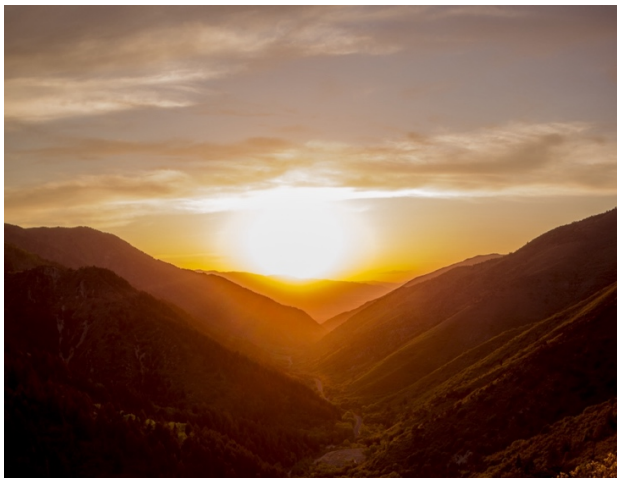


Accountability Membership Program (AMP) Workbook



It's time to ACHIEVE your GOALS!!!

Paula A. Bell Consulting, LLC

Accountability Membership Program (AMP)

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Welcome Message



Welcome to the **Accountability Membership Program (AMP)**. It is by no accident you are here and I am excited to take this journey with you. I wanted to take a moment to tell you a little bit about myself if you do not know me.

My name is Paula Bell, and I am the CEO of Paula A Bell Consulting, LLC. My company was established in 2001, as a wedding directing/planning and desktop publishing company, and over time has morphed into a holistic coaching and consulting company focused on mind, body, and soul. I focus on 6 specific domains which are Business Analysis, Project Management, Diversity, Equity and Inclusion, Leadership, Career Development, and Self Improvement. In addition, I am an author of a [book](#) and have 21+ years of experience in corporate America in project roles including business analyst, requirements manager, business initiatives manager, business process quality manager, technical writer, project manager, developer, test lead, and implementation lead. I also have experience in a variety of industries including media, courts, manufacturing, and financial. I have led multiple highly-visible multi-million-dollar technology and business projects to create solutions to transform businesses as either a consultant, senior business analyst, or manager. At the time of this program session, I am also the Director of Operations for an online business analysis training company called, Bridging the Gap where I oversee their entire operations and their main flagship certification program.

Through my [mind, body, and soul consulting business model](#), I help individuals find their passion, build their brand, and enhance their skill sets through consultations, coaching, and customizable documentation, in hopes to empower and motivate themselves, and others, through a structured journey of self-reflection and awareness as a catalyst for unlimited success.

I am originally from Brooklyn, NY, with Barbados roots. I graduated with a Bachelor of Science in Management Information Systems from Oral Roberts, University located in

Tulsa, OK. I am currently married and reside in Iowa with my husband and twins (boy/girl). I am extremely active in my community as the Past President of the Rev. Dr. Martin Luther King Jr. Scholarship Fund which provides scholarships to minorities attending Iowa institutions, as well as volunteer for many different community events. I study and train in martial arts and achieved my 3rd-degree black belt designation in June of 2022.

I hold the following designations:

- **Mind** – Master Life Coach, Certified Life Purpose Coach, Certified Professional Life Coach, Certified Goal Success Coach, Certified Happiness Coach, Certified Career Coach, Certified Diversity & Inclusion Manager coach
- **Body** – Group fitness instructor for high-impact cardio programs and Martial Arts Instructor
- **Soul** – Motivational Speaker, Professional Speaker, Coach, and Consultant specializing in Business Analysis, Project Management, Leadership Diversity, Equity and Inclusion, Career Development, and Self Improvement. Certified Business Analyst Professional (CBAP – International Level) and ACBA Certified (Applied Certification in Business Analysis through Bridging the Gap), and a Lean Six Sigma Black Belt.

Again, welcome and I can't wait to see you walk into your purpose and impact lives by achieving your personal and professional goals.

Paula Bell

Purpose

The purpose of this workbook is a resource to capture your thoughts, ideas, and pertinent information as you complete the **Accountability Membership Program (AMP)**.

Before you begin, I want to make it clear this program will require your active participation, reflection, and introspection so that you can get the most out of it. Your purpose is **unique** to you and your journey. Therefore, **no one can define your purpose for you**. However, with the right tools you can determine the answer to the question, "What is my purpose?" Each segment of this workbook is designed to dig deeper and give you the tools to go within, to help you find how to align with your higher purpose and how to live in integrity with it, personally and professionally. Professionally could include ensuring your day job aligns with your purpose or starting your own business to impact others with your purpose.

What Are You Born To Do?



Everything happens for a reason... This is a term that you may hear often, and the question is—what does it mean? And, do you believe it? Is it something that you tell yourself to feel better when something goes bad in your life? It depends on your view of life, but what it comes down to is you either grow from your experiences or let your experience define what will happen in your life. In other words, you have the choice to find the meaning (or reason) within everything that happens to you, which infuses your life with a greater sense of purpose. Purpose exists in everything. We have two choices in life, allow the unexpected or negative aspects of life to be a curse, or turn them into blessings. I have always found that when you see experiences as an opportunity, you find that even what could have been considered the worst of obstacles and challenges turned out to be the biggest blessings. This is not only from my perspective; it also comes from my experience working with many clients. Sometimes the events of our lives lead us to

such miraculous and meaningful situations that we can't help but see how maybe, just maybe, everything WAS leading us toward something greater...

During this journey, I will challenge you to look at your life experiences and see how they have been a driving force in your life so you can see how the puzzle fits together and helps you see your true purpose.

Being Authentically You... Some have a specific talent that is so extreme that it is easy to detect that they were truly "made" to do it. For the rest of us, determining what we were "made to do" can be a little less obvious. Part of this is because most of us are influenced by our families and society to follow paths that we're "supposed" to do. Our roles, careers, hobbies, and relationships are often chosen more because of our conditioning or because we feel we "should" rather than because we are a fit for whom we truly are. It is no surprise that the people who make decisions for their lives based on who they really are, and what they genuinely want are more satisfied and more successful. Living a life of purpose means using your natural talents, following your natural interests, and living in alignment with who you truly are. You are doing what you came here to do!

