

*THIS IS HOW
YOU SET GOALS
& CRUSH THEM!*



Gina Krattin

Hello, I'm Gina

I am a first-generation immigrant, a passionate leader, mother, and courageous dream chaser. I am known for following my heart to new depths while leaving a trail of inspiration. I use all of my life experiences to lead, educate, empower, and mentor women from all walks of life.

Through all of the challenges that life has thrown my way, I have always been able to remain optimistic and hopeful, with a solution-focused mentality. I'm driven by my love for life and my loved ones, and I'm always working towards being a better mother, a stronger leader, and an inspiration to anyone I meet. This explains my passion for goal setting, and for continuously wanting to help my clients achieve their goals and make their dreams a reality.



As women we tend to put our priorities on the back burner, because we focus on fulfilling other's needs and demands. We build our lives around our family, friends, career and responsibilities, often leaving no time for our own personal needs or wants. When we finally take time to take that well deserved vacation, start a new hobby, or focus on our personal growth, we feel guilty to the point we might not even enjoy it.

This is why my mission as a Coach is to empower highly successful and powerful women to create a fulfilling life outside of the office, so that they can make all aspects of their world outstanding and truly love life!

I believe all women are capable of achieving anything they set their minds to. You possess the power of wearing many hats while remaining humble, empathetic and supportive of others. I am here to help you wherever you are in your journey, to empower your growth, and provide you with the guidance and accountability you need in order to ignite you into action!



Index

INTRODUCTION	<i>p. 1</i>
WHY GOAL SETTING IS IMPORTANT	<i>p. 2</i>
GET CLEAR ABOUT YOUR GOALS	<i>p. 3</i>
DEFINE YOUR VISION	<i>p. 4</i>
CREATE YOUR GOALS	<i>p. 5</i>
FIND THE MOTIVATION BEHIND YOUR PURPOSE	<i>p. 6</i>
PLANNING FOR SUCCESS	<i>p. 8</i>
VISUALIZATION	<i>p. 11</i>
ACCOUNTABILITY AND SUPPORT SYSTEM	<i>p. 12</i>
CONTACT	<i>p. 13</i>



Introduction

I created this workbook to help you get laser focused on your goals, and give you strategies and best practices to ensure you crush them!

The idea for this workbook came after having a chat with my twenty-five year old daughter. She was sharing with me how she was struggling to stay motivated and focused on the things she wanted to accomplish. She believed she could be doing more to achieve her dreams but wasn't exactly sure about what was holding her back.

I know she is not the only one that struggles with this, as I often hear colleagues and clients talk about it too! How many times have you set some awesome New Year resolutions but then quit after a few weeks? It's perfectly normal though, we have all been there. It usually happens because creating new behaviors or starting new routines can be unsustainable if the proper plan, follow up, and motivation is not present.

I invite you to dive in and explore all the concepts that are discussed throughout this workbook. Feel free to complete the exercises at your own pace and if at any point you feel stuck, you are welcome to reach out to me. When you're done, please drop me a note and let me know how it went. Your feedback motivates me to continue to provide you with meaningful content and tools to help you succeed!



Why Are Goals Important?

Goals allow us to fulfill our sense of purpose, they provide us with something to look forward to, and something to strive towards. They often guide the path you want to follow and where you want to go. They provide you with opportunities to learn, grow, and challenge your thinking and your capabilities.

For me, goals give me the inspiration I need to keep doing meaningful work and give my life purpose. Always pushing me out of my comfort zone as I'm often challenged to learn new skills or adapt new behaviors that contribute to my personal growth.

Most importantly, having goals and working towards them provides you with a sense of contribution, increases your self-confidence and life satisfaction.

"Without dreams and goals there is no living, only merely existing, and that is not why we are here".

Mark Twain

Get Clear About Your Goals

In the next few pages, we will dive right into goal setting! In order to do that, I'll help you get clear about your own dreams and desires and the true motivation behind them. It's important that we do this in order to help you stay motivated and focused on achieving your goals.

