



GRACED TO THRIVE

GOALS GUIDE.

STRATEGIES FOR SETTING
AND ACCOMPLISHING
YOUR GOALS

SHAWNTEL HIBBLER

WHO IS SHAWNTEL HIBBLER?

Hi! I'm Shawntel, but everyone calls me Shawnee. I am a millennial wife and mom. I have been an entrepreneur for almost 10 years and work full-time for a member-based business organization.

Through my entrepreneurial years and work in the business sector of organizational management, I have learned that failure to plan is planning to fail.

So often we set goals, but unintentionally set ourselves up to fail, by not following through with them.



THIS E-BOOK WILL HELP YOU PLAN TO SUCCEED AND ACCOMPLISH EACH GOAL. WHETHER YOU ARE TRYING TO SCALE YOUR BUSINESS, ORGANIZE YOUR HOME, OR HIT PERSONAL FITNESS GOALS, THIS E-BOOK IS FOR YOU!

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GRACED TO THRIVE

GOALS GUIDE

INTRODUCTION

G.O.A.L.S.(S).

Welcome, friend! I'm so glad you're looking to enhance yourself and accomplish the goals you have set. When trying to accomplish anything, setting clear and achievable goals is crucial. Goals act as roadmaps or landmarks to help determine whether you are on the right path, or if you are needing to pivot toward a new direction. Accomplishing the goals that you've set, act as a motivation and driving force to accomplishing even more goals.

To make goal-setting memorable and impactful, I have developed the **GOALS** acronym:

- G** Gauge Your Past Performance
 - O** Outline Your Specific Goals
 - A** Action Plan Development
 - L** List Your Priorities
 - S** Stay on Track / Scripture
- Each step is designed to break down the process of reflecting, setting goals, and actually achieving them. This is more than just an e-book. The Goals Guide is a tool that will help to transform the way you approach goal-setting. By combining practical strategies with biblical principles, the Goals Guide presents a holistic way approach to tackling your set-out goals.

Regardless of what goals you are setting, this guide ensures your efforts are rooted in faith and purpose. With the GOALS Guide, you'll be equipped to:

- Reflect on your past achievements and learn from challenges.
- Set clear, specific, and actionable goals using proven frameworks.
- Develop detailed action plans to turn your goals into reality.
- Prioritize tasks effectively to maximize your productivity.
- Monitor your progress and stay motivated with regular check-ins and goal-specific scriptures.

Embrace the GOALS Guide, and watch how it transforms not only your business but also your personal growth and faith journey.

GOALS(S)

Gauge Past Performance



Gauging your past performance is a CRUCIAL step in this process. What's the old saying? "You can't really know where you're going until you know where you've been". But, we're not going to look back over your whole life. Let's take a look at the last 3 months. Take a moment and ask yourself the following questions:

▶▶ **What were my "wins" and what contributed to those successes?**
(Doesn't matter how small it may seem. Did you accomplish all of your tasks for a week? Did you complete a work/business project?)

▶▶ **What were my challenges and how did I overcome them?**
(We won't call them losses. Any "failure" is an opportunity to learn what not to do, again.)

Consider how well you understood and managed your previous goals over the past 3 months. Spend a few minutes in prayer, asking God for wisdom and clarity in understanding your personal needs and stewarding your time well.

GOALS(S)

Outline Specific Goals

In this step, we are going to identify our specific goals. Setting clear goals is essential for personal growth and achievement. This step will help you verbalize what goals you have in your mind and get them on paper to bring you closer to achieving those goals.

Define Your Vision

Before you start setting specific goals, you want to get a sense of what your vision is. Your vision will act as a compass for your journey in tackling your goals, while helping you to keep a pulse on your progress. It will also allow you to know if you need to pivot in your approach to ensure you achieve your specific goal. So take a moment to ask yourself these questions:

- ▶▶ **What is my ultimate goal or dream?**
- ▶▶ **What impact do I want to make on my life and the lives of others?**

Once you have answered those questions and brainstormed what your vision looks like, it's time to get specific. This is where you will implement the SMART criteria.



GOALS(S)

Action Plan Development



Now that you have gauged your past performance and outlined your specific goals using the SMART criteria, it's time to create an action plan! This is the moment where your dreams turn into practical and actionable steps!