Roles/Conditioning

Childhood Influences

In our society, there is a common belief that is considered the "Big Lie"—the idea that our society and childhood upbringing do **not** influence who we are today at the deepest level. Most people don't deny those things have an impact, but they think the effect is minimal, and resist believing their actions, and beliefs were formed by other people. However, if you take the time to reflect on how much of what you do, and think, did not originate as your idea, and let go of things that do not serve you, you are free to embrace beliefs and life choices that genuinely resonate with who you truly are and the life that you want to live. This section is meant to help you reflect on your influences so you can peel away layers of inauthentic belief systems (B.S.) and roles that do not serve you. Remember changing these roles may be challenging because even if they hold you back from your true self, they provide a sense of comfort. **This is important to keep in mind because to break a pattern you have to be able to remember the**

bigger picture of why you want to change it. By having a strong enough reason to change and being able to imagine a life that is true to your purpose, you start creating a different reality that will grow and blossom with time.

REFLECTION

Answer the questions below and take your time. Remember this is about you, and the deeper you can go reflecting on this area the better quality of change you will find.

1. **What roles do you play in this stage of life?** (e.g., mother, father, encourager, servant leader...list all the roles)

2. **For each role, where did you learn to play the role, or, who told you (or modeled) how to play the role?**

3. **How would these roles need to look for you to feel that you're living in alignment with your true self?**

4. **Who would you be if the roles you don't want to play anymore were to disappear?**

5. **Who, if anyone, would be affected by you letting go of (or changing) the roles that don't serve you?**

6. **What benefit do you get from maintaining these roles the way they are?**

7. **What benefits would you get from removing or changing them?**

Influences on Worldview

REFLECTION

Write down words that represent all of your caretakers' (any older individual who cared for you or influenced you) beliefs about life (meaning, roles, politics, passions or religious beliefs, etc.).

- Highlight any beliefs that you have taken on as your own.
- Bold those beliefs you have purposefully NOT adopted.

1. **Take a moment to consider where your caretakers differed from each other in their views of life. Ask yourself, if or how, you have accommodated both viewpoints or developed your own beliefs somewhere in between.**

2. **For each major caretaker, ask yourself what you would say their life "purpose" or mission may have been. What were they passionate about? What did they seem to be trying to accomplish in the world?**
 - a. **Major Caretaker #1**
 - i. Life Purpose:

 - ii. Passion:

 - iii. Trying to accomplish in the world:

 - b. **Major Caretaker #2**
 - i. Life Purpose:

 - ii. Passion:

 - iii. Trying to accomplish in the world:

c. Major Caretaker #3

i. Life Purpose:

ii. Passion:

iii. Trying to accomplish in the world:

- 3. Now, ask yourself in what way the missions of your caretakers inspired your current ambitions and values? Did you feel drawn to grab their torch and carry the flame? Or, did you feel the need to snuff theirs out and ignite a new, brighter fire?**

Your Passion

In life, there are things we just absolutely love to do! There are things we naturally feel drawn to. There are activities we lose ourselves in—getting in the flow. There are things we're passionate about, that inspire us, or that get us all riled up. In a search for your purpose, an important place to look is at THESE things! **Purpose implies meaning, yet it also implies something that it feels you were made to do.** The good news is you instinctually, or intuitively know, what you're "made for"—you can feel it. It's that inner nudge that pulls you toward what you love, do naturally, and are passionate about. There are **six key elements** to igniting your passions by both remembering them and living in alignment with them: childhood wonder, adult passions, your gifts, your dreams, your values, and your commitment.

So, let's take some reflection time to understand what ignites your passions.

REFLECTION

Insights from Childhood

1. When I was a child, I wanted to do this when I grew up:

2. The activities I know I love that I may not currently be doing but would like to do, include:

3. In my life I have been passionate about:

4. The other aspects of life that bring me joy, and excitement and that energize me are:

5. The activities I do currently that please me include:

Your Gifts

You feel the most alive and passionate about life when you are doing what you are **MADE FOR**. When you do something that comes naturally to you—a talent—you are fully expressing yourself. Examining your talents and other qualities you have to offer, sheds light on what aspects of yourself you can do the best with, which also happen to be the same gifts that bring purpose to life.

My best qualities are:

(Some ideas are in the table to get you started)

Humorous	Enthusiastic	Comforting	Determined	Intelligent
Gentle	Courageous	Direct	Inspiring	Supportive
Optimistic	Visionary	Compassionate	Flexible	Entertaining
Knowledgeable	Practical	Open	Generous	Strong
Energetic	Calm	Adventurous	Persuasive	Patient
Insightful	Spontaneous	Quick-Thinking	Original	

REFLECTION

1. I am most myself when:

2. What makes me feel in flow?

3. What comes easy for me that may be hard for others? (e.g., taking a complex concept and breaking it down into simple pieces)

Your Dreams

Your dreams are calling you. The truth is you already know what they are and never stop dreaming. Often the key to unlocking both your passion and your purpose is to allow yourself to remember your dreams and go for them!

REFLECTION

1. If I could have anything I want, what would it be?

2. If I could do anything I want, what would it be?

Your Values

Sometimes your passions are things that boil your blood. They tug at your heartstrings because you care about them. Based on your values and ideals about the life you end up wanting the world to be better, often in specific ways. Tuning into these greater values can unleash your passion.

REFLECTION

1. What would I like to change in the world?

2. In what way can I BE the change I want to see in the world?

3. What do I stand for?

Your Commitment

Living in integrity means being true to your values and beliefs, and aligning your actions with those principles. It means acting in a way that is consistent with your morals and ethics, even when it's difficult or unpopular. Living in integrity involves honesty, accountability, and responsibility. It means being honest with yourself and others, admitting your mistakes, and taking responsibility for your actions. It also means treating others with respect and fairness and keeping your promises. Living in integrity can help you build trust and credibility with others, as well as maintain a sense of self-respect and self-esteem. It can also help you make better decisions, prioritize what's important to you, and navigate challenges with confidence and clarity.

