

Self-discovery and Goal-setting Worksheet

Inspiring Words of Swami Vivekananda:

We are responsible for what we are, and whatever we wish ourselves to be, we have the power to make ourselves. If what we are now has been the result of our own past actions, it certainly follows that whatever we wish to be in future can be produced by our present actions; so we have to know how to act.

Say, 'This misery that I am suffering is of my own doing, and that very thing proves that it will have to be undone by me alone.' That which I created, I can demolish; that which is created by someone else, I shall never be able to destroy. Therefore, stand up, be bold, be strong. Take the whole responsibility on your own shoulders, and know that you are the creator of your own destiny. All the strength and succor you want is within yourselves.

We must have the highest ideal. Unfortunately in this life, the vast majority of persons are groping through this dark life without any ideal at all. If a man with an ideal makes a thousand mistakes, I am sure that the man without an ideal makes fifty thousand. Therefore, it is better to have an ideal. And this ideal we must hear about as much as we can, till it enters into our hearts, into our brains, into our very veins, until it tingles in every drop of our blood and permeates every pore in our body. We must meditate upon it. "Out of the fullness of the heart the mouth speaketh," and out of the fullness of the heart the hand works too.

Take up one idea. Make that one idea your life – think of it, dream of it, live on that idea. Let the brain, muscles, nerves, every part of your body, be full of that idea alone. This is the way to success.

Instructions:

To define our ideals and put them into action, here is a series of worksheets. These worksheets are based on time tested standard forms which are freely available at <http://www.thecoachingtoolscompany.com/>. The exercise can take about 90 minutes. When filling a worksheet, focus on that only. Do not look into other subsequent sheets.

- **Sheet 1: Life Satisfaction Scorecard:**
 - Spend about 5 mins to fill this up.
- **Sheet 2: Value Recognition:**
 - Read the complete list of values in the given handout (2 mins)
 - Select five values that you think you should have in their order of priority. You may have some of them now. You may want to develop some. Everything put together, which five values best describe the best YOU? (3 mins)
 - If a value that is not listed is important to you, add it to the list.
- **Sheet 3: Identification of Significant Areas in Life**
 - Identify the various significant areas in life. (3 mins)
 - On a scale of 0 to 10, evaluate how important is each of them. Write the number outside the section, draw an arc and shade it slightly to get a real feel. (7 mins)
- **Sheet 4: Evaluation of the Significant Areas in Life**
 - Fill the same significant areas from the previous sheet in the same positions
 - Evaluate how much time you are giving towards each of them in month (7 mins)
 - Use the table provided to compare the two sheets and decide the areas that need attention (3 mins)
- **Sheet 5: Goal Setting:**
 - In each of the two or three of the areas that need attention, formulate a goal using the values that you have identified.
 - Use the 21 questions to formulate your goals better. (20 mins)
- **Sheet 6: Action Brainstorming:**
 - Use the worksheet to translate your goals into actions. (10 mins)
- **Sheet 7: Periodic Review:**
 - Use the worksheet later to do regular review of goals and actions.



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--5 0 +5

←-----→

(please put an X on the line to correspond with how much you like yourself on a scale of -5 to +5)

- ☐ For More Meaning/Purpose in Life
- ☐ For More Fulfilment/Happiness in Life
- ☐ For More Ease/Simplicity or Balance in Life
- ☐ For More Freedom and/or Inner Peace in Life
- ☐ To Change or Move Forwards in my Career
- ☐ To Achieve my Goals Faster/More Easily
- ☐ To Learn to Trust Myself More/Be My Authentic Self
- ☐ Other *(If there was something you haven't mentioned yet, what would it be?)*

Maybe / Yes / No (please circle)