COMPLETE A LIFE REVIEW

First, you will reflect on eight key areas of your life and rank them based on your level of satisfaction with each. Take time to reflect, and celebrate the areas you are most satisfied with, then pick four areas of focus in order to increase your overall life satisfaction.

THE MOTIVATION BEHIND YOUR GOAL

Have you ever started a New Year's resolution only to give up by mid-February? I get it, we have all been there! We start off the new year energized and excited to make things happen and then the motivation wears off. Eventually life gets in the way and we just give up.

Think of a time when you achieved a goal you really wanted, how did you accomplish it? Chances are, you can probably give specifics on what kept you motivated to achieve it. Understanding the real meaning of your goal, and the motivation behind it is important to help you stay focused and consistent.



THE RIGHT TYPE OF MOTIVATION

Listen to the language you use when describing a goal: I should, I need, or I have to are derived by external influence. Your motivation for these goals probably came from someone else's idea, peer influence, or perhaps your own inner critic. "I should lose weight", or "I have to get better at managing my time" are examples of goals driven by guilt, shame, or fear of missing out and aren't truly sustainable.

On the other hand, "I want to", "I would love to" or "I choose to" come from a more genuine and powerful place. So you are more likely to be able to stay focused and motivated to achieve these goals because you are fully committed to them.

"I would love to feel healthier, and I can do that by changing my eating habits" or "I want to manage my time more efficiently to make room for dance classes" are great examples of meaningful goals driven by internal motivation.

Define Your Vision

STEP 1

On a scale of 1-10 rate your overall satisfaction for each of these areas of your life:

Personal development: _____

Personal finances: _____

Spiritual awareness: _____

Health/wellness: _____

Family/parenting: _____

Intimate relationships: _____

Career/profession: _____

Fun & enjoyment: _____

Pick your top 4 areas based on level of satisfaction. Write a brief description explaining why you are highly satisfied in these:

1)

2)

3)

4)

Create Your Goals

STEP 2

Pick 4 areas to focus on. Write a brief description explaining what you would like to achieve or improve in each area, then write 2-3 goals for each area and add a timeline next to it.

1)

2)

3)

1)

2)

3)

1)

2)

3)

1)

2)

3)

Find the Motivation Behind Your Purpose

Now that you have defined your goals, take time to reflect on each. Write down why this goal is important to you and how it aligns with your purpose. Think about and answer some of these questions:

- How will you feel when you finally achieve it?
- What will be different in your life?
- How is this goal aligned with your values?
- How will your life improve when you accomplish it?

1.

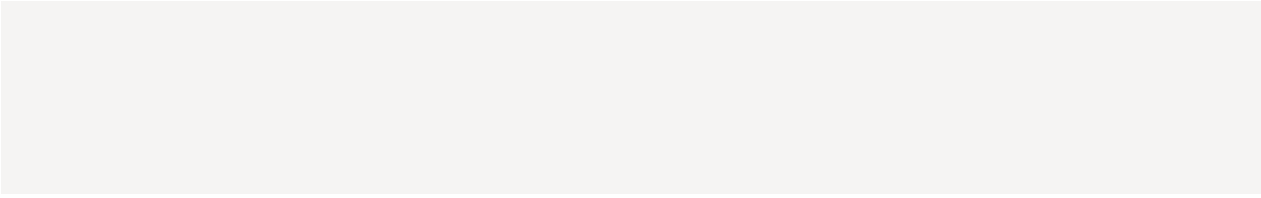
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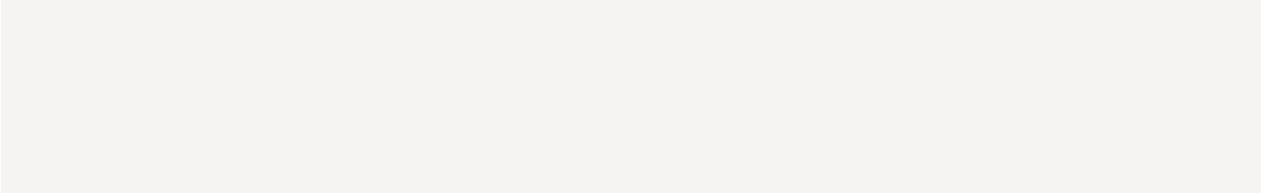
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Set goals and crush them!