REFLECTION

1. **The values, dreams, gifts, and passions I am committed to fulfilling in my life:**

2. **The aspects of my life I am committed to:**

3. **What it would take for me to be living in integrity:**

Talents & Skills

All of us have a magnitude of talents and skills, but that does not mean that we are supposed to use them all to follow our purpose. **Just because we are good at something does not mean we have to do it, or that it will bring us joy.** For example, I may be good at data entry, but does that mean that it is part of my purpose? Well, it depends if I feel alive while doing it and it brings me true joy. However, if it does not bring me joy, should I spend my time doing it? Probably not. **But, there's more to purpose than joy.** It may be that this particular skill was, or will be useful at some point, and that it may help me along my path to my purpose. At the same time there may be things you are good at that you enjoy that are not part of your greater purpose... they

may just be something that you enjoy, and that's okay. **Sometimes, we have a talent or skill that we fail to notice because it seems so normal to us that we do not see that for others it does not come as naturally.**

Even during or after this program, you may want to solicit the help of people around you because they may be able to point out things that you may have not realized before. One thing you can do is do a survey with family members, friends, and coworkers (those that are truly supportive), and ask them to tell you at least three things that they consider to be your talents or skills, whether big or small. Let them know that even if it is something they think you already know, you would appreciate confirmation via feedback. This is important because they may be reluctant to say things that may seem obvious to them, but may not be obvious to you.

REFLECTION

1. **My key talents/abilities that come naturally to me are:** *(What do you excel at or do effortlessly?)*
2. **Others tell me I'm good at:**
3. **What skills do you have that are unique?**
4. **I shine when:**
5. **I keep being drawn to:**
6. **What skills have you acquired that you have found were more useful than you had anticipated?**
7. **What talents do you have that come easy to you that others might find difficult?**

Take Your Power Back

Your **POWER** is yours! To take your power back means to regain control of your life, your thoughts, and your emotions. It means recognizing and acknowledging the areas in your life where you have been giving away your power or allowing others to have power over you, and then taking steps to reclaim that power.

Taking your power back involves several steps, including:

1. **Recognizing where you've given away your power:** Take a look at different areas of your life, such as your relationships, work, and personal goals, and identify where you may have given away your power.
2. **Understanding why you gave away your power:** Reflect on why you may have given away your power in those areas. Was it because of fear, lack of confidence, or societal conditioning?
3. **Making a commitment to change:** Once you've identified the areas where you want to take back your power, make a commitment to yourself to make changes.
4. **Taking action:** Take concrete steps to regain control of your life. This may involve setting boundaries, saying "no" to things that don't serve you, or standing up for yourself when necessary.
5. **Practicing self-care:** Taking care of yourself emotionally, physically, and mentally is crucial to reclaiming your power. This may include things like meditation, exercise, or therapy.

By taking your power back, you can become more confident, assertive, and empowered in your life. You can create the life you want, rather than being controlled by external circumstances or other people's expectations.

REFLECTION

1. **Are you doing things to please other people?**

2. **If you are fulfilling your purpose, how will it impact others?**

Clarify Your Purpose

1. **After reflecting on the roles, you play, what do you feel is YOUR authentic worldview and roles in this life?**

2. **After reviewing your passions, gifts & dreams, which ones stand out as containing the most meaning and being the most inspirational?**

3. **After considering your talents & skills, which do you feel are the most useful & purposeful?**

-
4. What does it seem you were born to do?

 5. What does it seem your life has been leading up to?

 6. What do you seem to be in the business of doing?

 7. What are the 3-5 MAIN points that stand out above the rest & summarize your main mission in life?

REFLECTION

When you put the puzzle together, what is your narrative, what does your purpose look like?

My name is _____ and I am from _____.

I am of _____ origin.

I love to

I am skilled and talented in

I have always dreamed of

I am passionate about

I was BORN TO

MOTIVATIONAL VIDEO
Your Value

Your Top 10



Knowing what your goals are can be more challenging than you may think. Perhaps this is why so many people don't set them. You may have heard that most people don't keep their New Year's Resolutions, but did you know that most people don't even MAKE ONE? Even during peak goal-setting season, less than half of Americans make New Year's resolutions. So, imagine how few people make goals the rest of the year—not many! In the University of Scranton study (<http://www.statisticbrain.com/new-years-resolution-statistics/>) as we researched for these figures, a most important finding was discovered:

- **People who explicitly make goals are 10 times more likely to attain their goals than people who don't explicitly make goals.**

So, what does this mean for you? It means that by taking this program you are in the very small minority that both makes goals and is dedicated to achieving them. Congratulations!

The first step to achieving your goal is knowing what it is—so, what is your goal? What do you want out of life? What are your TRUE desires? I emphasize the word “true” because **very often people's goals are not their own, meaning they think they want what they want because they have been influenced by others.**

- **Get Other People Out of Your Head**

Ask yourself, who do you allow to direct your life? Do you do what your parents or friends think you should do? Do you desire things because you saw them on TV? Do you limit yourself to what others will approve of? When was the last time you asked yourself what YOU really want? **If you are going to have any chance of accomplishing the goals you set for yourself, they absolutely MUST be YOURS.** If you don't even really want it, how do you expect to follow through when times get tough or the motivation's not there?

- **Writing Down Your Goals**

Writing your goals on paper is absolutely key. Not only do you then have a concrete object to return to remind yourself of your goals and remain focused, but you'll also be sending a message to your unconscious mind that YOU MEAN BUSINESS. It may be that you are entering into this process with a clearly defined goal already in mind. Or perhaps your only certainty is that you want to have goals and you need help identifying them. In either case, this activity is a foundational part of the program that helps you both identify your goals and solidify how they fit into the bigger picture of your life.

YOUR “WHY”

Your **WHY** is what gives the goal even more power and will motivate you to achieve the goal when you don't feel like it. Your goals need to have a **BIG** enough reason WHY. If you have a hard time defining a WHY for your goal you want to re-evaluate the goal. I'm asking you to dig deep and make sure you have a true understanding of the REAL

reasons you want to reach your goals. You should ask the question, “WHY?” for every goal you write.