The Importance of an Action Plan

An action plan keeps you focused and motivated, keeping you on track toward the vision you laid out in the previous step. Much like the SMART criteria, we are going to:

- **Break down Goals into Actionable Steps**
 - Start by taking those goals and turning them into smaller tasks. The tasks should be detailed enough to point you in the way of your vision, but not too much that it will overwhelm you. Let each task be clear and achievable.
- **Assign Deadlines**
 - Deadlines create urgency and help to prioritize what you are doing. As a great friend of mine has said, "Put a date on it". Make sure this date aligns with your overall timeline for that goal.
 - This is also where you have to be super realistic. Set deadlines for each task that is achievable and not far fetched. While God can do much with little, we want to provide ourselves with achievable tasks that will continue to motivate us as we are accomplishing them. **STAY REALISTIC!**
- **Assign Responsibilities & Identify Resources**
 - Are you working with a team or slightly relying on external forces? Do you need to enroll in a class or purchase specific tools/materials? This is where you need to account for those possibilities. Determine what resources you will need in order to accomplish your goal. But again, **BE REALISTIC!**

Developing an action plan is when you start to really see your goals coming to life. It's one thing to mention what you WANT to do, but putting together a viable plan to tackle it is when you'll see that shift. The action plan will bring excitement, but it may also bring some doubt and fear. Remember, **YOU GOT THIS!** You're planning to succeed, so you will not fail (only learn)!

GOALS(S)

List Priorities

So, you have gauged your past performance, outlined your specific goals, and developed an action plan. Look at you getting serious about accomplishing your goals! Now, it's time to List Your Priorities!

Listing your priorities keep you focused on the most important tasks. You can have 10 goals, but trying to complete all 10 goals at one time will leave you overwhelmed and possibly even scatter-brained, leading you to not accomplishing them. So, we're going to take a look at each goal and see which ones can be tackled quicker and more easily.

- **Brainstorm All Tasks**

- Take every task from the previous step and jot them all down. Regardless of how big or small the tasks are, you want to write them all down (pretty much a brain dump).

- **Categorize Tasks**

- After you have gotten your list of tasks all written out, you want to categorize them. Group the tasks according to their area, such as research, implementation, etc.
- You can also categorize your tasks by urgency
 - Urgent: Needs immediate attention
 - Important: Crucial, but not time-sensitive
 - Long-Term: Contribute to long-term goals
 - Quick Wins: Easy to accomplish and provides immediate satisfaction

- **Eisenhower Matrix**

1. Urgent & Important:

Do these tasks first

2. Important but Not Urgent:

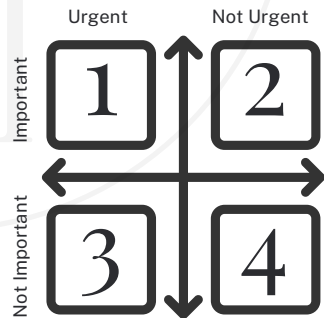
Schedule these tasks

3. Urgent but Not Important:

Delegate these tasks (is possible)

4. Not Urgent & Not Important:

Eliminate or postpone these tasks



Use the attached diagram in the “Resources” section to complete the printable diagram. This diagram will help you to visually categorize your tasks.

GOALS(S)



STAY ON TRACK

Stay on Track

You are almost there! You've done all of the heavy lifting and laid the ground work for your goals. Now, it is time to hold yourself accountable and get it done! Staying on track is like keeping your car on the road during a long journey. While you're driving, if you start texting and getting distracted, your car is likely to veer off from the lane you were in and cause an accident. But, when you stay focused on the road, no matter how long the journey is, you're way more likely to reach your destination safely and HOPEFULLY in the time you set forth to get there.

So the best way to stay on track with your goals are to:

- **Set Up Regular Check Ins / Track Your Progress**
 - Create a schedule to review your progress. Have a “check-in session” where you go through each of your tasks and see which ones you have accomplished and which ones, according to priority, can be tackled next.
- **Celebrate the Small Wins**
 - EVERY MILESTONE MATTERS! You didn't eat that good looking cheeseburger at lunch today when you are seeking to lose 10 pounds? CELEBRATE (not with oreos, though).
 - But, it's great to celebrate the ways that you have stayed disciplined in accomplishing your goal. Just make sure the celebration still lines up with your vision/goal and will not set you backwards.
- **Stay Flexible**
 - Remain flexible in your accomplishment of your tasks. I know, I know. We have to remain disciplined, but life happens. If or when it does, do not stay there. Pick yourself back up and get back on the wagon. Depending on the type of goal you have, there may be ebbs and flows on how you accomplish your tasks. Lean in and use that as your motivation to continue getting it done!
- **Get an Accountability Person**
 - I always see “Accountability Partner” and hear the scary movie screams. At least in my brain. And it's likely because this can be all good, or all bad. Make sure the person you have as an accountability partner will be motivating and supportive. They must understand your vision and want to help keep you on track towards it.
- **REMEMBER WHY YOU STARTED**
 - Keep the main thing, the main thing. There was a reason why you set the goals that you did. Remember your “why” and let that serve as your driving force to accomplishing your goals.

