



**Goal
Setting
2025**

COACH PLAN

"The trouble with not having a goal is that you can spend your life running up and down the field and never score." - Bill Copeland



Why this workbook?

Lets face it, life is short (Even shorter nowadays). Your time and life is precious, and the biggest waste of time and life is to spend years accomplishing something that you could have achieved in only a few months.

The point of this workbook is to help you accomplish more in a shorter period than you would have without goals.

This workbook will give you a proven system that you can use to move onto the fast track in your own life.

Going through the workbook, you'll be invited to do several things: explore your strengths and passions, write down your values and fill out worksheets.

Get out your pen and let's get to work.

By the end of this workbook you should be having between 10-12 goals in different aspects of you life.

First we need to break your life in different areas.

- Career
- Money & Finance
- Spirituality
- Health & Fitness
- Intellectual
- Family & Relationships

As you write down your goals. Come back to this chat to see that your goals incooperate all these areas of life



Introduction

UNDERSTANDING THE IMPORTANCE OF GOAL SETTING

Goal setting is crucial as it imparts direction and purpose to one's life. Clear goals offer a target to pursue, thereby fostering intrinsic motivation and determination.

Through the act of setting goals, an individual not only creates a vision for the future but also lays down a structured pathway toward its realization.



One of the fundamental elements of an effective goal setting is having the right tools and this workbook provides just that.

To ensure its effectiveness, and to provide a transformative journey that enhances you with knowledge and tools that enable you to archive your aspiration we have encompassed **5 key elements of effective goal setting in this workbook as follows:**

1. Clarity and Specificity
2. Measurability, progress tracking and time.
3. Accountability
4. Actionability and realism
5. Enhanced decision making

THE why?

Be honest to
yourself as you
answer



Before beginning the journey of goals setting, its important we ask ourselves

WHY am i setting goals in the first place?

The why helps uncover deeper layers of clarity, providing a more profound understanding of the reasons behind a goal or decision, a goal should be able to give you more than just material acquisition; Achieving it should help you unleash your potential and live a more purposeful and fulfilling life

Q1. Why do I want to achieve this goal?

Handwriting practice area for Q1, consisting of a light blue background with horizontal dotted lines.

Why is (reason given in Q1) important to me?

Handwriting practice area for the second question, consisting of a light blue background with horizontal dotted lines.

How will I benefit from reaching this goal?

Handwriting practice area for the third question, consisting of a light blue background with horizontal dotted lines.

Who will i become after archiving this goal?
What will it make of me?

Handwriting practice area for the fourth question, consisting of a light blue background with horizontal dotted lines.

About InspireDesign

Inspire Design is a group of life coaches passionate about helping people live with purpose.

We believe that life is a canvas, and you are the artist. Our mission is to help you craft a masterpiece of purpose and fulfillment.

With expert insight and actionable strategies, we support you to set and achieve meaningful goals, create a compelling life vision, and overcome obstacles with confidence.

We'll assist you in discovering your true passions, values, and aspirations, and then guide you in aligning your life choices with these vital elements. You'll learn to make every day a step towards your dreams.

Section 1

VALUES

Setting goals that align with your values

People set their goals based on what they think they're supposed to do, but not what they truly value, forgetting that life is lived from the inside out;

Everything you do on the outside is dictated and determined by your values on the inside, whether clear or fuzzy. Any attempt to live on the outside in a manner that contradicts the values you hold on the inside, will cause you stress, unhappiness, pessimism, anger, frustration.

Thus why it is important for you to set goals that align with your values. If not, you will lack the motivation and drive that is required to see you through to the end.

Values are the things that you believe are important in the way you live and work.

Identifying your personal values is a crucial step in goal setting, your personal values are your core beliefs and guiding principles. They are the central part of who you are and who you want to be, they shape your interests, passions and frame your thoughts and greatly influences the goals you set.

They serve as a reliable compass, guiding you in making decisions and shaping a life that feels authentic and fulfilling.

What are your values, then?

Use these questions to guide you:

What do you want to be known for?

If you were to be famous, what would it be for?

What activities make you feel truly alive and fulfilled?

Consider hobbies, tasks, or experiences that bring you joy and satisfaction.

When do you experience a deep sense of joy or contentment?

Reflect on moments of pure joy or contentment and the values that contribute to these feelings.

What qualities or behaviors in others do you admire, and how do they reflect your own values? Identify specific qualities in others that you find admirable and how they align with your values.

Example of Positive Values

- | | |
|-----------------------|---------------------|
| 1. Creativity | 11. Integrity |
| 2. Hardwork | 12. Dependency |
| 3. Attentiveness | 13. Honesty |
| 4. Patience | 14. Excellence |
| 5. Persistence | 15. Industry |
| 6. Warmth | 16. Self Discipline |
| 7. Self Control | 17. Family |
| 8. Unconditional love | 18. Generosity |
| 9. Attentiveness | 19. Encouragement |
| 10. Education | 20. Self Control |

Write 5-8 values that constitute your personality

Write 3 core values from the your list

Coaches' TIPS

When you are writing your goals down consider if your goals align with your values.