The Importance of OUTCOMES

When working on goals, there is a big difference between having a bunch of to-dos and having a focus on outcomes. For example, there are many people that stay busy but are not getting anywhere toward their goals. It’s like they have filled up their calendar but do not truly understand their direction or what is a priority. It reminds me of a hamster spinning its wheel and going around in circles. It’s not enough simply to do the motions—to make a list of tasks and chip away at them. Having a lot to do may make us feel busy and productive, but it can often be simply busy work and not productive toward our goals at all. What’s missing is an understanding of **WHY** you’re doing the task.

What’s the OUTCOME you’re hoping to achieve? Simply a completed task is not the outcome. For example, if someone is in sales and tells themselves “*I am going to make 4 phone calls a day this week*” they may be able to make those 4 phone calls but not actually achieve what they really wanted—which was to make 2 sales for the week. If the OUTCOME is 2 sales a week, then THAT is the goal—and you’ll probably need more than 4 phone calls.

Here’s another example: someone is going to school and prepping for a test that has 20 words and definitions. They say their goal is to look over their words and definitions every day for a week. However, that goal may not get them the outcome they’re looking for—an A on the test. It may serve them better if their goal is to memorize 3 words and definitions every day and review the ones that they learned the previous days so that by the end of the week they are guaranteed to know all the words. It may seem like a small change, but this small change can make the biggest difference in whether or not a person will achieve what they want. So, ask yourself are your goals focused on “busy work” or tasks, or are they goals that will help you create the outcomes you want?

SMART GOALS

Not all goals are created equal! Believe it or not, there is a science to writing and creating your goals. Knowing how to create goals is one of the major differences between why some people are so effective in reaching their goals and why some are not. In fact, the “smart” goal principles have been popular for quite some time, first appearing in 1981 as presented by George Doran in a business journal. However, the principles behind “smart” goals can be found in books that are over a century old. Success leaves clues, and these goal-setting principles have been proven successful. As you go through this section, take a look at your goals and make sure that they follow “smart” goal principles. If they do not, then make the necessary changes.

SMART GOALS are Specific, Measurable, Achievable/Attainable, Realistic, and Time Framed/Time Bound.

- **Specific:** Your goals must be specific as possible. Many people set goals that are vague and not precise. The problem with this is, it makes it hard to determine how to get to them and how to judge when you achieved them. For example, a

statement like *"I will be wealthy"* or *"I will lose weight"* is too vague. Ask yourself, how will you know with certainty if, and when, you've reached your goal? In other words, you may reach your goals and still not know that you are there or you may find that you do not have the motivation because you don't know what you are striving for. Therefore, it would be in your best interest to have the goals say something specific like *"I will lose 5 pounds in the next month"* or *"I will be making ten thousand dollars a month in a year."* At the end of the month or year, it will be simple to take a look at your wealth and look at how much you are making and compare it to your goal.

- **Measurable:** As demonstrated in the above example, goals also need to be measurable. For example, if someone is going to school they may say, *"I want to be more committed and involved in school"* but that may not be measurable. How would you be able to tell if the goal has been reached? What are the criteria? This person could instead state clear objectives such as *"I will attend every class this month and study for an hour every day."* Another goal might be *"I will sign up for a student club or organization this week."* These goals are simple and concrete. Having measurable goals makes it easy for you to track your progress.
- **Achievable/Attainable:** To build confidence your goals need to be reasonable and achievable. In other words, you do not want to set yourself up for failure, as it will not help you achieve your goals or stay motivated. For example, if a person is trying to write a book tell themselves, *"I will start and finish the book in two weeks."* However, let's say that the person has other responsibilities, such as a job, family, or life; is it reasonable for them to be able to write the whole book in 2 weeks? No. Especially if they've never considered all of the steps it takes. Instead, the person can take a look at their schedule, take all the steps required into account, and say, *"I will write the outline for my book this week and dedicate two hours per day for the next 2 weeks. Then I will reassess my schedule and see how much more I have to go."* Again, it may be that the person finishes the book in two weeks because they get inspired or ended up having more time than they initially anticipated. However, it is better to go above and beyond your goal than to make a goal that is not achievable and then has that demotivate you.
- **Realistic:** Another aspect of goals is that it needs to be realistic. With that said, we are big believers in thinking big and stretching reality. However, you do need to understand your capabilities and current abilities when you are making goals. For example, a senior in high school whose goal is to become a professional basketball player, and has no other life goals. He is not currently playing on a team and has never played a competitive sport. He doesn't practice very often and is not in the top tier of physical talent or ability. Now, there is another senior with their heart set on professional sports and practices at 4 am every day, who lived, ate, and breathed the sport, and honed their talent for years. The second senior is within realistic reach of a goal of pro-ball. However, the first senior is being unrealistic. He was looking only at the fact that he liked basketball and not at what it truly takes to "make it big" in that field. It is important to honestly evaluate yourself. Do you have the ability? Are you committed to making your goals a reality? Are you doing what it takes? Or can you adjust your goals to make them more realistic? Again, the point here is to build confidence and not set yourself up for failure. But, by all

means, if you want to dream bigger and go for the “big time,” no matter what that is—then go for it! Just be sure you thoroughly understand everything it takes to be successful.

- **Time Framed / Time-Bound:** One of the most important aspects of goals is to have a time frame. Having a set amount of time to achieve the goals gives the mind the structure that it needs to help you achieve them. For example, someone may want to change jobs, start school, or start their own business. However, if they truly look at it, they may find that they talk a lot about doing it but never get anything done towards that goal because they have no time frame for it. For any goal to be effective it has to have a sense of urgency. Having a specific time frame gives you the motivation needed to get started and finish. For example, a person that wants to go back to school may set a deadline for themselves to register for classes or financial aid. A person looking to start a business may set a time frame for completing specific research, developing a business plan, and getting the business started.

Remember, there are only two types of goals: the ones that we talk about but never do, and the ones that we are truly committed to and will achieve. The difference between them is that the achievable ones are **S.M.A.R.T. goals**, while the other ones may just be a way of wasting time.

*Now it's time to write your goals the **SMART** way and with your **WHY** and **OUTCOME(S)** defined!*

WORKSHEET: Identifying Your Goals

Step 1: Brainstorm: Write down all of the goals you can think of (big or small) that you would like to change, achieve, or do in your life (aka your goals) using the SMART formula. Your goals can be nearer or farther, but a year is a good timeframe to work with when discussing the activities in this program. If you have a goal that will take longer than 1 year, identify what part of it you CAN do in 1 year and write it down. Goals can be personal, work-related, or both.

