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GOALS

THE 5-STEP SYSTEM

THE WORKBOOK



The Workbook

I hope you gained great value from the eBook.

This workbook has been made to compliment it in a logical and practical format.

Print it out or use editing software to fill in all the blanks. Remember when you write down your goals, you are much more likely to achieve them.

Some elements of Step 4 and 5 will be covered in the yearly planner.

Lets go!

What is your big goal?

“What is my big goal?”

“What will make me proud when I look back on my life?”

What is your 'why'?

The deeper and more meaningful your 'why', the more powerful it is.

“Why do I want to achieve this?”

Remind yourself of this 'why' when the going gets tough.

Step 1: Tweak your big goal

My goal is to go from

to

by

_____/_____/_____

“What actions do I need to take to accomplish my goal?”

Step 2: Make your goal a daily actionable habit

<p><u>DAILY TASK:</u></p> <p>.....</p> <p>.....</p>	
<p><u>I WILL DO IT BEFORE/AFTER:</u></p> <p>.....</p> <p>.....</p>	
<p><u>WHERE WILL I DO IT:</u></p> <p>.....</p> <p>.....</p>	
<p>Low Bar</p> <p>2 minutes</p>	<p>High bar</p> <p>..... minutes</p>

Step 3: Predict your obstacles

3 most likely internal obstacles	3 most likely external obstacles
1. _____ _____ _____	1. _____ _____ _____
2. _____ _____ _____	2. _____ _____ _____
3. _____ _____ _____	3. _____ _____ _____

Make 4 IF-THEN contracts using your most likely obstacles above

IF _____

THEN I will _____

IF _____

THEN I will _____

IF _____

THEN I will _____

IF _____

THEN I will _____

Phrase your diplomatic 'NO' in advance:

E.g. "I currently have a few things on my plate that I need to finish. Because of this, I need to dedicate my time to this particular project. Although I won't be able to help/come, I'm sure X or Y may be willing help/come?"

Step 4: *Monitoring progress*

This is one way to monitor your progress:

	MON	TUES	WED	THURS	FRI	SAT	SUN
Did I do my daily task?							
Time spent (mins)							

Here's another way:

	MON	TUES	WED	THURS	FRI	SAT	SUN
Did I do my daily task?							
Task performed e.g. reps, words written, topics learnt							

Remember '*do not break the chain*'.

If you miss one day, make it a crucial priority to do it the next day.

Use the yearly planner for a comprehensive version of this!

Step 5: Accountability

The weekly reflection questions are covered in the yearly planner.

For now answer these two questions:

Who is my accountability partner?

.....

What am I willing to part with if I miss 2 days in a row?

.....

Failure

When I have a setback, what will be my response? Tick the relevant box!

Adaptation and Learning

☐

Give up

☐

Conclusion

Now move on to the yearly planner to smash your goals! I bid you the best of luck and all the success in the world!

Follow me on Instagram @mybestversiontoday for key insights from many self-development books

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