WORKBOOK

GOALS & INTENTIONS

creating a future with purpose

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The Original Caffeine Creative
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HELLO FRIEND!

I am so excited to share this new planner with you! It has been in the making for years, and each year it just keeps getting better as do my own personal and business accomplishments because I have learned how to create a future with purpose.

I began planning out my new year using this process for one simple reason: I wanted to ensure that my goals and intentions are 100% aligned with the person I want to become. I don't just want to check things off a list and brag about my accomplishments. I want to know, beyond a shadow of a doubt, that I am making my corner of the world a better place. The best place to begin this process is in front of the mirror, with the awesome lady looking back at me.

By creating goals and intentions that are aligned with the person I want to become, I am able to do more, give more and be more for those in my corner. I am sharing my process so that you can make a bigger impact, and fall in love with the person you are becoming!

Cheers to creating a future with purpose-

Teresa

Start With Your Vision...

We all have a personal vision for making our little corner of the world a better place. Many of us discount this vision as being silly, selfish or unimportant. I am here to tell you to stop doing that!

It doesn't matter if your mission is to cure disease or make incredibly smooth and flavorful coffee. Everyone's vision has a place in this world, and there is an important, deeper drive behind them... The vision to cure disease could be driven by a desire to ensure no one suffers the way a loved one has suffered, and the mission to create incredibly smooth and flavorful coffee could be driven by a desire to help as many people as possible slow down and enjoy a beautiful moment to themselves at the start of the day.

Your Vision Has A Place In This World!

What is your vision for making your corner of the world a better place? Grab a journal or write it out in the space below...

✦ My Vision:

"But what if I don't have a clear vision?!"

I know what you may be thinking: Maybe you think you don't have a clear enough vision, or that what you have to offer isn't all that special. I've had those thoughts myself, and I am here to tell you that if you don't have a clear vision yet, that is just fine because I am here to help...

Most people don't take the time to clearly define their vision, and they do okay in life for the most part. However, I want you to do better than "okay." I want your life to be *FABULOUS!* It is *never* too late to define your vision, so I've put together these simple questions to help you figure it out:

And if you already have a clear vision, go through the questions anyway as they are going to help you strengthen that your vision even more!

What do you most desire to do with your life...the one thing you would do for FREE if you could do anything and money was not a concern?

Why? What excites you most about this desire?

Why is that so important to you?

How could you make this happen? List all the things you could do (big and small) that would make this a reality. Don't forget to include all the things you are already doing to support your vision.

Vision Example

I know this can be a daunting task, so for more clarification and inspiration here is my vision...

What do you most desire to do with your life...the one thing you would do for FREE if you could do anything and money was not a concern?

I would love it if I could inspire others to stand tall and be the best version of themselves each and every day. To be proud of the person they are and confident in the things they do. To stop living their life as an apology and simply LIVE shame and guilt free!

Why? What is it about this desire that excites you the most?

I freaking love seeing someone step into that moment where they SHINE for the whole world to see. Where their confidence and potential emerge and you know that incredible things are about to happen! For me it is watching the true miracle of life unfold.

Why is that so important to you?

I can see the potential for greatness in every single person I meet and way to often I see that potential being ignored. It saddens me that they don't even realize they are ignoring their potential, and that they don't even know this potential exists.

Far too many of us live out our lives believing we are nothing special. That we have nothing all that good to offer the world, and that for the most part we are just taking up space. That is such CRAP! And I want to do what I can to make sure everyone knows they have something incredible to share that IS making their corner of the world a better place!

How could you make this happen? List all the things you could do (bid and small) that would make this a reality. Don't forget to include all the things you are already doing to support your vision.

- I am really good with technology and have the ability to build gorgeous websites.
- I am a great cheerleader and comfortable with hopping on a video to share my own inspirations.
- I have a wealth of knowledge through education and experience that can help others make their journey a little bit better.
- I LOVE sharing what I know and never fear competition!