GOALS (add additional rows if needed to the table):

#	Goal	Your "WHY"	Desired Outcome

Step 2: Simplify: Look at your list and group items that are similar or that can be combined into one larger goal. The overall group name below will be for your category, then use the goals numbers above from the table and list them under the appropriate group listing.

1. **Group #1:**
 - a. Goal Numbers:

2. **Group #2:**
 - a. Goal Numbers:

3. **Group #3:**

-
- a. Goal Numbers:
- 4. **Group #4:**
 - a. Goal Numbers:
 - 5. **Group #5:**
 - a. Goal Numbers:

Step 3: Prioritize: Look at your simplified goals and highlight the ones you feel are your highest priority. Rate each circled goal on a scale of 1 to 3, 1 being the highest priority and 3 being the least. Definitely go past the scale of 3 based on how many goals you have circled. List your goal priorities below.

- 1. Priority #1:
- 2. Priority #2:
- 3. Priority #3:
- 4. Priority #4:
- 5. Priority #5:

Step 4: Identify 10 goals: Looking at your priorities, identify 10 goals that:

- 1. Will make the biggest impact on your life (create your BREAKTHROUGH)

- 2. Will take about a year to implement (this cannot be something you can accomplish in 3 days or a month)

My Top 10 Are:

- 1.
- 2.
- 3.
- 4.
- 5.

-
- 6.
 - 7.
 - 8.
 - 9.
 - 10.

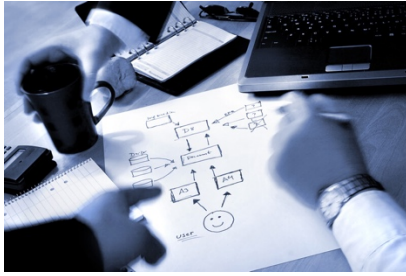
Subtasks:

Goal #	Subtask	Subtask Description

My Milestones:

- 1.
- 2.

Create Your Blueprint



The **7-30-60-365 Goal Setting Plan** starts with the “big picture”, long-term goals that you wish to accomplish in about a year (365 days). These are the ones you previously identified and you will work your way backward to determine the milestones you will need to achieve to be “on track” to reach your goal in the desired timeframe.

Then, you will create an action plan for 60, 30, and 7 days.

The reason we only include a 30-day and 60-day plan is because, predictably, plans change after about 60 days. By reassessing your plans every 60 days, will give you the commitment and accountability of a solid plan but leave room for flexibility should life have something else in mind for you. Success is about creating a balance between commitment and flexibility.

Lastly, you will establish a weekly daily action plan so you know exactly what you need to be working on per week to move toward your goals.

WORKSHEET: Monthly Milestones

The first step is to break down your long-term goal into smaller milestones. This is called “**chunking**”. Think of your goals as the “big picture” and your sub-goals or milestones as the bite-sized achievements that make your goal approachable and keep you motivated. You’ll get into more detailed tasks and action steps later.

This process is like reverse engineering the outcome you want (your goal) to determine how you got there (your plan). Considering where you want to be in 12 months, start thinking about what you would need to accomplish in 9 months? And where would you need to be in 6 months to be on your way to the 9-month milestones? What about 3 months from now? Of course, you don’t know exactly how and when everything will unfold—you are making your best guess. ***The key to planning is to make one while remembering that your plan will change.***

At the same time, looking at all of these goals can feel overwhelming. But there is good news! You only have to focus on what is NEXT—not the whole process. Just like traveling across the country, you cannot take all the turns at once—they come one at a time.

STEP 1: BRAINSTORM: Previously you defined your top 10 goals and the subtasks for each of those goals. Re-review that list and make sure you have listed all the subtasks/subgoals needed. If you have any additional place them below. (*You may need to add additional rows to the table below.*)

#	Major Goal	Sub Goals

#	Major Goal	Sub Goals

STEP 2: GROUP: You will group smaller sub-goals from above into broader categories or MAJOR MILESTONES. The category will be the Group # category and the sub-goals will go next to the “Sub Goal Numbers”.

1. **Group #1:**
 - a. Sub Goal Numbers:
2. **Group #2:**
 - a. Sub Goal Numbers:
3. **Group #3:**
 - a. Sub Goal Numbers:
4. **Group #4:**
 - a. Sub Goal Numbers:
5. **Group #5:**
 - a. Sub Goal Numbers:

STEP 3: ORDER: Put them in order—meaning, ask yourself what has to be completed FIRST, before other milestones can be worked on?

Priority #	Group #	Dependencies

STEP 4: My Milestones:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

7.

8.

9.

10.

11.

12.

13.

14.

WORKSHEET: 7-30-60-365 Plan
 60-Day Plan (Short-Term Goals)

Now it's time to create your short-term goals. Create a NEW list that focuses only on the first 2 months (60 days) or your first 2 milestones.

BRAINSTORM: What are the tasks you will need to accomplish in the next 60 days (look at the next 2 milestones) to accomplish your sub-goals? Write down EVERYTHING you can think of.

PRIORITIZE: Next, you will arrange them in order of priority and what NEEDS to be done first before moving on to the other things. Use a number to prioritize and not high, medium, or low.

Task #	Task Description	Priority

WORKSHEET: 7-30-60-365 Plan
 30-Day Plan

Take those priority items and put them in a list for a month (below) 1. Put the rest in a list for month 2, and save it for later.

BRAINSTORM: For each of these items, brainstorm ALL of the TASKS that will need to be accomplished to accomplish these sub-goals in 30 days. Write down everything you can think of. Detail is important here because these tasks need to be executable so don't leave anything out.

PRIORITIZE: Prioritize each item on a scale of 1 to 4 by writing the numbers next to each item. 1 represents the most important OR that needs to be done before you can begin on other tasks and 4 is the least important or time-sensitive. You now have the next 4 weeks' tasks.

Task #	Task Description	Priority

WORKSHEET: 7-30-60-365 Plan
 7-Day Plan

Take those priority items and put them on a list for a week (below). Put the rest in a list for the next 3 weeks.

