohydrates are found in all the plants we eat including vegetables, fruit, beans, nuts, grains, and peas. Milk products also contain carbohydrates.

Carbohydrates are divided into two groups; simple and complex. Simple carbohydrates are also called simple sugars. Some other names for simple carbohydrates are sugar, corn syrup, lactose (from milk), and fructose (from fruit). Simple sugars break down quickly in the body.

Complex carbohydrates are also made up of sugars, but the molecules are strung together so they take longer to digest. Complex carbohydrates come from vegetables, beans, nuts, and whole grains. Having a diet made up of mainly complex carbohydrates is healthy for your body.

The reason complex carbohydrates are healthier than simple carbohydrates has to do with how your cells process carbohydrates. Simple sugars give your cells a boost of energy that is quickly followed by a lack of energy. This “high” and “low” cycle can be damaging to your system, as well as changing your energy levels. Complex carbohydrates give your cells a slower, but longer-lasting dose of energy.

Another factor is fiber. Fiber is contained in complex carbohydrate foods and it fills you up. Fiber also doesn't break down in your system, so it helps your digestive tract work better. This is why fruit is a good choice as a sweet snack. Even though fruit has simple carbohydrates, it also contains fiber which doesn't break down, so fruit is a much better treat than a candy bar.

There is a lot of debate about whole grains vs. processed grains. Processed grains have been stripped of the vitamins, minerals, and fiber that whole grains have. So processed grains act almost like simple sugars in your system. This is the reason why whole wheat bread is healthier than white. If possible, choose whole grain foods instead of processed foods.

Fats are essential to your body. Fat provides energy and growth, and is necessary for your body to function properly. The problem isn't that all fats are bad. The problem is that too much fat can be harmful. Also all fats are not created equal. There are several kinds of fats, but essentially the “bad” fats come from animals and a few vegetables which are coconut oil, palm kernel oil, and hydrogenated vegetable shortening. “Good” fats come from nuts, wheat, beans, and fruits like avocados.

Protein is necessary for growth and development. It provides energy and is essential for your body to make antibodies, enzymes, hormones, and repair tissues. Protein comes from animals and also from plants. Animal protein contains some fat, so it's a good idea to eat lean meats such as skinless chicken, pork tenderloin, boneless pork chops, and lean beef cuts such as sirloin steak, round roast and steak, and ground beef that is marked as extra lean. Most fish is also a good choice. Plant protein is found in abundance in nuts, seeds, and grains.

There is a lot of information about combining various foods with other foods to get the optimal amount of carbohydrates, fats, and proteins. If this is something of interest to you, there are many good books and websites on this subject. For this book, we'll just try to make good eating simple.

A simple way to eat is the plate method. Divide your plate in half. Then divide one of those halves in half again, so you have three sections. Fill up the largest section with non-starchy vegetables. Non starchy vegetables are any vegetable except potatoes, corn, winter squash, and peas. Good choices are salad, broccoli, carrots, or stir-fry vegetables.

Fill one of the smaller halves with a whole grain or starchy vegetable. Good choices are 2 slices of whole wheat bread, pasta, or a potato. Fill the other smaller section with protein; such as lean meat, beans, cheese, eggs, or tofu.

For dessert have some fruit and a glass of low-fat milk.

Eating a healthy diet will provide your body with the energy and nutrients it needs.

If you really want a candy bar, cupcake, chips, or some other high-fat, high calorie food, go ahead and have some. Just be sure to combine that as part of your overall eating plan for the day. It's not that you can't have a treat, it's that most people eat mainly treats and forego the healthy food that fuels your body.

By eating a low-fat, high complex carbohydrate diet and drinking plenty of water you will feel full longer, have more energy, and be healthier.

My Mission Statement:

S.M.A.R.T. Worksheet

Family & Home Goal:

Specific (State what you want): _____

Measurable (What will you do to achieve your goal): _____

Attainable (Break up any big steps into smaller chunks):

1. _____

2. _____

3. _____

4. _____

5. _____

Relevant (What is your Why?): _____

Time-based (Date you will have this goal done): _____

Notes: _____

S.M.A.R.T. Worksheet

Financial and Career Goal:

Specific (State what you want): _____

Measurable (What will you do to achieve your goal): _____

Attainable (Break up any big steps into smaller chunks):

1. _____

2. _____

3. _____

4. _____

5. _____

Relevant (What is your Why?): _____

Time-based (Date you will have this goal done): _____

Notes: _____

S.M.A.R.T. Worksheet

Spiritual and Ethical Goal:

Specific (State what you want): _____

Measurable (What will you do to achieve your goal): _____

Attainable (Break up any big steps into smaller chunks):

1. _____

2. _____

3. _____

4. _____

5. _____

Relevant (What is your Why?): _____

Time-based (Date you will have this goal done): _____

Notes: _____

S.M.A.R.T. Worksheet

Physical and Health Goal:

Specific (State what you want): _____

Measurable (What will you do to achieve your goal): _____

Attainable (Break up any big steps into smaller chunks):

1. _____

2. _____

3. _____

4. _____

5. _____

Relevant (What is your Why?): _____

Time-based (Date you will have this goal done): _____

Notes: _____

S.M.A.R.T. Worksheet

Social and Cultural Goal:

Specific (State what you want): _____

Measurable (What will you do to achieve your goal): _____

Attainable (Break up any big steps into smaller chunks):

1. _____

2. _____

3. _____

4. _____

5. _____

Relevant (What is your Why?): _____

Time-based (Date you will have this goal done): _____

Notes: _____

S.M.A.R.T. Worksheet

Mental and Educational Goal:

Specific (State what you want): _____

Measurable (What will you do to achieve your goal): _____

Attainable (Break up any big steps into smaller chunks):

1. _____

2. _____

3. _____

4. _____

5. _____

Relevant (What is your Why?): _____

Time-based (Date you will have this goal done): _____

Notes: _____