Clarify Your Vision

Having a clear vision is going to make the goal and intention setting process much easier because whether you understand your vision or not, it lives within you and it's waiting to be seen. When you choose goals and intentions that do not align with your internal vision, you don't always achieve them. However, sometimes you can achieve goals that have nothing to do with your overall vision, but those achieved goals won't come with a sense of purpose and accomplishment...you'll continue to find new goals and intentions to fill the void.

So, what is your vision for making your corner of the world a better place? Write it out in the space below. And yes I know I am asking you to write it twice. Repetition is a good thing!

✦ My Vision:

I just have to say, I LOVE your mission and know you are making your corner of the world a better place! And no, I am not secretly spying on you. I just know that when we define our mission from deep within, it is ALWAYS good! ~Teresa

Your Primary Focus

Now that you have a fabulously clear vision, it's time to grab a cup of coffee and get focused! Let's figure out what your primary focus for this coming year be. This will align your energy and intentions with your vision, so you can set smart goals that get you closer to where you want to be.

Focus Guidelines

- Keep it simple! The more complicated you make your primary focus, the more overwhelming it will become.
- Make sure your primary focus supports your vision--If it doesn't it will lead you in the wrong direction and make your goals difficult to accomplish. .
- Ensure that your primary focus gives you the "more" you are looking for in life and business
- Pick a primary focus that naturally deceases what you want "less" of in life and business

Here is an example from my personal life: In 2018 I wanted to focus on having better relationships with the people around me. I knew this would mean I would have to put an end of some of my current relationships as they were not healthy or supportive. It also meant that I had to be more open, honest and vulnerable with those who remained in my life so that we could build a stronger healthier relationship. This lead me to choose a Primary Focus of Closure & Communication.

It was simple, aligned with my vision, gave me more of what I wanted (better relationships) and less of what I didn't want (unsupportive/unhealthy relationships).

On the next page, take the time to write about what you believe your primary focus will be. You may have a few ideas, and that is perfectly okay. As you begin working through this process, your primary focus will become even more clear.

BRAIN DUMP

What is my primary focus?

Dream BIG Goals Take 1

We all have some dream BIG goals inside us: Those little thoughts that keep popping into our mind and make us think, "I should really do that!" You may not be speaking these out loud, and perhaps you are even trying to squash them. BUT they are there and they will keep popping up until you explore them or squash them completely, and that is too sad to think about!

Spend 2 minutes getting those thoughts out of your mind and into the world--for reals! Set your phone to chime in 2 minutes, then put pen to paper (or fingers to keyboard) and start writing every single thing that comes to you. I don't care if you are writing, "*Teresa is really weird.*" Just start writing, and I know the words will come to you.

One more piece of advice: anytime the words, "that's silly," or something like that come to mind, you are squashing an idea, and the best way to put an end to squashing ideas is to write them down. It's not a contract that you are committed to ... it's just writing them down.

✦ Dream BIG Goal Ideas

Take a Closer Look at Those Dream BIG Goals...

I am going to go out on a limb here and guess that you didn't write a whole lot on the previous page. I get it. I kind of put you on the spot and it isn't always easy to give voice to our dreams. So here are a few questions to help you dive deeper into those Dream BIG Goals.

One quick thought first...Your Dream BIG goals don't have to be big on a global or even national level. You don't have to wish for a million dollars, or a summer home in Tuscany. Those are fabulous goals, but only if they are the right fit for you!

Don't get caught up in thinking, "*What I want is too small and silly.*" I promise you it isn't! And to prove it, here are a few of my previous Dream BIG goals...

- Grocery shop once a week this year
- Cut my grocery budget in half
- Read a new fiction book each month
- Hire a cleaning service
- Learn to speak Spanish
- Take evenings and weekends off
- Work a 35 hours work week
- Once a month date nights with the hubby

These may seem small and silly to some, but for me they were BIG goals that had a *huge impact* on the quality of my life, and so for me they were significant, important Dream BIG goals.

One more quick thought... these Dream BIG goals are 100% for YOU! They have nothing to do with anyone else. Be selfish! (I won't tell anyone.) Think about what it is that you want to have for you and YOU alone! I promise it will also benefit those closest to you in more ways that you can imagine.