Prioritize each item on a scale of 1 to 4 by writing the numbers next to each item. 1 represents the most important OR that needs to be done before you can begin on other tasks and 4 is the least important or time-sensitive. You now have a week of tasks.

Week #1	Task Description	Priority

Week #2	Task Description	Priority

Week #3	Task Description	Priority

Week #4	Task Description	Priority

WORKSHEET: Daily Plan

Take those priority items and put them in a list for a day (below) 1. Put the rest in a list for the next 6 days and save it for later.

Prioritize each item on a scale of 1 to 4 by writing the numbers next to each item. 1 represents the most important OR that needs to be done before you can begin on other tasks and 4 is the least important or time-sensitive. You now have daily tasks.

Day 1	Task Description	Priority

Days 2-6	Task Description	Priority

Be A Catalyst

How Can You Be A Catalyst



First, let's start with the definition of "catalyst". For the purpose of this program, a catalyst is a person who influences positive change in others by being an inspiration to others. As you continue to grow and achieve your goals others will take notice. You will have the amazing opportunity to be that light for others and help them live the fulfilling life they desire through words of wisdom and advising of resources and tools they can leverage. The sharing of knowledge is powerful.

Second, being a catalyst involves bringing about positive change, fostering growth, and motivating others to reach their full potential. It often requires qualities such as leadership, empathy, communication skills, and a deep understanding of people and their needs. A catalyst can encourage others to step out of their comfort zones, challenge their assumptions, and explore new possibilities.

By igniting a spark and guiding others through the process, a catalyst can help create a ripple effect, leading to significant and meaningful transformations.

REFLECTION

- 1. How will you motivate others?**

- 2. How will you incite positive change for others?**

- 3. How will you contribute to the progress and growth of individuals and your community?**

- 4. How will you continue to grow your leadership, empathy, and communication skills to ensure you have a deep understanding of people and their needs?**

- 5. How will you help others step out of their comfort zones?**

How to Create an Action Plan

So once again as a recap here is how you apply the principles of being a catalyst. First, you create a plan.

1. **Vision and Purpose:**
 - a. Define your vision for catalyzing positive change.
 - b. Clarify the values, goals, and aspirations that guide your actions as a catalyst.
2. **Goals:**
 - a. Set SMART goals that align with your vision and purpose as a catalyst.
 - b. Specific: Clearly define what you want to achieve.
 - c. Measurable: Establish criteria for measuring progress and success.
 - d. Achievable: Ensure goals are realistic and attainable.
 - e. Relevant: Align goals with your vision and purpose.
 - f. Time-bound: Set deadlines for achieving each goal.
3. **Areas for Impact:**
 1. Identify specific areas or domains where you want to catalyze change.
 2. Consider your strengths, interests, and passions, as well as the needs and opportunities within your community or organization.
4. **Strategies:** You want to develop strategies for implementing your vision and achieving your goals as a catalyst.
5. **Build Relationships and Networks:** It's important to cultivate relationships with like-minded individuals and organizations.
6. **Practice Empathy and Active Listening:** Foster genuine connections and trust through empathetic communication.
7. **Empower Others:** Provide support, encouragement, and resources to help others become agents of change.
8. **Lead by Example:** Demonstrate authenticity, integrity, and resilience in your actions and interactions.
9. **Encourage Creativity and Innovation:** Create an environment that fosters creativity, experimentation, and innovation.
10. **Facilitate Learning and Growth:** Provide opportunities for education, skill development, and reflection.
11. **Celebrate Successes and Milestones:** Recognize and acknowledge contributions and achievements along the journey.

Now that you have a plan created it's time to implement it.

How to implement your action plan

Here are the implementation Steps to execute your action plan. Some of these steps you have already started if you have been following along in your workbook.

- Break down each goal into actionable steps and tasks.
- Assign responsibilities and deadlines for each task.
- Identify resources and support needed to execute the action plan effectively.

Next, you will want to **measure and evaluate progress:**

-
- Establish metrics and indicators to measure the impact and progress of your efforts as a catalyst.
 - Track key performance indicators (KPIs) and outcomes to assess effectiveness and inform future decision-making.
 - Regularly evaluate and adjust your action plan based on feedback and learning.

Next, it's important to do **reflection**:

- Schedule regular reflection sessions to review progress, insights, and outcomes.
- Identify lessons learned, successes, challenges, and areas for improvement.
- Adapt and refine your action plan based on reflection and feedback.

Let's also take a moment to discuss **communication and collaboration**:

- Communicate your vision, goals, and progress effectively to other collaborators.
- Foster collaboration, engagement, and participation in collective efforts to catalyze change.

Make sure to have a **timeline**:

- Create a timeline outlining key milestones and deadlines for implementing your action plan.
- Allocate time and resources effectively to achieve each goal and objective.

It's also important to have **support and resources**:

- Identify and leverage available support, resources, and networks to implement your action plan successfully.
- Seek guidance, mentorship, and collaboration from individuals and organizations with relevant expertise and experience.

Now you have an implementation process to make your action plan to become a catalyst come to life. You don't have to do this right away but I am sure that once you start achieving your goals and navigating in life to fulfill your purpose you will be a catalyst for change somehow and now you have the steps to effectively do that.

What's Your Pain? What's Your Pleasure?

What is Procrastination



The definition of procrastination is delaying a task/getting something done without a good reason. Don't confuse it will be lazy. There are two types of procrastination I would like to highlight:

- **Passive procrastination:** You mean to get started on something but just keep putting it off.
 - **Active procrastination:** You intentionally make a decision to procrastinate, often because you believe you "work better under pressure"
- Source: *"The Psychology of Procrastination"* by Hayden Finch PhD

REFLECTION

The below questions are designed to assess your tendencies and behaviors related to procrastination. For each question, highlight the option that best represents your typical response.