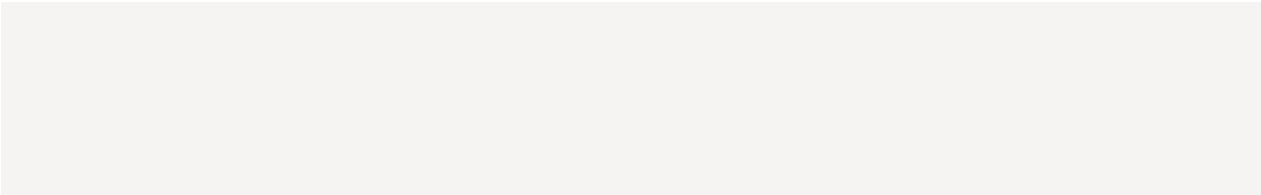
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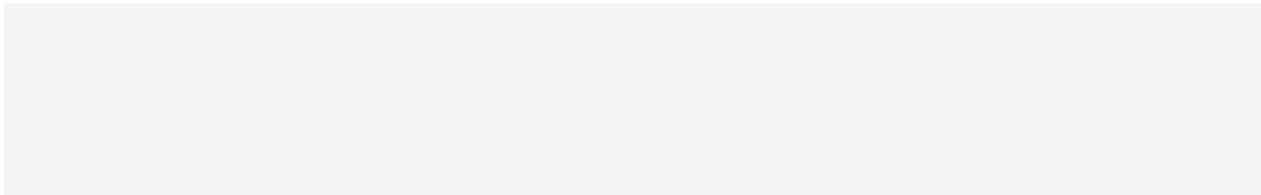
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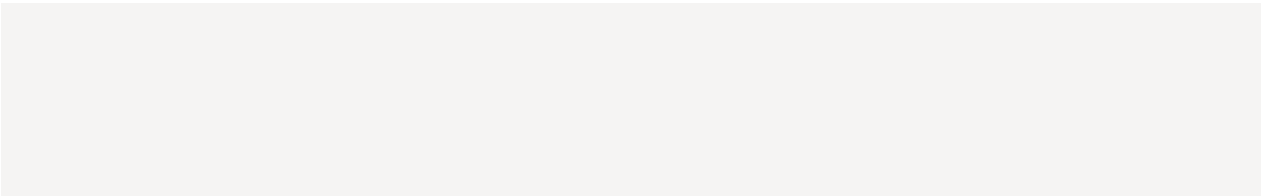
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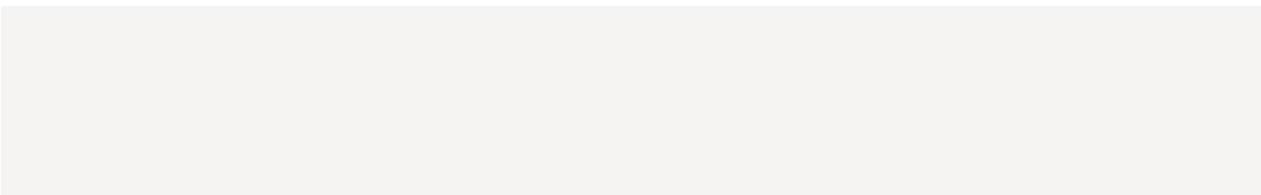
8.



9.



10.