Section 2

SMART GOAL SETTING

"A dream becomes a goal when action is taken toward its achievement." - Bo Bennett



2.1 Defining SMART Goals:

Lets expound what are smart goals

SMART goals are a framework for creating well-defined and achievable objectives, this increases the likelihood of success by providing clarity and a structured approach.

Applying the SMART criteria helps you transform vague ideas into clear, actionable goals, making it easier to plan, execute, and evaluate your progress.

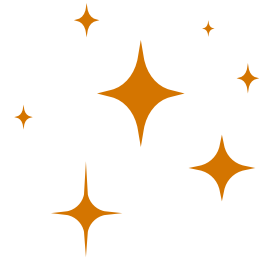
2.2 Your SMART Goals:

Below is a Worksheets for setting specific, measurable, achievable, relevant, and time-bound goals



SMART

goals



SPECIFIC

My goal is -----
e.g To drink more water i will aim for 6 cups per day



MEASURABLE

I will track my progress by -----
e.g i will track my progress by logging how many glasses i drink
each day in my phone or planner



ATTAINABLE

I will achieve this goal by doing the following -----
e.g set an alarm to remind myself to drink every 2 hours



RELEVANT

This goal helps me because -----
e.g this goal will help me to be healthier, have more energy
and improve my moods



TIMELY

I will complete this goal by (date) -----
e.g I will achieve my goal by march 25th

goals

Using the chat above, write down your smart goals.

	Goal 1	Goal 2	Goal 3
S			
M			
A			
R			
T			

Section 3

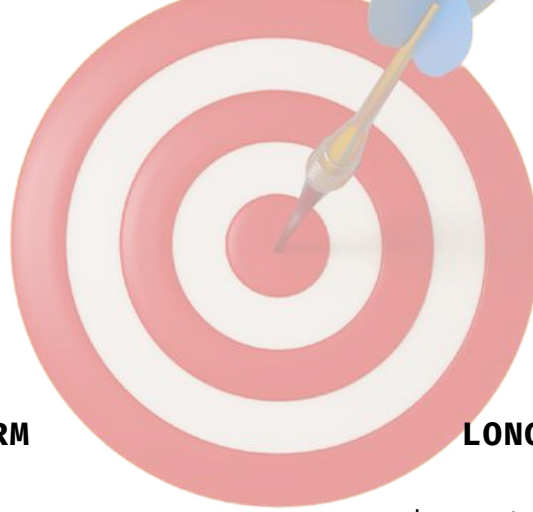
BREAKING DOWN GOALS

“When it’s obvious that the goals cannot be reached, don’t adjust the goals
adjust the action steps” - Confucius

3.1 The long term and short term goals

Things don’t get done on their own and you can’t wish yourself to success, work has to be done but sometimes it feels overwhelming if the goals are not categorized into short and long term goals.

Below is a handy table to help you visualize long term and short term goals.



SHORT TERM

LONG TERM

Strategy

Short-term goals are usually tied to your current performance and situation.

Long-term goals are highly tied to your life purpose

Number

You can have several short-term goals in multiple categories running simultaneously.

You will likely have a limited number of long-term goals

Timeline

Short-term goals are likely measured by weeks, months, or quarters.

Long-term goals can be measured by years and may have an undefined timeline

Difficulty

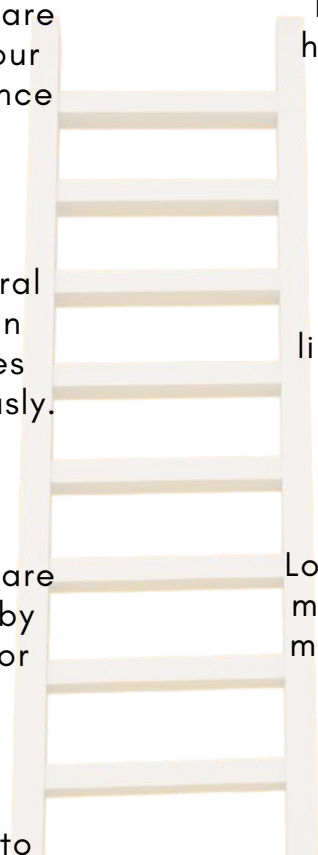
It is much easier to achieve short-term goals because you can easily see progress.

Long-term goals are difficult and require patience as there is no immediate obvious payoff.

Flexibility

Because short-term goals have clearer and closer deadlines, they're fairly inflexible.

Because long-term goals have a broader timeline, they are easily impacted by life circumstances or changing passions.



3.2 Task List:

- Use this Worksheet to categorize your goals

	short term	long term
Goal 1		
Goal 2		
Goal 3		
Goal 4		

Section 4

PRIORITIZATION AND TIME MANAGEMENT

For each goal, assess its importance and urgency. Importance refers to how much the goal matters to you and how significant its impact will be on your life. Urgency refers to whether the goal needs to be achieved immediately or can wait.

