

Visit www.SynergyInstituteOnline.com or email us at info@SynergyInstituteOnline.com

Thank you for your interest in the Synergy Institute. We appreciate your choice in our exceptional resources and products.

Dear Customer,

The Synergy Institute offers a whole line of ready to use Personal Development workbooks, forms, and visually-descriptive handouts in ready-to-print PDF format for you to use and it's 100% free! Our commitment has always been to provide the most effective tools for personal transformation and put them in the hands of the people who need them the most. Please feel free to print out and share these valuable resources with your friends, family and co-workers.

Order Custom Forms

If you would like to purchase a set of customized forms with your own logo and information on it, then please contact us at info@SynergyInstituteOnline.com for licensing information. We can deliver you a print-ready file or have your forms professionally printed.

Advertise on This Page on all our Forms

SynergyInstituteOnline.com is one of the top personal development sites on the internet. Our site gets approximately 1,500 visitors a day who are looking for self improvement and personal growth advice and solutions. The Synergy Forms Bank offers hundreds of Personal and Professional forms, questionnaires, and visually-based material designed by the Synergy Institute and 100% free to our users.

Benefit from viral online and offline marketing

All of our forms come with a cover page, just like the one you are reading now. We have made it possible for you to benefit from our distribution by offering sponsorship for our forms. We've discovered that our forms get distributed virally, whether it's between friends or in the corporate world from manager to employee.

For more information, please contact Tristan Loo at: info@SynergyInstituteOnline.com

What is the Synergy Institute?

The Synergy Institute is a personal development publishing and training company based out of San Diego, California. Our mission is to provide the tools and the education needed to help as many people as we can create a positive change in their lives.

We offer:

- Life & Personal Coaching Services
- Self Improvement Resource Publishing
- Corporate Soft-Skills Training
- Personal Growth Seminars
- Personal Development Products

Who is Tristan Loo?

Tristan Loo is a professional Life Coach, Author, Presenter and Founder of the Synergy Institute. He is internationally recognized as authority on human potential, communication and personal effectiveness. Tristan's amazing success rate at having his clients reach their goals has him in high demand all over the world and has attracted the attention of an A-list clientele. His methods have been successful in helping people achieve their happiness in life where traditional approaches have consistently failed. In business settings, Tristan's practical techniques have consistently increased motivation, improved communication and increased sales. Tristan has coached clients in the United States, Canada, Great Britain, Ireland, Australia and India.

Copyright © 2007, Synergy Institute. All rights reserved.
Visit the #1 Personal Development Resource Site on the Internet

www.SynergyInstituteOnline.com



Goal Planning Workbook

www.SynergyInstituteOnline.com

Step 1: State Your Goal

Write your specific goal statement here, making sure that you state it in the present tense as if you have already achieved that goal. This statement should be concise and to the point.

The date is ____/____/____ and I

Step 2: Emotionalize Your Goal

Charge your goal with powerful emotional energy by describing what you will see, hear and feel upon the completion of your goal. This is known as your "end-state."

Step 3: Sell Your Goal to Yourself

List all the great reasons why you want to achieve this goal for yourself. This list should be a list of key benefits that will improve your life when your goal is completed.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____
- 13) _____
- 14) _____



Goal Planning Workbook

www.SynergyInstituteOnline.com

Step 4: List The Required Resources For Your Goal

Make a list of all the required resources that are necessary for achieving your goal. These resources will need to be gathered before your goal can be realized.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Step 5: List the Required Knowledge & Skills For Your Goal

Write down all the required knowledge or skills that you will need to acquire in order for you to achieve this goal.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Step 6: List Any Possible Obstacles and Solutions For Your Goal

There will always be obstacles, challenges and roadblocks in the way of achieving your goal. You can avoid untimely setbacks by anticipating those challenges and having a possible solution already on hand.

Obstacle

Solution

Obstacle

Solution



Goal Planning Workbook

www.SynergyInstituteOnline.com

Step 7: List The Role-Models For Your Goal

The blueprints for your goal success are out there because chances are very high that someone has already done what you want to do, or has done something very similar to what you want to do. You can leverage their mistakes and experiences to propel you towards your goal faster than you ever thought possible by identifying and studying your goal role models.

Who has already done what I want to do?

What core values did they have that kept them focused on their goal?

What consistent actions or habits did they do on a regular basis that made it possible for them to realize their goal?

What do I need to start doing or thinking in order to be more like them?

Step 8: List Your Milestones

Milestones are "mini-goals" within your major goal. Milestones serve as a way of breaking down your goal into pieces that are not too difficult to handle. Milestones make your goal manageable and they give you motivation to keep on going after you complete a milestone.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____

Copyright © 2007, Tristan J. Loo. All rights reserved.

Over 1000+ personal development articles, forms and resources available at www.SynergyInstituteOnline.com
info@SynergyInstituteOnline.com | www.SynergyInstituteOnline.com



Goal Planning Workbook

www.SynergyInstituteOnline.com

Step 9: List The Action Steps For Your Goal

A goal is comprised of many small action steps. Use this section to brainstorm your goal and create a list of all the action steps necessary to achieve your goal. The order is not necessary at this point.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____
- 13) _____
- 14) _____
- 15) _____
- 16) _____
- 17) _____
- 18) _____
- 19) _____
- 20) _____
- 21) _____
- 22) _____
- 23) _____
- 24) _____
- 25) _____
- 26) _____
- 27) _____
- 28) _____
- 29) _____
- 30) _____
- 31) _____
- 32) _____
- 33) _____
- 34) _____



Goal Planning Workbook

www.SynergyInstituteOnline.com

Step 10: List Your First Five Action Steps

By writing down the first five action steps towards your goal, you give yourself some direction towards your goal and overcome the initial resistance of getting started. Commit yourself towards taking these five action steps, regardless if you're unsure they are in the right direction. You can always re-evaluate and re-orient yourself afterwards.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Step 11: How Will You Celebrate Your Goal?

Every goal requires a reward at the completion of it for all the hard work you put into it. Create a list of possible ways you will reward and celebrate your new success. The reward that you give yourself should make the difficulty of the goal and it should be realistic.

- 1) _____
- 2) _____
- 3) _____

Step 12: List Your Accountability Partners

Accountability partners are the special coaches that you have that will make sure that you are pushing yourself towards your goal. These individuals need to be chosen carefully

Accountability Partner #1 _____
 Phone: _____ Email _____

Accountability Partner #2 _____
 Phone: _____ Email _____

Step 13: Commit Yourself 100% To Your Goal

This is perhaps the most important part of the goal-achievement process. You **MUST** commit 100% of yourself towards the fulfillment of this goal. You have to be willing to burn all the bridges behind you and keep moving forward regardless of anything that happens along the way. This is a binding commitment towards the commitment that you are giving yourself and this goal. **DO NOT SIGN THIS UNLESS YOU ARE 100% COMMITTED!** Remember, this is a promise to yourself, so make it a meaningful one.

By signing this contract, I am agreeing to give myself and my goal 100% of my commitment, dedication and heart and I will see this goal through to its completion.

Signed: _____

Date: ____/____/____