Sheet 2: Values Recognition

INSTRUCTIONS

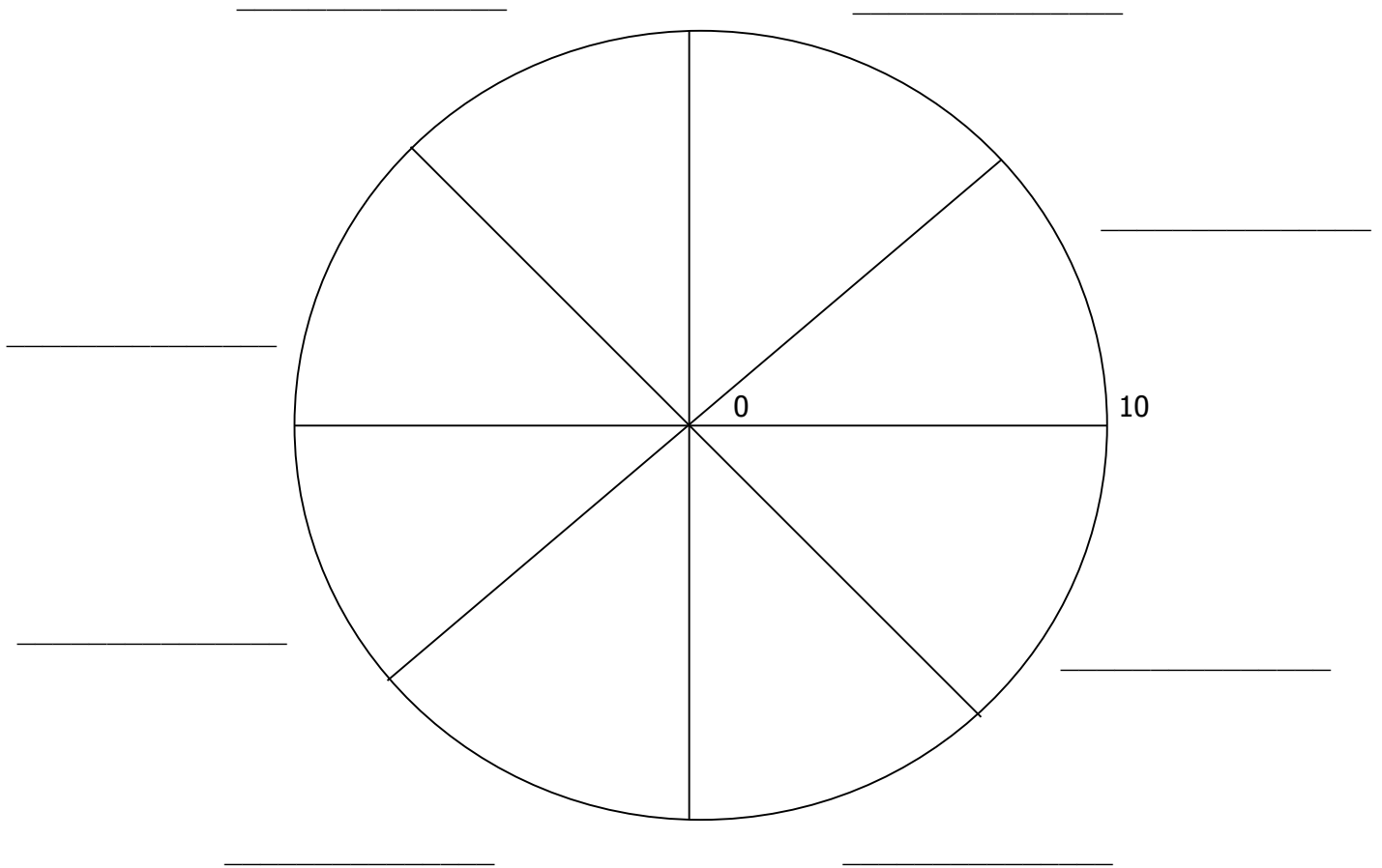
- Your Values are what is important to you in life. Knowing your Values helps you understand what drives you – what you enjoy, inspires you and would like more of. By **building a life and lifestyle around our values** we create a **life that is more satisfying and meaningful** to us.
- NB. Values change over time, and deepen as you understand yourself better – they are always moving. Your Values can also be situational - so what is true for you at work may not be true for you at home.
- Finally, the Values "List" below is ONLY to give you some ideas of example or sample values. We are each unique, so there will undoubtedly be words that are missing from this list, and different words that sum up your Value better. If so, feel free to add those words to the list below.

