

VISION - GOALS - ACTIONS WORKSHEET

This worksheet is to help you define a Vision (for today), and outline Goals and Actions to make your vision manifest. It is meant to serve as a catalyst. Use all or only parts of the process - as best serves you - to help clarify your vision, your goals and to develop action steps.

Overview of the Process – Vision, Goals, Actions:

- Define your Vision.
- Define three to five Goal categories
- Identify separate actions for each goal

I. YOUR VISION: *Define a Vision for your life.*

- What are the key ingredients of your Vision (today) – *concepts, principles, values, and the material ingredients, manifestations. List them. Define the terms for yourself-- within this context*
- Write a Vision Statement.

*Next: **Write a VISION STATEMENT** based on the concepts and ingredients you've chosen and defined. (Example coming soon...)*

II. GOALS: *Establish Broad Goal Categories*

- List the categories** - three to six in number. This is for tracking your time. *Some examples: V-vision (if your vision is a specific goal, unlike your life's vision), E-earning, S-service, B-B-job, SC-self care, R-Recreation, F-Family/Friends, etc. Define these for yourself to include all aspects of your life. Combine as many as you can in order to limit the number as much as possible.*
- Write a brief goal statement/affirmation** for each Goal category
- List all goals under each category.**
Allow yourself to list any and all goals you may have – including those that seem entirely unfeasible to you now. Write them down. This demonstrates faith in the potential of the Universe, faith in infinite possibility, faith in God.

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Goals continued...

Example of Goal categories: (use some of these and/or those outlined in the newcomer packet, or create your own)

- **ER – Earning Related** - (any goals that work toward overcoming underearning and/or under-being, under achieving)
- **S - Service** - (Giving back what has been given. UA Service work, Other community or political service work, private service work (as you define).
- **R - Regeneration** (Everything else 😊) - Play, Twelve Step & other Spirituality, Self-care, Home-care, Life-Long Learning
- **C – Creative Work** – painting, writing (for its own sake and for other possibility - goals included in ER)

COAL CATEGORY #1

Goal statement: (write one)

Examples:

Goals and sub-goals for this category

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Goals continued...

GOAL CATEGORY #2

Goal Statement:

Examples:

Goals and sub-goals for this category

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Goals continued...

GOALS CATEGORY #3

Goal Statement

Goals and sub-goals for this category

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III. ACTIONS - Now you will begin to make your goals reality by applying action steps. You are not alone. Use your action partner(s). Ask for support. “Bookend” small actions with others (call before you begin, and after you complete an action step).

You will decide how to prioritize your action steps – again, with support and help from your action partners.

You will begin by listing some action steps in each category – even if it’s only one or two.

Code your action steps on your time sheet or daytimer. (i.e. E, S, R, V, etc.). This helps you see how your using your time.

Here’s a way to begin:

- a. Write each Goal listed above – in each category – on a separate piece of paper. You don’t have to list actions for each goal yet, but give each goal it’s own “territory” (piece of paper).
- b. List actions necessary to proceed with each goal (as many as you can). Do what you can to begin. Don’t try to tackle every goal right now. Where can you begin? Pick one or two goals in each category and list actions for those goals, for now. Where do you feel energy or motivation to begin? Start there.
- c. Brainstorm all actions required to move toward and complete the goals you choose to work on for now.
- d. Apply time frames, deadlines, when possible.
- e. Break actions down into the small incremental steps.
- f. Maybe pick one goal and do one action step after every session. Call your action partner. Bookend your actions.

GOOD LUCK, and remember, we’re all doing the best we can one day at a time.