



BOSSED EVENTS, LLC

*Bossed Up!*  
Goal Setting Series

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# The Process

# TOP 5 Goal Setting Strategies

FOLLOW THE "CAPTURE & PROCESS" METHOD

ALWAYS ASSIGN IGNITE WORDS TO YOUR ACTIONS

WRITE OUT YOUR ACTION ITEMS LIKE YOU WERE ASSIGNING THEM TO SOMEONE ELSE

MULTITASKING IS A TOOL OF DISTRACTION

TRACK YOUR SUCCESSES & REWARD YOURSELF ACCORDINGLY



GOAL SETTING  
*defined*

## GOAL

THE OBJECT OF A PERSON'S AMBITION OR EFFORTS; AN AIM OR DESIRED RESULT

## TIME MANAGEMENT

THE ABILITY TO USE ONE'S TIME EFFECTIVELY OR PRODUCTIVELY, ESPECIALLY AT WORK.

**TASK** A PIECE OF WORK TO BE DONE OR UNDERTAKEN

## ACTION ITEM

A DISCRETE ACTION THAT MUST BE TAKEN IN ORDER TO ACCOMPLISH A PARTICULAR GOAL. USUALLY BY A SINGLE INDIVIDUAL OR SMALL TEAM. SHOULD ALWAYS BE DOCUMENTED AS MOST PEOPLE OVERESTIMATE THEIR ABILITY TO REMEMBER THINGS.

## CAPTURE

THE DISCRETE PHASE OF GETTING "STUFF" (IDEAS, THOUGHTS) OUT OF YOUR HEAD

## PROCESS

THE DISCRETE PHASE OF ANALYZING THE "STUFF" (IDEAS, THOUGHTS) THAT COME OUT OF YOUR HEAD

# ACTION

# Igniting

# VERBS

CALL  
SEND  
PROCESS  
FOLLOW UP  
BUY  
PURGE  
PRINT

TAKE  
ORGANIZE  
LOOK INTO  
DRAFT  
ASK  
DELEGATE

UPLOAD  
THANK  
REVIEW  
SHARE  
FIND  
GATHER  
EMAIL  
FILL OUT

## INSTRUCTIONS

List your goal each day

List 3 tasks that will help you get closer to accomplishing your goal.

Take a look at your Action Igniting Verbs.  
Assign 1 verb to each task

You have now created your Action Items for today

Tackle & complete each Action Item 1 at a time

When you have completed those 3 Action Items reward yourself. Take a walk, get in your daily activity, make a phone call to a friend.

If time permits in your day, rinse & repeat. Make a new list of action items that will help you accomplish your goal, and take action again. OR complete lower level tasks or errands that will help you complete your day!



# PRODUCTIVITY *mapping*

Use this chart to discover your peak productive times each day!

EARLY MORNING

6am	7am
8am	9am

MID-MORNING  
EARLY AFTERNOON

10am	11am
1pm	2pm

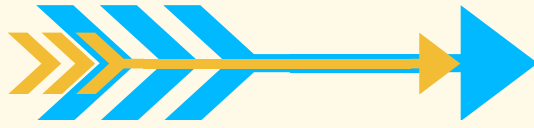
LATE AFTERNOON  
EARLY EVENING

3pm	4pm
6pm	7pm

LATE NIGHT

9pm	10pm
11pm	12am

# My GOALS



## TODAY'S TOP 3

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## ERRANDS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## VERB NOUN ACTION ITEMS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## POWER UP & HYDRATE

MEAL 1

MEAL 4



MEAL 2

MEAL 5



MEAL 3

MEAL 6



GET MOVING



RECHARGE



## TODAY'S SUCCESSES

STAY

Motivated



Doubt kills more dreams than some people ever will.

~Karim Seddiki

Good, better, best. Never let it rest.  
Til your good is better & your better is best!

~St. Jerome

*You have to believe in yourself when noone else does.*

**It always seems impossible until it's done.**

**~Nelson Mandela**

*That makes you a winner right there.*

*~Venus Williams*

The tragedy in life does not lie in not reaching your goal. The tragedy lies in having no goal to reach.

~Benjamin Mays

There is not great talent without great willpower.

~Honore de Balzae