Pull your Dream BIG goals to the surface...

What is ONE thing you would love to do more than anything this year?

What have you ALWAYS wanted to learn, but never taken the time?

What are your top 3 guilty pleasures?

How can you enjoy them more?

If you could spend more time with family and friends, what would you do?

What would you like to be known for most in your business?

What products/services would you like to add?

What direction would you like to take your business this year?

How do you define business success?

Dream BIG Goals Take

Now that we have gotten those creative juices flowing a bit better and have you dreaming more freely let's have another go at those Dream BIG Goals!

✦ Dream BIG Goal Ideas

Aligning with your Primary Focus

I feel confident that we have some seriously cool goals to work with, but not all of them are going to make the cut this year. Some may never happen, and that is okay. They are simply a starting point to get you thinking about what you could achieve. It is time to get clear on what you really want to have in life...

Review your Dream BIG goals and in the space below, write down the ones that align with your Primary Focus along with how these goals support it. Feel free to save the others for another day in a safe place. You can always revisit them later. For now, I simply want you to write the goals that align with your Primary Focus, today.

✦ My aligned Dream BIG Goals

The Curve Ball Effect

The Curve Ball Effect is what I like to refer to as one of life's hidden blessings. It is that moment when without warning your life takes a HUGE unexpected turn, and many of the things you have been working towards no longer seem that important.

This curve ball moment often sucks. It can turn your world upside down and inside out. It can make you feel lost, defeated and mad as hell. And yet, it can also be one of life's hidden blessings.

When life throw's you a curve ball, you become super clear on what is truly important to you, and you realize exactly where you want your time, attention and energy to go. All the other things, while incredible and amazing, no longer seem all that important because they really weren't your dreams to begin with. They were dreams that sounded great, and looked good on paper, and even appeared to match your mission, but you didn't feel them deep within your heart and soul, *and that matters*.

Take a look at your Dream BIG Goals once more and next to each goal answer these questions truthfully and honestly.

✦ Dream BIG Goal	Whose goal is this, really?	Do I really want to do this?

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My Curve Ball

It was early November and life was looking pretty good. I was finishing the year strong and I had some pretty incredible Dream BIG goals already on my list, and then life tossed me a curve ball with a capital C.

My curve ball was breast cancer, and all of a sudden all those Dream BIG Goals I was striving for no longer seemed to matter. These were all amazing goals that would advance my business in big ways. They appeared to align with my mission in every possible way and from a business point of view they made sense. But when the "c" word started getting tossed around, I knew my original goals were no longer important, and they were never really mine in the first place.

This is when I decided to take a close look at what I really wanted to do with my life and business. Those things that I would cherish and treasure doing, while making my corner of the world a better place.

✦ Dream BIG Goal	Whose goal is this, really?	Do I really want to do this?
Grow my online network to 15,000 or more	My biz coach	Not really
Develop a robust membership site for new entrepreneurs	My biz coach	Not right now
Reach 100K or more from multiple income streams	Entrepreneur community	Money doesn't really matter
Hire a team to expand my business offerings	Entrepreneur community	maybe
Daily videos on Facebook, LinkedIn, Pinterest and YouTube	My idea	Kind of
Launch my Public Speaking career	Mastermind group inspired	Some day

As you can see many of these ideas really didn't come from me at all, and when I was honest and truthful with myself, I realized I wasn't all the committed to doing them. Which means I would not have enjoyed working towards them and probably never accomplish them anyway.

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My New Priority List

Below is my new priority list after receiving a cancer diagnosis. I realize you probably aren't all that interested in my goals, the old and the new, but I am sharing all of this with you for a reason. All to often we get caught up in what we "think" we should do and even talk ourselves into believing it is our idea. This only sets us up for disappointment and potential failure.

But when we are real and honest with ourselves, when we align with who we really are and what we really want to do, big things happen! This is my wish for you, because I *know you are capable of BIG things!* Plus, I don't want you to wait for the curve ball to flip your life upside down. You deserve better than that!