- 1. When faced with a task or assignment, I tend to:**
 - a. Start immediately and work on it consistently until it's done.
 - b. Delay starting and often find myself rushing to finish it later.
 - c. Delay starting but manage to complete it just in time.
- 2. I often find myself:**
 - a. Engaging in tasks and activities that are unrelated to what I should be doing.
 - b. Putting off important tasks in favor of less important or enjoyable activities.
 - c. Prioritizing my tasks effectively and completing them in a timely manner.
- 3. How do deadlines affect your behavior?**
 - a. Deadlines motivate me to start working early and finish ahead of time.
 - b. I tend to work more efficiently and focus better as the deadline approaches.
 - c. I often leave things until the last minute and rely on the pressure of the deadline to get them done.
- 4. When it comes to planning and organizing my tasks, I:**
 - a. Create a detailed plan and stick to it consistently.
 - b. Have a general idea of what needs to be done but often struggle to follow a structured plan.
 - c. Tend to improvise and adapt as I go along, without a specific plan.
- 5. I often experience feelings of guilt or regret when:**
 - a. I waste time or postpone important tasks.
 - b. I miss deadlines or fail to complete tasks on time.
 - c. I rarely feel guilty about procrastinating or missing deadlines.

6. **How do you handle tasks that require a lot of time and effort?**
 - a. I break them down into smaller, manageable steps and work on them consistently.
 - b. I often postpone them until I feel more motivated or have a sense of urgency.
 - c. I tend to rush through them at the last minute to get them done.

7. **When faced with a difficult or challenging task, I usually:**
 - a. Confront it head-on and work through the challenges systematically.
 - b. Avoid it or find excuses to delay working on it.
 - c. Delay it but eventually complete it when the pressure becomes too high.

8. **How often do you find yourself making excuses for not doing tasks?**
 - a. Rarely or never. I take responsibility and complete tasks promptly.
 - b. Occasionally. I may come up with excuses to delay tasks, but not too often.
 - c. Frequently. I often find excuses to avoid or delay tasks that I should be doing.

Scoring:

- For each (a) response, assign 3 points.
- For each (b) response, assign 2 points.
- For each (c) response, assign 1 point.

Question	Response A (3)	Response B (2)	Response C (1)	Total
1. When faced with a task or assignment, I tend to:				
2. I often find myself:				
3. How do deadlines affect your behavior?				
4. When it comes to planning and organizing my tasks, I:				
5. I often experience feelings of guilt or regret when:				
6. How do you handle tasks that require a lot of time and effort?				
7. When faced with a difficult or challenging task, I usually:				
8. How often do you find yourself making excuses for not doing tasks?				
Overall TOTAL				

Interpretation:

- 20-24 points: Minimal procrastination tendencies.
- 15-19 points: Moderate procrastination tendencies.
- 8-14 points: Significant procrastination tendencies.
- Below 8 points: Severe procrastination tendencies.

Please note that this questionnaire is not a scientific assessment tool but rather a general guide to help you reflect on your procrastination tendencies.

Empowering Beliefs



We all have limiting beliefs, whether they were created by us, the people around us, or society. The most powerful thing you can do is look at the BS (belief systems). If you look hard enough you will find that there is evidence that will contradict that BS. Once you find something that contradicts it, you will find that more and more evidence will start to present itself, like a snowball effect. Before you know it, that BS will be a thing of the past. Your job is to be able to actively search for things that will make your unconscious mind question itself.

Write some inner rules or limiting beliefs that you have:

i.e.) You feel like moving is stressful... so you tell yourself you need to pack early so it won't be so stressful when it comes time. But you begin getting stressed because you feel you're not getting on it and packing. So, instead of stress later you're creating stress now. It doesn't work. The inner rule you created makes it worse.

i.e.) Have you ever signed up for something and then felt you didn't want to go? But you made yourself go anyway because you felt that you "have to" either because of financial commitment or other's expectations or just because you feel it's what you're supposed to do? Then, going feels like a punishment. Does the belief of "having to" really mean anything? Does it serve you?

REFLECTION

Write some inner rules or limiting beliefs that you have & where did they come from:

- 1.
- 2.
- 3.
- 4.
- 5.

Choosing Empowering Beliefs

As you can already see, there are a lot of outside influences that impact how we feel, what we do, and most of all, what we believe. There are very common limiting belief systems that are passed from generation to generation and person to person much like

a virus—a mind virus. These sneaky viruses usually go undetected because they are so common, or normal, in our society that one rarely even notice that they have been infected. For this reason, they're really easy to spread. The good news is there is an easy cure—awareness! Once you become aware of one of these buggers you can choose to believe something different, immediately killing the virus! Below, first, become aware of which mind viruses you have and then question them. When you question a belief, you often find evidence to the contrary, which weakens your acceptance of it. When you weaken a belief, it's like knocking out the legs of a table. It just can't stand anymore!

Common Limiting Beliefs

"Money is the root of all evil."	"Don't burn your bridges."
"Life is hard."	"You have to pay your dues."
"Money doesn't grow on trees."	"No pain no gain."
"Good things come to those who wait."	

- 1. Which of these phrases were you conditioned to believe?**

- 2. Can you think of others?**

- 3. Can you see any fears you developed because of them?**

- 4. Can you see any way in which they have limited you?**

- 5. Where did the idea come from? Are you sure it's true?**

- 6. Who told you this? Are you sure they were right?**

-
- 7. Do you have evidence that goes against these limiting beliefs?**

 - 8. Do you have evidence that affirms the empowering belief you WANT to have?**

 - 9. If you can't prove these limiting beliefs true beyond a reasonable doubt, can you discard them?**

WORKSHEET: Affirmation Statements

Are your beliefs empowering you or holding you back?

Make a list of both. Write down as many beliefs as you can think of that you have that empower you along your journey as well as many as you can think of that limit you or discourage you.

Then, highlight the 3 in each category that are the most impactful.

For the 2 most impactful LIMITING beliefs, rewrite a POSITIVE affirmation statement to replace the limiting belief. Remember to use the 4 P Formula (Personal, Passion, Present, and Positive)

Limiting Belief #1:

Positive Affirmation:

Limiting Belief #2:

Positive Affirmation:

Mindset Is Everything



Definition

Mindset is the established set of attitudes held by someone. A Fixed mental attitude or disposition that predetermines a person's response interpretations of a situation."