- | | | |
|--------------------|-------------------|---------------------|
| 1. Accomplishment | 34. Focus | 67. Peace |
| 2. Accuracy | 35. Forgiveness | 68. Presence |
| 3. Acknowledgement | 36. Freedom | 69. Productivity |
| 4. Adventure | 37. Friendship | 70. Recognition |
| 5. Authenticity | 38. Fun | 71. Respect |
| 6. Balance | 39. Generosity | 72. Resourcefulness |
| 7. Beauty | 40. Gentleness | 73. Romance |
| 8. Boldness | 41. Groundedness | 74. Safety |
| 9. Calm | 42. Growth | 75. Self-Esteem |
| 10. Challenge | 43. Happiness | 76. Service |
| 11. Collaboration | 44. Harmony | 77. Simplicity |
| 12. Community | 45. Health | 78. Spirituality |
| 13. Compassion | 46. Helpfulness | 79. Spontaneity |
| 14. Comradeship | 47. Honesty | 80. Strength |
| 15. Confidence | 48. Honour | 81. Tact |
| 16. Connectedness | 49. Humour | 82. Thankfulness |
| 17. Contentment | 50. Idealism | 83. Tolerance |
| 18. Contribution | 51. Independence | 84. Tradition |
| 19. Cooperation | 52. Innovation | 85. Trust |
| 20. Courage | 53. Integrity | 86. Understanding |
| 21. Creativity | 54. Intuition | 87. Unity |
| 22. Curiosity | 55. Joy | 88. Vitality |
| 23. Determination | 56. Kindness | 89. Wisdom |
| 24. Directness | 57. Learning | 90. _____ |
| 25. Discovery | 58. Listening | 91. _____ |
| 26. Ease | 59. Love | 92. _____ |
| 27. Effortlessness | 60. Loyalty | 93. _____ |
| 28. Empowerment | 61. Optimism | 94. _____ |
| 29. Enthusiasm | 62. Orderliness | 95. _____ |
| 30. Environment | 63. Participation | 96. _____ |
| 31. Excellence | 64. Partnership | 97. _____ |
| 32. Fairness | 65. Passion | 98. _____ |
| 33. Flexibility | 66. Patience | 99. _____ |
| | | 100. _____ |

Remember: When it comes to Values, there is no right or wrong – only who WE are!