GOALS(S)

Scripture



You have made it through the entire process. ALMOST. There's a bonus tip (and quite frankly my biggest secret weapon). Anyone who knows me knows that everything I do is rooted and grounding in Christ. So, we can not complete this process without tying in scripture.

Having scripture as a part of your process provides guidance, strength purpose, and motivation. Rooting your goals in scripture helps to provide the blueprint as you are on this journey of accomplishing them. There will be times where you may be weary, there may be times where you may be confused, there may even be times where you don't even understand why you are still working on this goal. Having the Word of God as your backing and seeking direction through Him will keep you going when you think you have hit your wall.

I encourage you to take each goal and attach a scripture to it, Whether it be finances, fitness, family, or business. Having a scripture that you lean on for each goal not only motivates you, but reminds you of the promises God has given you.

1 Corinthians 10:31 says for us to do everything for the glory of God. It is my belief that you getting this e-book is a way for you to enhance your life, putting an end to wishes and making them reality, and ultimately blessing those who you are connected to with the purpose you have on your life. We are all here for a purpose. Getting a hold of your goals and accomplishing them only brings us closer to walking in our purpose.

Prayer & Meditation

Dear Lord, I thank you for getting me through this process. Thank you for the vision to enhance my life and be better for those I am connected to. Help me to stay focused on your direction and lead my feet to the territories you have for me. Let the tasks and goals that I have set forth not be in vain. Let it bring You glory and be a blessing to others. Father, I know that I can try to do this apart from You, but I want Your will for my life to take precedent. Breathe life into every goal that I have set forth. Let my focus remain on You, even when my motivation has dwindled. I trust You with this list, and I pray that You strengthen me through it. In Jesus' mighty name I pray, Amen.

CONCLUSION

CONGRATULATIONS!

Well, friend, you've made it. You've gotten to the end of this process. But, let be honest. This will always be an ongoing process. Be sure to follow each step, but to also give yourself grace. This isn't something that you will get overnight, but it is absolutely doable.

Utilize the printable resources on the next few pages to help guide you through the entire process and even share with others.

I am so excited for you and can't wait to hear about all of your progress. Let's stay connected! Check out the last page for all of the ways you can stay connected with me!



GOALS GUIDE

Gauge Past Performance Worksheet

Wins	Contributions

Challenges	How I Overcame

GOALS GUIDE

Outline Specific Goals

SMART Criteria

Goal: I want to lose weight.

SMART Criteria	Description
Specific	Lose 10 pounds in 3 months
Measurable	Weigh myself weekly, keep an exercise journal
Achievable	Join a local gym & attend classes
Relevant	Improve health & boost confidence
Time-Bound	Start on (start date) & achieve by (end date)
Completed	The date you achieved this goal

Goal:

SMART Criteria	Description
Specific	
Measurable	
Achievable	
Relevant	
Time-Bound	
Completed	

Goal:

SMART Criteria	Description
Specific	
Measurable	
Achievable	
Relevant	
Time-Bound	
Completed	

GOALS GUIDE

Action Plan Development

Goal:

Task	Deadline	Resources Needed

Goal:

Task	Deadline	Resources Needed

Goal:

Task	Deadline	Resources Needed

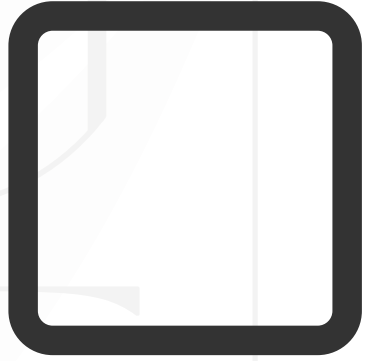
GOALS GUIDE

List Priorities Eisenhower Matrix

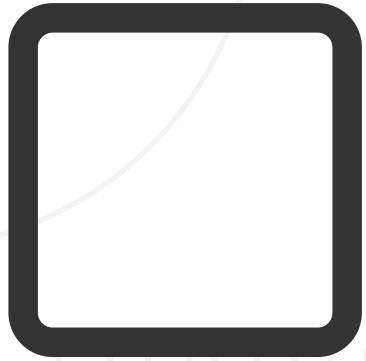
Urgent

Not Urgent

Important



Not Important



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Thank You for reading!

If you're a "small" business owner or entrepreneur and you'd like to take your business to the next level, book a free consultation with me!

BOOK NOW

Let's Connect!



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