17 Different Types of Mindsets

Name	Definition
Social	Love being around people
Business	Love serving others
Productive	Makes the most of one's time
Gratitude	Grateful for what one has
Dreamer	One who dreams & thinks BIG
Confident	How one thinks about one's self
Creative	Ability to be unique
Growth	Drive & desire to improve one's self
Abundance	Believes there is plenty out there for everyone
Fixed	Believes the basic qualities of one's self are fixed
Fear	Allow fear to get the best of them
Lazy	No desire or discipline to do something productive
Angry	One who suffers with anger issues
Follower	Easily allow others to decide what is in store for your future
Greed	One is always wanting more
Envy	One who is envious or jealous of another's success
Short-Term	Obsessed with short-term happiness

The 3 types of mindsets I would like to dig deeper in for this program are: Growth, Fixed, and Abundant. Let's do some reflection to see your dominant mindset out of the 3, or if you have a blend of all of them.

REFLECTION

Respond to each statement with "Agree," "Disagree," or "Neutral by placing an "x" in the applicable box." Remember to answer honestly to gain accurate insights into your mindset tendencies.

#	Questions	Agree	Neutral	Disagree
1	I believe that my abilities and talents are mostly fixed and cannot be significantly improved.			
2	I see failures as learning opportunities and stepping stones toward success.			
3	I am open to feedback and constructive criticism, and I actively seek it to improve myself.			
4	I embrace challenges and view them as chances to expand my skills and knowledge.			
5	I believe that there is always room for improvement and growth in every aspect of life.			
6	I am comfortable stepping out of my comfort zone and trying new things.			
7	I believe that there is an abundance of opportunities, resources, and success available to everyone.			
8	I see setbacks as temporary obstacles that can be overcome with perseverance and effort.			
9	I enjoy learning from the achievements and successes of others, and I am genuinely happy for their accomplishments.			
10	I have a positive and optimistic outlook on life, even during difficult times.			
11	Do you often label yourself or others as "good" or "bad" at certain things without considering the potential for growth?			
12	Are you resistant to trying new things or stepping out of your comfort zone due to fear of failure or embarrassment?			
13	Do you believe that your abilities and talents are fixed traits that cannot be significantly improved?			

Once you've answered these questions, review your responses and consider the following interpretations:

- If you mostly **agreed** with statements **1, 4, and 6**, you may lean towards having a **growth mindset**.
- If you mostly **agreed** with statements **1, 4, 6, and 9**, you may lean towards having a mix of **growth and abundant mindsets**.
- If you mostly **agreed** with statements **7 and 9**, you may lean towards having an **abundant mindset**.
- If you mostly **agreed** with statements **11, 12, and 13**, you may lean towards having a **fixed mindset**.
- If your responses were mixed across the different questions, you may have a combination of fixed, growth, and/or abundant mindset tendencies.

Be Unforgettable



All of us have an opportunity to leave a mark on this world. Life is a journey and sometimes the experiences on that journey can get us off track, but it's important to get back on track and leave that mark you are meant to leave. How you can do that is not only by writing and achieving your goals, or sharing your knowledge, but also allowing your uniqueness to shine through.

Now you have heard that you want to be unforgettable when you apply for a job because you want to be that candidate that stands out, but in life, you want to be that light that shines brightly uniquely representing you based on the value you bring to the world. Think about this, when you interact with individuals what experience do you want to leave with them?

Now some ways to be unforgettable are:

- **Be authentic:** It's important to be your authentic self, and I am not using that as a cliché. Being your authentic self means being true to the very being and nature of who you are. It means not compromising your morals, values, and beliefs to fit in.
- **Have integrity:** Integrity is doing the right thing even when no one is looking. Integrity is how individuals will perceive you. A person with high integrity is more likely to feel content in life as they know what their values and priorities are and aren't afraid to take action to pursue them.
- **Strong character:** Along with integrity, character is important. Your character is the mental and moral qualities distinctive to an individual. Your character is one of the strongest traits that individuals will pay attention to when building a relationship with you. Character flaws (*e.g., boastfulness, excessive pride*) can be detrimental to your growth and achieving your goals. If you don't have the credibility and trust of others, it can be difficult to navigate.
- **Strong communication skills:** The ability to communicate effectively verbally, and in writing, is a great way to be unforgettable. Ensuring that your communication is clear and taking the other person into consideration as you communicate can be a skill that makes you stand out from the rest.
- **Emotional intelligence:** Emotional intelligence is the ability to understand not only your emotions but the emotions of others. Being emotionally intelligent to know how to apply empathy, and/or sympathy, as well as other aspects of emotions can make you stand out from the rest.
- **Embrace diversity:** It's important to embrace others' differences and create an environment of inclusion when others interact with you. Diversity is more than race as it has many dimensions such as skill, education, religion, marital status and more. Having this deeper understanding in your interactions with individuals can make you unforgettable.
- **Honor your commitments:** This links back to your character. When you say you are going to do some then DO IT! This is the quickest way to have your character and reputation tarnished.

REFLECTION

1. **How can you authentically express your unique qualities and strengths in your interactions with others?**

2. **What specific actions can you take to create a positive and lasting impression on the people you encounter?**

3. **How can you improve/strengthen your communication skills to ensure that your message is clear, engaging, and memorable?**

4. **In what ways can you demonstrate exceptional character and integrity in your daily interactions?**

5. **How can you go above and beyond expectations to deliver excellence in your work or contributions?**

6. **In what specific ways can you create value for others and make a positive impact on their lives?**

7. **How can you enhance your ability to connect with others emotionally and make them feel valued and understood?**

8. **Are you embracing your uniqueness and leveraging your individuality to stand out and be memorable?**

-
- 9. What are some areas of knowledge or skills that you can continue to develop to become more interesting and memorable?**
- 10. Are you consistently following through on your commitments and building a reputation for reliability and trustworthiness?**

Additional Note Section

Conclusion



Thank you for trusting, and allowing me, to guide you through this journey. I am excited to stay connected and watch you achieve your goals, so we can all experience your greatness.

Now don't let all of this great work and planning go to waste. It's time to achieve greatness!

Here are a few of my favorite quotes to remember, especially during those times when you may feel like throwing in the towel:

- **"A goal without a plan is just a wish."** – Antoine de Saint-Exupery
- **"An hour of planning can you save you 10 hours of doing."** – Dale Carnegie
- **"There are dreamers and there are planners; the planners make their dreams come true."** – Edwin Louise Cole
- **"Plans are nothing; planning is everything."** – Dwight D. Eisenhower

It has been a pleasure!

Paula Bell

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