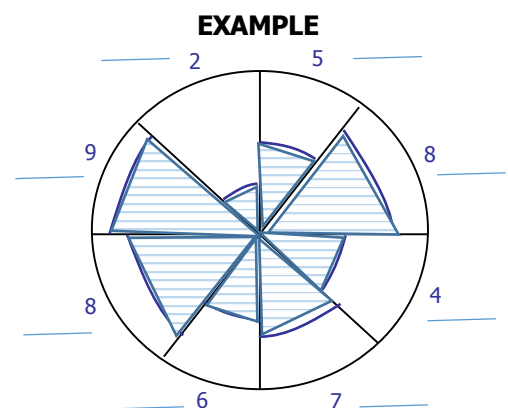


Sheet 3: Identification of Significant Areas in Life



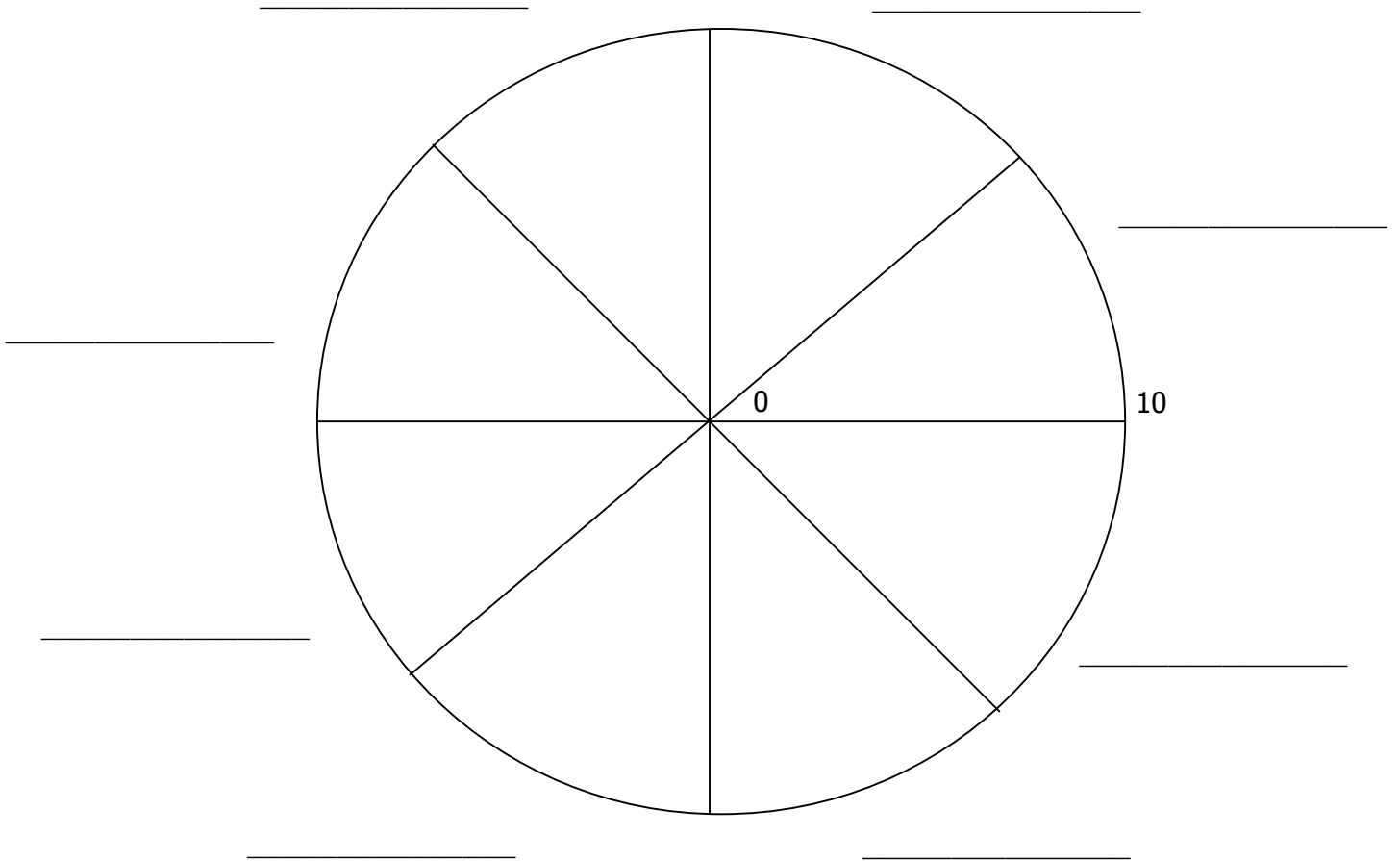
Example areas:

Health, family, finance, professional relationship,
social relationship, career, technical knowledge,
soft skills, reading, doing a degree, etc.





Sheet 4: Evaluation of Significant Areas in Life



Fill the areas from the previous sheet.

Use the table below to compare between the previous sheet and this one.