✦ Dream BIG Goal	Whose goal is this, really?	Do I really want to do this?
Hire the help necessary to support me personally and professionally.	My idea	Yes!
Collaborate on a entry level membership site for new business owners with Kim	Our idea	Abso-freaking-lutely!
New/Updated Evergreen courses to generate new streams of passive income.	My idea	Absolutely!
Accept 2 new design clients a month, and no more.	My idea	Yes!
Daily videos on Facebook, sharing to other sources only when time allows	My idea	Yep! No reason to stress myself out!
Earn the money necessary to support me and my family personally and professionally.	Mastermind group inspired	Yes! This is perfect!

This new list aligns with me and me alone. I know there are lovely well intentioned people out there who want to me to do more, or go in a different direction. They have a dream for me that is beautiful and wonderful and not mine.

This year is going to be an adventure in ways I cannot even imagine, and giving myself the down time and support necessary is key. As is doing the things that I love doing to support my clients in the best possible way. Now go back to page 12 and review your goals one more time, crossing out anything that doesn't result in an absolute YES!

Strengthening Your Dream BIG Goals

Now that you have set some pretty cool Dream BIG goals, and you know that they are 100% your own it is time to start making a plan to make them happen. There are a few things we want to do to solidify your Dream BIG goals and increase your chances of incredible success.

Step 1: Identify the "why" of each goal.

By taking time to clarify the "why" you are creating a natural source of momentum and motivation to keep you working towards creating your goals. To do this we are going to be taking a close look at just how our lives will look once the goal is accomplished as well as the key benefits we will experience.

Step 2: Ensuring Your Goals Align

Creating alignment between your goals, and ensuring they all align with your Primary Focus is as simple as taking a look at how each goals supports the other goals you have set.

Step 3: Identify Mini Goals

Dream BIG goals are big by nature, hence the name, and looking at them alone can feel overwhelming and impossible. But at the fabulous Audrey Hepburn said...

"Nothing is impossible, the word itself says 'I'm possible'!"

By breaking your Dream BIG goal into smaller mini goals you reduce the feelings of overwhelm which will help keep you motivated to work towards your goals.

Step 4: Identify Measurable Milestones

Milestones show clearly that you are making progress on your goals. They also give you moments of celebration throughout the year, so you are always focused on life's little successes that ultimately lead to the BIG successes you've been dreaming about.

Use the following pages to solidify your own goals, and to help you out I have shared an example from my own goals.

DREAM BIG GOAL #1

Shorter work days and shorter work week

This goal supports my Primary Focus by...

This year is all about creating a life for myself that is focused on ease and comfort. By reducing my work days and overall work hours in a week, I am giving myself more time for rest and relaxation.

What will my life look like once I accomplish this goal?

I will feel less stressed, less frazzled and have more time to enjoy life with my family and friends. I will also have more time for me and self care which I have ignored far too often!

What are the key benefits of achieving this goal?

Giving myself more down time will ensure I have the time to rest and heal so that I can end this year cancer free!

By focusing in this goal, I am supporting my other goals by...

Someone else will need to step in and do more work, which supports the goal I have to hire more help. Also, Shortening my hours will keep focused on the tasks that matter most, like developing new sources of passive income, instead of wasting time on busy work.

The first 3 mini goals I will work toward are...

1. Review my current schedule and eliminate tasks and meetings that I am not passionate about.
2. Update my scheduling calendar to reflect new business hours
3. Reduce my committee and volunteer time

The Measurable Milestones are...

1. Fewer meetings & more white space on my calendar
2. New hours will show up in my scheduling software
3. Daily "ME" goals will start being accomplished!

By accomplishing these mini goals I am supporting my Dream BIG goals by...

By updating my schedule I am actually shortening my work day. I am protecting these new hours by updating my scheduling software and by reducing my committee and volunteer times I am naturally freeing up time to focus on what matters most as well as much needed self care.

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DREAM BIG GOAL #1

This goal supports my Primary Focus by...

What will my life look like once I accomplish this goal?

What are the key benefits of achieving this goal?

By focusing in this goal, I am supporting my other goals by...

The first 3 mini goals I will work toward are...

