

2025

 University

# YOUR BIGGEST YEAR EVER!

**LEADERSHIP STRATEGY  
& GOAL-SETTING WORKBOOK**

PART 1



# 1. REFLECTIONS & QUESTIONS

## Questions to ask yourself to begin the goal-setting process:

1. What are the top 3 goals I accomplished in 2024?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
2. What are the top 3 goals I did not quite accomplish in 2024?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
3. What are the top 3 obstacles that held me back from accomplishing my goals in 2024?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
4. What are the top 3 areas I feel I need to grow in 2025 to go to the next level?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
5. In 30 seconds or less, write down the 3 most important goals in your life right now:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_

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6. What would you do if you won 10 million dollars tax-free?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
7. What would you do if you knew you only had 6 months to live?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
8. What have you always wanted to do but been held back from doing it?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
9. What type of activities give you the greatest feeling of importance?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
10. If you were granted one wish to do anything with guaranteed success, what would it be?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 2. THE RULES OF GOALS

### Excerpt from “Design Your Best Year Ever” by Darren Hardy:

#### 1. **Don’t just think it — INK IT!**

“Reduce your plan to writing... The moment you complete this, you will have definitely given concrete form to the intangible desire.” — Napoleon Hill

Unless you write down your goals, they are often lost in the shuffle and excitement of new problems, new challenges, and new decisions. Eliminate outside interruptions.

#### 2. **Suspend Reality**

Don’t filter, qualify, or judge. In the beginning, don’t factor in experience, resources, or ability. Let the giant that lays dormant inside you out to play. If you had every skill, resource, or ability in the world, what would you do and what would you set out to accomplish? Don’t worry, you are not committing yourself, you are simply playing a game and scratching ink on paper. You can decide later what you really wish to do and tackle. During the process, let it flow.

#### 3. **Think BIG**

What is your BHAG? That stands for your Big Hairy Audacious Goal. What is that one thing that it makes your palms sweat a little (whenever you think of it).

“The greater danger for most of us is not that our aim is too high and we miss it, but that it is too low and we hit it.” — Michaelangelo

#### 4. **State in the positive**

Decide what you want to move toward, not away from. Focusing on your problems will only bring more of them into your life, so be conscious of the phrasing you use to define your goals and objectives.

Examples: “I am at my ideal weight of X pounds by X (date)” versus “I want to lose 20 pounds.” Or “I have a positive net worth of X by X (date)” versus “I want to get out of debt.” Or, “I have a loving, respectful, and intimate relationship with my wife” versus “I want to repair my marriage.”

#### 5. **State in the “I AM”**

State your goals in the present first person. I am X versus I want X. The latter only reinforces just that—the wanting versus the having. If you write a goal like “I want to be a millionaire,” your creative energy will only produce exactly more of that outcome — the “wanting.” If you say, “I am a millionaire by X (date),” then your creative power will go to work producing what you have declared to be.

#### 6. **Be sure your goals are YOUR goals**

Many people set goals that they think they “should” have rather than what they truly want for themselves. Don’t let the ideals or expectations of your family, colleagues, or society dictate your ambitions. In fact, if your written goals are not from your true heart and inner ambition, your creative spirit will not work to produce them anyway. All it will do is

frustrate you and give you the illusion that you are a failure and not capable, when in actuality you successfully avoided (didn’t achieve) what your inner spirit didn’t really want anyway.

#### 7. **Make sure your goals align with your values**

Some goals aren’t worth going for. Every promise has a price. It is important to be sure you don’t sacrifice your core values to pay for the acquisition of a promise less worthy. Goals must fit your own values, standards, and desires. If they do not meet your needs, you will find it impossible to remain interested or involved in them.

## 3. YOUR VALUES & ROLES

### VALUES: The Foundation for All Goals (Who We Are to Ourselves)

Whether you recognize it or not, you've got governing values. Everyone does. Your values reflect how you make decisions. Your governing values reflect **what is important to you, how you see the world, and what you believe in.**

Values are your highest priorities, the attributes and qualities you most want to develop. Examples of values are honesty, integrity, professionalism, thriftiness, family relationships, financial independence, teamwork, service, and maintaining good health.

**How you spend your time is often a good indicator of your values.**

*If you had control of your time what would you do?*

#### 1. Define your values:

- Identify the qualities, attributes, and priorities most important to you.
- Prioritize your list in order of importance.
- Clarify by writing a few statements about how you will live each value.

#### Start with these 50 Values

Put a #1 next to what you consider the most important, #2 to the somewhat important, & #3 to lowest tier of importance.