No.	Area	Wish	Now	Difference
1				
2				
3				
4				
5				
6				
7				
8				



Sheet 5: Goal Setting

GREAT Goals are:

- a) **Outcome focused:** Once you understand your WHY (and it's an enthusiastic WHY) you're 90% there!
- b) **In line with your values:** The more a goal aligns with your inner or core values - the EASIER it will be to achieve. NOTE: We can achieve goals that don't align with our values but it's harder to do and less satisfying.
- c) **Stated in the positive:** ie. "I want healthy fingernails" rather than "I want to stop biting my nails"

and SMART:

Specific (so you know exactly what you're trying to achieve)

Measurable (so you know when you've achieved it!)

Action-oriented (so you can DO something about it!)

Realistic (so it IS achievable) and

Time-Bound (has a deadline)

IMPORTANT: REMEMBER – GOALS are there to INSPIRE YOU not to beat yourself up with!

Eg. "I will spend at least 1 hour in the gym at least 5 days a week during the next one month."

Focusing on the Outcome:

1. What is it that you really, REALLY want? *Dig deep...*
2. What is the SPECIFIC outcome you're looking for?
3. What is the PAIN for you of NOT achieving your goal?

Aligning with your Values:

4. Is this goal in line with your life vision/overall life-plan? *(Don't know - what does your gut tell you?)*
5. Is this goal in line with your values? *(Unsure? Ask yourself what's REALLY important to you in life - will this goal help you achieve more of that?)*
6. Are the goals something YOU truly want, or are they something you think you SHOULD have or SHOULD be doing? *(Tip: If it is a SHOULD, it may be someone else's dream...)*
7. When you think about your goal does it give you a sense of deep contentment or 'rightness', happiness and/or excitement? *(If so, these are good signs that it's a healthy goal.)*
8. If you could have the goal RIGHT NOW – would you take it? *(If not, why not? What issues are there?)*
9. How does this goal fit into your life/lifestyle? *(Time/effort/commitments/who else might be impacted?)*

Identifying Obstacles:

10. Can YOU start & maintain this goal/outcome? *(ie. Do you have complete control over achieving it?)*
11. How will making this change affect other aspects of your life? *(ie. What else might you need to deal with?)*
12. What's good about your CURRENT SITUATION? *(ie. What's the benefit of staying right where you are?)*
Then ask, how can I keep those good aspects while STILL making this change?
13. WHAT might you have to give up/stop doing to achieve this goal? *(Essentially, what's the price of making this change – and are you willing to pay it?)*
14. If there was something important around achieving this goal (to help you succeed, or that could get in the way) that you haven't mentioned yet, what would it be?
15. WHO will you have to BE to achieve this goal?

Goal Sizing:

16. Is your goal the right size to be working on?
Too big? Break down into smaller goals. Too small? Fit into a larger goal.
17. What would be the MINIMUM/Super-Easy level of goal to achieve?
18. What would be your TARGET level of goal to achieve?
19. What would be your EXTRAORDINARY level of goal to achieve?

Give yourself a goal range so you can't fail to achieve!

Resources - Get moving:

20. What RESOURCES do you already have to help you achieve your goal? Make a list! (*eg. things, support from people, contacts, personal qualities, knowledge, skills, money, time etc*).
21. What RESOURCES do you NEED to help you achieve your goal? Make a list!

Values (from Sheet 2):	Areas that need action (from Sheet 4):
1.	1.
2.	
3.	2.
4.	
5.	3.

Define your goal statements below and check each statement with the 21 questions given in the previous page to fine tune them.



Sheet 6: Action Brainstorming

Whether it's actions or behaviours, what could you STOP, do LESS of, KEEP DOING, do MORE of - and what could you START?

Eg. STOP watching TV serials, START doing suryanamaskar, etc.

	STOP	Do LESS	KEEP DOING	Do MORE	START
1					
2					
3					
4					
5					



Sheet 7: Periodic Review

Review Period	
Goal	
What worked?	
What did not work?	
What has been achieved?	
New action items	

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