The Measurable Milestones are...

By accomplishing these mini goals I am supporting my Dream BIG goals by...

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DREAM BIG GOAL #2

This goal supports my Primary Focus by...

What will my life look like once I accomplish this goal?

What are the key benefits of achieving this goal?

By focusing in this goal, I am supporting my other goals by...

The first 3 mini goals I will work toward are...

The Measurable Milestones are...

By accomplishing these mini goals I am supporting my Dream BIG goals by...

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DREAM BIG GOAL #3

This goal supports my Primary Focus by...

What will my life look like once I accomplish this goal?

What are the key benefits of achieving this goal?

By focusing in this goal, I am supporting my other goals by...

The first 3 mini goals I will work toward are...

The Measurable Milestones are...

By accomplishing these mini goals I am supporting my Dream BIG goals by...

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DREAM BIG GOAL #4

This goal supports my Primary Focus by...

What will my life look like once I accomplish this goal?

What are the key benefits of achieving this goal?

By focusing in this goal, I am supporting my other goals by...

The first 3 mini goals I will work toward are...

The Measurable Milestones are...

By accomplishing these mini goals I am supporting my Dream BIG goals by...

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DREAM BIG GOAL #5

This goal supports my Primary Focus by...

What will my life look like once I accomplish this goal?

What are the key benefits of achieving this goal?

By focusing in this goal, I am supporting my other goals by...

The first 3 mini goals I will work toward are...

The Measurable Milestones are...

By accomplishing these mini goals I am supporting my Dream BIG goals by...

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DREAM BIG GOAL #6

This goal supports my Primary Focus by...

What will my life look like once I accomplish this goal?

What are the key benefits of achieving this goal?

By focusing in this goal, I am supporting my other goals by...

The first 3 mini goals I will work toward are...

The Measurable Milestones are...

By accomplishing these mini goals I am supporting my Dream BIG goals by...

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DREAM BIG GOAL #7

This goal supports my Primary Focus by...

What will my life look like once I accomplish this goal?

What are the key benefits of achieving this goal?

By focusing in this goal, I am supporting my other goals by...

The first 3 mini goals I will work toward are...

The Measurable Milestones are...

By accomplishing these mini goals I am supporting my Dream BIG goals by...

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Monthly Tracking

I already know how amazing you are, and so I know that each month you are going to be checking off mini goals and celebrating milestones. And to keep the momentum of success going I have created this monthly tracking sheet to help you build on what you have already achieved. Feel free to make as many copies of this sheet as necessary. .

Mini Goal	Mini Goal	Mini Goal
Milestones	**Milestones**	**Milestones**
By accomplishing this mini goal, I support my Dream BIG goals by...	By accomplishing this mini goal, I support my Dream BIG goals by...	By accomplishing this mini goal, I support my Dream BIG goals by...

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Monthly Reflection

One of the best ways to keep the momentum of success going is to spend a little time each month reflecting on what worked well, what you are grateful for, and what you wish you had done differently. Use the spaces below to do this, and feel free to make as many copies of this sheet as necessary.

What worked out really well?

What am I grateful for?

What do I wish had worked out?

What can I do differently?

FINAL THOUGHTS

I know that this has been a huge undertaking, and I just want to say thank you for hanging in there and getting to the end. And no I didn't want you to finish this for me. *I wanted you to finish it for you!*

YOU deserve the very best life has to offer. I know you don't always believe that, and that maybe you have never believed it, but it is true.

You were placed on this earth for a reason. There are people out there who have a better life because you are in it. I know because I am one of them!

I also wanted to share that making changes, scratching things out and shifting focus is totally normal and okay! It isn't easy planning your life for yourself, especially if you have never done it before, so cut yourself some slack. Personal perfection can only be achieved when we are willing to shift direction and let go of what doesn't feel right.

Feel free to come back and revisit this planner as often as possible. Use it to check in with yourself in 6 months or use it at the start of each year. It is your's to use for as long as you like so make the most of it!

And know that no matter what happens moving forward, I believe in you and cannot wait to witness your incredible success!

All my best-
Teresa