Then take your #1's and identify the TOP 5

- |                                       |  |  |  |
|---------------------------------------|--|--|--|
| <input type="checkbox"/> Authenticity | <input type="checkbox"/> Creativity    | <input type="checkbox"/> Justice         | <input type="checkbox"/> Recognition       |
| <input type="checkbox"/> Achievement  | <input type="checkbox"/> Curiosity     | <input type="checkbox"/> Kindness        | <input type="checkbox"/> Religion          |
| <input type="checkbox"/> Adventure    | <input type="checkbox"/> Determination | <input type="checkbox"/> Knowledge       | <input type="checkbox"/> Reputation        |
| <input type="checkbox"/> Authority    | <input type="checkbox"/> Fairness      | <input type="checkbox"/> Leadership      | <input type="checkbox"/> Respect           |
| <input type="checkbox"/> Autonomy     | <input type="checkbox"/> Faith Fame    | <input type="checkbox"/> Learning        | <input type="checkbox"/> Responsibility    |
| <input type="checkbox"/> Balance      | <input type="checkbox"/> Friendships   | <input type="checkbox"/> Love            | <input type="checkbox"/> Security          |
| <input type="checkbox"/> Beauty       | <input type="checkbox"/> Fun           | <input type="checkbox"/> Loyalty         | <input type="checkbox"/> Self-Respect      |
| <input type="checkbox"/> Boldness     | <input type="checkbox"/> Growth        | <input type="checkbox"/> Meaningful Work | <input type="checkbox"/> Service           |
| <input type="checkbox"/> Compassion   | <input type="checkbox"/> Happiness     | <input type="checkbox"/> Openness        | <input type="checkbox"/> Spirituality      |
| <input type="checkbox"/> Challenge    | <input type="checkbox"/> Honesty       | <input type="checkbox"/> Optimism        | <input type="checkbox"/> Stability Success |
| <input type="checkbox"/> Citizenship  | <input type="checkbox"/> Humor         | <input type="checkbox"/> Peace           | <input type="checkbox"/> Status            |
| <input type="checkbox"/> Community    | <input type="checkbox"/> Influence     | <input type="checkbox"/> Pleasure        | <input type="checkbox"/> Trustworthiness   |
| <input type="checkbox"/> Competency   | <input type="checkbox"/> Inner         | <input type="checkbox"/> Poise           | <input type="checkbox"/> Wealth            |
| <input type="checkbox"/> Contribution | <input type="checkbox"/> Harmony       | <input type="checkbox"/> Popularity      | <input type="checkbox"/> Wisdom            |

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**Name your top five values and write a clarifying statement for each**

Value: \_\_\_\_\_

Clarifying Statement: \_\_\_\_\_

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Value: \_\_\_\_\_

Clarifying Statement: \_\_\_\_\_

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Value: \_\_\_\_\_

Clarifying Statement: \_\_\_\_\_

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Value: \_\_\_\_\_

Clarifying Statement: \_\_\_\_\_

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Value: \_\_\_\_\_

Clarifying Statement: \_\_\_\_\_

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# ROLES: WHO WE ARE TO OTHERS

## Section 3 — “Your Values & Roles” Continued

Roles represent your key relationships, areas of responsibility, and areas of contribution. Determining them will help you see that life is more than a job or a particular ambition, it’s all of them together. They are a natural outgrowth of your values and mission. Reviewing your roles will help you ensure that your values and mission statement address all areas of your life. Some examples of roles you might be filling: spouse, manager, writer, leader, volunteer, employee, family member, friend, or coach.

### 1. Define your roles:

Name at least 4 roles you have (try to keep your total number to seven or less — you can combine functions if necessary). A key role to remember is your relationship with yourself. This role is called Sharpen the Saw, or your personal development role. The metaphor represents your personal capacity in four fundamental areas: physical, social/emotional, mental, and spiritual.

### 2. List your roles:

Use the following form to list your roles. Then write the most important people associated with each role. Finally write a clarifying statement for each defining your ideal performance in that role.

Role:	_____
Key People:	_____
Clarifying Statement:	_____
Role:	_____
Key People:	_____
Clarifying Statement:	_____
Role:	_____
Key People:	_____
Clarifying Statement:	_____
Role:	_____
Key People:	_____
Clarifying Statement:	_____
Role:	_____
Key People:	_____
Clarifying Statement:	_____

## 4. TOP 6 GOALS BY CATEGORY

List up to 6 goals in each of the following areas:

**1. FAITH** (Spiritual, Contribution)

**Examples:** More time at church, becoming a Mentor, a charitable donation or volunteering time, being a willing listener.

**3 short term** (less than 12 months)

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**3 long term:** (greater than 12 months)

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**2. FAMILY** (Marriage, Kids, Friends), what relationship will you work on during this time?

**Examples:** More time with a family member, a mentor, or a key employee or client.

**3 short term** (less than 12 months)

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**3 long term:** (greater than 12 months)

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**3. FINANCIAL** (Personal / Business) could be a Buisness goal, Networth Goal, Charity Goal,

**Examples:** If you are paying down debt, you can also record the amount here

**3 short term** (less than 12 months)

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**3 long term:** (greater than 12 months)

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**4. FITNESS** These are your health goals

**Examples:** Consider exercise, nutritional habits, Weight Loss, Run a 5K, ect.

**3 short term** (less than 12 months)

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**3 long term:** (greater than 12 months)

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**5. FUN** Things you want to do for fun.

**Examples:** Travel, new car, etc.

**3 short term** (less than 12 months)

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**3 long term:** (greater than 12 months)

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## LEGACY GOALS

- 6. FULFILLMENT** (Personal Growth) In what areas of your life do you want to grow?  
*Examples: Developing a new skill, etc.*

### 3 short term (less than 12 months)

**3 long term:** (greater than 12 months)

- 7. FREEDOM (7k Specific)** Where do you want to be 3mo-3yrs? (7K Rank, Income, etc.)  
**Examples:** Go Silver, Gold, get promoted at work, etc

### 3 short term (less than 12 months)

**3 long term:** (greater than 12 months)

### General Notes: