



*Delisa Woods*

CHILDRENS BOOK AUTHOR & EMPOWERMENT COACH

# GOAL SETTING WORKBOOK

**GET READY TO  
FINALLY ACHIEVE  
YOUR GOALS!**



Setting Goals  
+  
Action  
= Achieving your goals

CONGRATULATIONS ON TAKING THE FIRST  
STEP AND DECIDING IT'S TIME TO WRITE  
YOUR BOOK OR START A BUSINESS. THIS  
WORKBOOK IS DESIGNED TO HELP YOU SET  
GOALS AND PUT THEM INTO ACTION!

*Delisa Woods*

[WWW.DELISAWOODS.COM](http://WWW.DELISAWOODS.COM)

**THE ONLY LIMITS YOU HAVE ARE  
THE LIMITS YOU BELIEVE!**

# ACTION PLAN

## GOAL #1

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## ACTION STEPS TOWARDS GOAL

1. 

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2. 

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3. 

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## TARGET DATE TO ACHIEVE GOAL

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# ACTION PLAN

## GOAL #2

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## ACTION STEPS TOWARDS GOAL

1. 

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2. 

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3. 

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## TARGET DATE TO ACHIEVE GOAL

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# ACTION PLAN

## GOAL #3

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## ACTION STEPS TOWARDS GOAL

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2. 

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3. 

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## TARGET DATE TO ACHIEVE GOAL

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# ACTION PLAN

## GOAL #4

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## ACTION STEPS TOWARDS GOAL

1. 

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2. 

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3. 

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## TARGET DATE TO ACHIEVE GOAL


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**REMOVING OBSTACLES THAT MAY INTERFERE  
WITH YOU ACHIEVING YOUR GOALS**

**OBSTACLES THAT MAY ARISE**



**HOW I PLAN TO OVERCOME THE OBSTACLES**



**WHAT IS YOUR "WHY" FOR  
ACHIEVING YOUR GOALS?**

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**HOW WILL ACHIEVING YOUR  
WRITING GOALS MAKE YOU FEEL?**

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# *Visualize yourself achieving your writing goals*

## **STEP 1:**

**FIND A QUIET AND COMFORTABLE AREA WITH NO DISTRACTIONS**

## **STEP 2:**

**GET INTO A RELAXED STATE OF MIND AND TAKE A COUPLE OF DEEP BREATHS**

## **STEP 3:**

**IMAGINE YOURSELF IN A MOVIE THEATER LOOKING AT THE LARGE SCREEN THAT WILL SHOW YOUR FUTURE LIFE.**

## **STEP 4:**

**VISUALIZE YOURSELF ON THE SCREEN ACHIEVING YOUR GOALS.**

- DESCRIBE IN DETAIL WHAT IS HAPPENING**
- WHAT ARE THE EMOTIONS THAT YOU FEEL?**
- WHO ELSE BENEFITS FROM YOU ACHIEVING YOUR GOALS ?**
- WHAT IS THE REACTION OF OTHERS?**

**\*DO THE ABOVE STEPS AT LEAST ONCE A WEEK UNTIL YOU ACHIEVE YOUR GOALS\***

# TIPS TO ACHIEVE YOUR GOALS

**#1**

**WORK ON YOUR GOALS DAILY**

**#2**

**REMOVE ALL EXCUSES,  
DISTRACTIONS AND FEARS**

**#3**

**VISUALIZE YOURSELF ACHIEVING YOUR  
GOALS AT LEAST ONCE A WEEK**

**#4**

**BE DETERMINED AND NEVER  
GIVE UP**

**#5**

**FIND AN ACCOUNTABILITY  
PARTNER(S)**

# **ENCOURAGING AFFIRMATIONS**

**I AM A DO-ER. I WILL TAKE ACTION  
AND ACCOMPLISH MY GOALS**

**I AM FOCUSED ON MY GOAL BECAUSE  
I AM WORTH IT!**

**I CLEARLY SEE THE OBSTACLES THAT KEEP ME  
FROM ACHIEVING MY GOALS, BUT I MOVE  
OVER, UNDER, THROUGH OR AROUND THEM**

**I AM SPECIFIC ABOUT MY GOALS. I ONLY  
NEED TO SUPPLY THE ACTION TO GET THERE**

**I WILL NEVER GIVE UP. I WILL CONTINUE  
STRIVING FOR MY GOALS NO MATTER WHAT**

**MY PLANNING, ACTION AND HARD  
WORK WILL TRANSLATE TO THE  
ACHIEVEMENT OF MY DESIRES**