By combining effective prioritization with strong time management practices, you can enhance your efficiency, reduce stress, and achieve a better work-life balance.

Coach TIPS : On time managements

Set Clear Goals:

- Define short-term and long-term goals.

Eliminate Time Wasters:

- Identify and minimize activities that consume time without adding value.

Set Realistic Deadlines:

Establish realistic deadlines for tasks and project

4.1 Priority Matrix:

- Worksheet to help you categorize tasks into urgent and important, facilitating effective prioritization.

PRIORITY MATRIX

IMPORTANT, NOT URGENT Decide when will do	IMPORTANT & URGENT Do immediately
NOT IMPORTANT & NOT URGENT Do latter	NOT IMPORTANT & URGENT Delegate

Section 5

OVERCOMING OBSTACLES

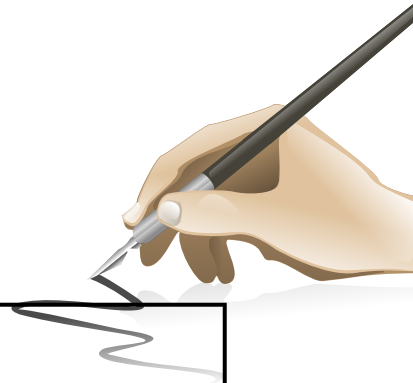
"Obstacles don't have to stop you. If you run into a wall, don't turn around and give up. Figure out how to climb it, go through it, or work around it." - Michael Jordan

This part of the workbook is very important, it's the point that determine whether we are going to fulfill our Goals or give up on them.

On daily bases we face obstacles, challenges and difficulties might be either internal or external but our decisions will be challenged at some point in life.

STEP 3

List all possible solutions



Solution	Advantage	Disadvantage

Section 6

PROGRESS TRACKING

This chart serves as a visual tool to help you monitor and celebrate your progress over time.

Weekly Goal Tracker



Monday

Date: _____

-
-
-
-

Tuesday

Date: _____

-
-
-
-

Wednesday

Date: _____

-
-
-
-

Thursday

Date: _____

-
-
-
-

Friday

Date: _____

-
-
-
-

Saturday

Date: _____

-
-
-
-

Sunday

Date: _____

-
-
-
-

PRIORITIES

-
-
-
-
-

REMINDER



THIS WEEK AM GRATEFUL FOR

Notes

-
-
-
-
-
-
-
-
-



Space for notes Acknowledging both achievements and setbacks is essential for personal and professional growth.

What did you achieve so far



- Here's a template that you can use to reflect on your achievements and setbacks.



Which setbacks did you face



- This can help you gain insights, celebrate successes, and learn from challenges.

Section 7

VISION BOARD

"If your dreams don't scare you, they are too small." – Richard Branson

What is a vision board

A vision board, sometimes referred to as a dream board, is a collage of images, words, symbols, and affirmations that visually represent what you want to accomplish in life. It could range from professional goals like career advancement, to personal desires like fitness goals or travel aspirations.



The self-efficacy theory, proposed by psychologist **Albert Bandura**, states that individuals who believe in their ability to achieve a goal are more likely to do so.

By visually depicting goals, vision boards enhance our self-efficacy, providing a **constant reminder of our capabilities and aspirations**.

Activity

Time to visualize your success

create your own visual board

1. Close your eyes and visualize what your ideal life would look like and put it down including the feelings and emotions that come with it
2. Right your vision board in present tense as if it has already happened.
3. Write in specific details e.g exact amount of money you would need, in exactly how many years 5/10yrs, what would be the details of your day to day life etc
4. Include all 6 aspects of life to ensure a balanced life.
Career, Health & Fitness, Spiritual, Money & Finance, Intellectual, Relationships, Family.

Activity

Time to visualize your success

create your own visual board

Congratulations!

The fact that you've finished this process means you are nearly guaranteed to experience your dreams. As long as you do one thing...
Work. Dreams

don't become reality by dreaming. That is the very first and simplest step. The magic

happens when a consistent process of dedicated action is applied to the things that

matter most in your life.

And make no mistake at times it will feel like hard work is

required, the most fulfilling things in life

don't come without some effort.

When you get committed on such a level, the sky is the limit. That is what has

turned the impossible into the possible and is what makes the difference between outstanding life and an ordinary one.

We have a lot more power than we often give ourselves credit for. All we have to do is want it badly enough.

And make it happen. It is up to you.... Here's to a year of doing what actually matters
- to you and to the world.

Need more specific help aligning what you do with who you are?
Discover Your Purpose & Create More Meaning in Your Life?

Contact us at

<https://www.linkedin.com/company/93311206/admin/inbox>

mungaicoach@gmail.com

coachpaulgikonyo@gmail.com