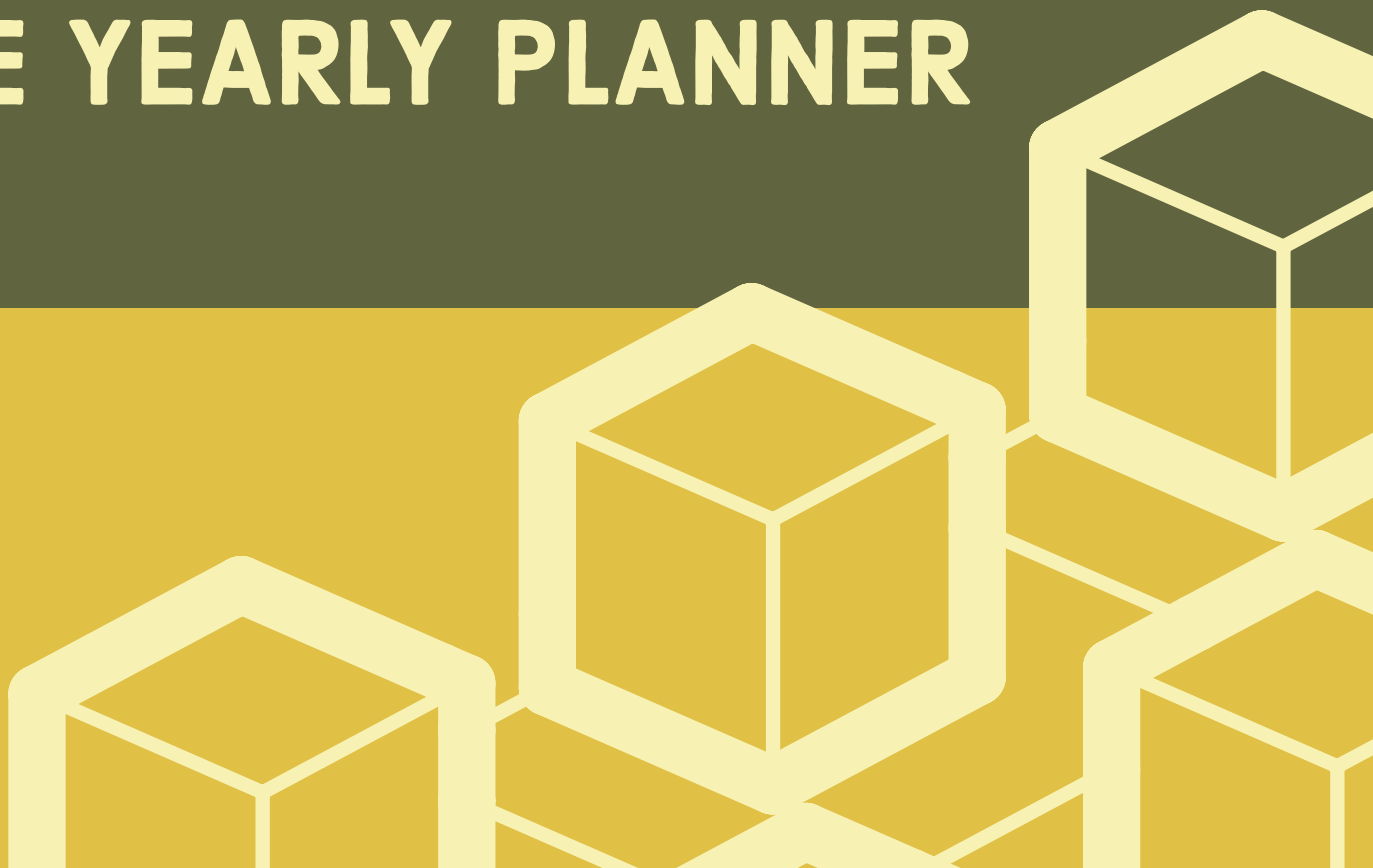


Dr. Muzzammil Ali

GOALS

THE 5-STEP SYSTEM

THE YEARLY PLANNER



My Big Goal

GOAL:

My goal is to go from _____ to _____

DAILY TASK:

.....

BEFORE/AFTER:

WHERE:

Deadline:/...../.....

Low Bar	High bar
2 minutes minutes

Why this system works?

- ✓ It is not a to-do-list. There is clarity. You define when and where you intend to perform your task in relation to pre-existing habits in your life. This is known as habit stacking or temptation bundling. Also, when you write down your goals, you are more than 40% more likely to achieve them!
- ✓ The focus is not on time-commitment. It is on you showing up. Consistently showing up is the basis of habit formation. When something is a habit, you no longer have to think about doing it. It is like brushing your teeth. You don't overthink it. It just happens.
- ✓ Setting deadlines creates a sense of urgency. You are more likely to stay focused rather than thinking that you have all the time in the world.
- ✓ Normally when you set aside a large chunk of time to do a task, your brain perceives that task as huge. This causes your amygdala to be activated. The subsequent fear response generates resistance and makes you procrastinate. By using a small insignificant time-commitment, you effectively tiptoe past the amygdala. It is not activated and therefore your brain does not resist action. This is especially so when you are tired, lazy or unmotivated. 2 minutes is always easy to do. 2 minutes is only 0.1% of your entire day!
- ✓ When you get started for 2 minutes, you realise that you can probably do just a little bit more. And you probably would. After all you've started so you might as well continue. However this does not mean that the next day you have to spend the same amount of time. Your minimum requirement is the low bar. Anywhere between the low bar and the high bar is simply extra credit or brownie points.
- ✓ Eventually these little tasks will become habits. You will be executing them effortlessly and will find them enjoyable. You will end up intentionally increasing your low bar and coming dangerously closer to your high bar on a daily basis.

Here is an example of a week:

WEEK

-----/-----/----- TO -----/-----/-----

Fill in the dates
of the week
here

	MON	TUES	WED	THURS	FRI	SAT	SUN
Did I do my daily task?	✓	✓	✓	✓	✓	✓	✓
Time spent (mins)	2	2	4	5	5	6	6
Press-ups	4	4	6	6	6	7	6

You can choose whether you want to also log your actions e.g. reps done, words written, topics learnt, calories eaten. Therefore I will leave this box blank and you can do what suits you best. Remember that if you chose include this, you will need to create a low/high bar for this metric.

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WHAT CAN I DO BETTER NEXT WEEK?

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