Planning for Success

A goal is just a dream until you plan it!

Congratulations on setting your goals and getting clear about what you really want! In order to continue on this journey, you must now make time to plan how you will make your goals come into reality. This is where the fun begins, because you will learn to be more intentional about how you use your time, and experience the power you have to make your goals and dreams happen!

*"If you fail to plan,
you are planning to fail."*

Benjamin Franklin



Here are three steps to take in order to plan effectively:

1) **Break your goals down into small milestones and set deadlines.**

It will be easier to achieve some of your bigger goals by breaking them down into small actionable steps, this way you'll be more likely to stay on track. Then make sure that each of those steps have concrete deadlines that are reasonable enough so you don't feel overwhelmed or give up once you miss a step of the process.

2) **Dedicate a set time of the week to review your goals and plan your time intentionally.**

Most of the high performers and motivational leaders I know, swear by this practice. Set a specific time of the week to plan your week ahead and schedule the times you will commit to working on your goals. Don't feel like you have to be good at planning (I know some people might not enjoy it), see it as a way to be intentional about how you spend your precious time.

3) **Use a tracker to follow up on your progress.**

Follow-up is the key to success, make it a habit to track your progress at the same time that you are planning your week. Use the worksheets included with this workbook to help you.

Don't forget to take time to *celebrate your progress* as well!

Goal Planner

THE GOAL:

MY PLAN TO MAKE IT HAPPEN:

STEPS TO TAKE:

- _____
- _____
- _____
- _____
- _____
- _____
- _____

MILESTONES:



Weekly Planner

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

Visualization

Create a visual board, not just for fun but to help you visualize your goals and dreams as if they were a reality. Celebrities such as Oprah and Steve Harvey have shared and endorsed the usefulness of a vision board. They are designed to be a source of motivation and inspiration since they house pictures of your goals, dreams, and affirmation statements.

To start your own, you can use sticky notes to write your goals in. Cut photos from magazines, for example: places to visit, things you want, images that help you see your goal, etc. Find pictures of yourself that bring back good memories, such as winning an award, family events, anything that helps you see yourself happy and feeling fulfilled. Motivational quotes are great too and I even suggest using travel itineraries and maps of places you want to visit!

Here is a picture of mine so you can get an idea to start with. I update mine every few months based on my current priorities and my progress. It's hanging in my home office, so that I get to see it and use it everyday. Have fun and use your imagination. If you believe in the law of attraction, you'll know that imagination and visualization are key steps in the creation process!





Set Accountability and Create A Support System

In order to achieve these awesome goals you have set, it's important that you create a support system and a clear strategy for accountability. A good support system could be comprised of your friends, family, a mentor, or a coach. Sharing your goals is a great way to hold yourself accountable and get motivated, as people that care about you will cheer you on as you go!

When things don't go as planned, or when you fail to execute, don't be too hard on yourself. Take time to review your plan, check if you are being realistic with timelines and expectations of yourself, and re-work your plan as necessary. Keep going, you've got this!



Follow Up

Self-accountability is key to make your plan work. Follow up on your commitments, review your progress, and tweak when necessary.



Join a Mastermind Group

Getting together with like-minded people that are goal oriented and share similar interests will provide you with motivation and new learnings.



Hire a Coach

Coaching can provide you with personalized support, accountability, and can help you get through times of uncertainty and self-doubt.



Thank You

Congratulations on writing your goals and your unique plan to make them happen. I am so proud of you! I am confident you are on your way to achieving great things.

I know that you have big goals and dreams, and if you are ready to make this YOUR year and start the powerful changes in your life that will ensure your success, I invite you to book a complimentary call with me today!

We will talk about what you truly desire as you get to experience my coaching style. Working with me will provide you with the guidance, strategy, accountability and support you will need to create the life you've always dreamed of!



Contact Information

Email: hello@ginamartin.coach

Website: www.ginamartin.coach

