

CREATING WORK LIFE HARMONY

**YOUR DESIRED
RESULTS ALWAYS
STARTS WITH
YOUR GOALS!**

a complete guide to help you

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Hey Bosses!

WHY YOUR GOALS ARE SO IMPORTANT

Understanding how your goals play into your schedule, business and life is very important when it comes to controlling the out comes you want for your future.

IT'S ONE OF THE KEYS TO CREATING WORK LIFE HARMONY

01

You Must Know What You Really Want In Life

02

You Must Be Very Specific

03

You Must Create An Action Plan

"SETTING PERSONAL GOALS WILL BOOST YOUR SELF-CONFIDENCE, MAKE YOUR LIFE'S JOURNEY REWARDING, AND HELP YOU FULFILL YOUR PURPOSE"

There are three areas in your work day that can cause challenges in your business. They are unclear goals, an overloaded schedule and insufficient processes.

When you have unclear goals, you're not able to convey clear directions to your team. You're not able to focus on the things that will bring profit to your business. You're not sure if the products or services you offer are the right ones for your market. You're not creating the right content or marketing materials and the list could go on.

Having unclear goals will cause chaos in your schedule. You will schedule insufficient or unnecessary meetings and you're not blocking time on your schedule for the right things you need to do throughout the year.



KNOWING WHAT YOU REALLY WANT!

DO YOU NEED TO CREATE OR TWEAK YOUR GOALS?

It's important to discover what you really want. For example, I thought my business was just about creating a planner system when I started out. After fine tuning and really getting clear, it wasn't just about a planner. It was about me becoming a coach and opening a virtual assistant agency to help coaches, consultants in online service industry to strategize their goals, schedules and processes to create Work Life Harmony.

01

*MAKE SURE YOUR GOALS ARE MEASURABLE.
BE VERY SPECIFIC ABOUT THE NUMBER*

02

*MAKE SURE YOU'RE CREATING GOALS FOR EVERY
AREA OF YOUR LIFE. DON'T JUST FOCUS ON ONE.
THAT'S WHEN YOUR LIFE BECOMES UNBALANCED*

03

*YOUR GOALS SHOULD REFLECT WHAT YOU WANT. IF
YOU'RE DOING IT BECAUSE SOMEONE TOLD YOU TO
THAT CAN CAUSE YOU TO PROCRASTINATE.*

04

Your goals should be ones that motivate you to push through challenges so you maintain your enthusiasm to the finish line. Remember to celebrate your small and big WINS.

05

Make sure you tell those who need to know about your goals. Tell them what you need from them so they can support you. Make a list of people likely to contribute to the attainment of your goals and specify how they can help contribute to your vision.

06

Be prepared to encounter setbacks in your journey. Also be prepared to be confronted with discouragement and jealousy from others. To help overcome negative thoughts and experiences you need to regularly visualize the success you're after.

07

Take it slowly so you have time for other important things in your life. This means you need to take two days off a week. You'll be more stress-free and you'll have the time to make adjustments if required. Plus, you'll be able to savor each little victory along the way.

08

You should never go a day without looking at your goals a minimum of twice a day. This is necessary in your journey. You will find you will get off track more and more when you don't keep your goals in the front of your mind.

09

Remain focused on your goals, no matter what situations you face. If you do yield to temptation, get back on track quickly and learn from your mistakes.

Personal Questions To Think About

Do you feel like you have Work Life Harmony? If No, explain.

Do you have a sense of purpose? What is your purpose?

Are your thoughts and behavior patterns supporting a happy, successful life?

“No matter where you're from, your dreams are valid.”

– Lupita Nyong'o, actor

Your Success!

What is your definition of success?

How does your definition of success affect you and your loved ones?

Sometimes we're afraid to achieve our vision. What will your life be like once you've achieved your goals?

“I love to see a young girl go out and grab the world by the lapels. Life’s a b*tch. You’ve got to go out and kick ass.”
— Maya Angelou, poet, author, activist

HABITS

Take some time to look at your habits. They could prove detrimental to the achievement of your goals. List the habits that have held you back from reaching your goals.

“The success of every woman should be the inspiration to another. We should raise each other up. Make sure you’re very courageous: be strong, be extremely kind, and above all be humble.”

– Serena Williams, professional tennis player

Your Vision

Take some time to write down how you see your life a year or five years from now. Your relationships, your home, where you work, vacations, etc.

“Don’t let anyone rob you of your imagination, your creativity, or your curiosity. It’s your place in the world; it’s your life.”

— Dr. Mae Jemison, American engineer, physician and former NASA astronaut

BE SPECIFIC

What are your specific goals in these core areas of your life?

- Mind and Body
- Family and Friends
- Career and Business
- Financial Abundance

“One of the amazing things we have been given as humans is the unquenchable desire to have dreams of a better life, and the ability to establish goals to live out those dreams.”

-Jim Rohn

Creating goals that are specific is key. For example, saying that you want to be a good writer is vague. Saying that you want to be a best-selling author of science fiction is more specific.

WHAT ARE YOUR GOALS

MIND & BODY

FAMILY & FRIENDS



WHAT ARE YOUR GOALS

CAREER & BUSINESS

FINANCIAL ABUNDANCE



MAKE SURE YOU ARE DATE SPECIFIC FOR YOUR OUTCOME.

LONG TERM GOAL _____

INTERMEDIATE GOAL

ONE YEAR _____

SIX MONTHS _____

ONE MONTH _____

NOTES

Setting a deadline for your goals is essential. Determine how long it will take to achieve a lifetime goal, then decide how much you'll achieve in shorter time periods. Decide on intermediate goals for a year, six months, and one month out, then jot down deadlines for your lifetime goals.

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DAILY ROUTINE

MIND & BODY

FAMILY & FRIENDS



DAILY ROUTINE

CAREER & BUSINESS

FINANCIAL ABUNDANCE



JOIN THE TRIBE

Don't forget to join us in Creating You Creating Her Bosses In Business private facebook group. This group is for coaches, consultants in online service industries. I would love to continue the conversation.

I'M IN!

LET'S CONNECT ON SOCIAL



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