



Vision

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1. Know yourself

- your **goals and priorities** -
 - spiritual, physical, financial, school, social, family, community – what makes me happy? What bugs me and can it be changed?
 - Be aware of what you can handle and don't compare
 - Only you can set your priorities
 - will it matter next year, in 5 years, eternally?
 - What do I want to accomplish?
- upcoming year - goals and schedule
- Spend time vs. invest time
- Break down goals
- Important and low priority goals, Do they harmonize?
- What are the best and worst possible results of a situation?
- Make sure your time plan matches your goals. What you do is what you believe.

2. Use tools

- break down task or goal - set aside time for planning
- weekly plan sheet - look ahead too, it is your plan, not someone else's.
- This also means you are responsible for doing it, no one else!
- Plan and ideal year, month, week, and day
- 6 most important list- spiral
- Place to post schedules
- Overall planning as a family
- Track yourself for a week

3. Character develops by fits and starts, not by unbroken self-improvement.

- Self-discipline will slide naturally so check yourself and regroup.

4. More Goal Setting

- Take time to dream. What makes you happy and what bugs you?
- Know yourself - personality types, balanced-unbalanced, morning/night, high energy/low energy. Be aware of what you can handle and don't compare.
- Set specific and challenging goals in all areas of life
 - Spiritual, physical, social, professional, family, personal, financial
 - Balance in life
 - Recognize that you can't do everything at once in all areas or within any one area
 - Seasons of life – have short term, long term and lifetime goals
 - Do your goals harmonize or contradict each other?
 - Prioritize your goals – important and low priority goals
 - Break the goal down into the LITTLE steps needed to achieve it.
 - On paper, with a timetable (give an example)
 - Be ready to adjust to circumstances
 - List the knowledge you need to achieve the goal and where to acquire it