

# Collating a Creative Goal Setting Folder

For best results, you will need to print this file onto A4 paper then collate into:

- A 25mm 4 “D” ring loose leaf binder (white is good) with a clear insert pocket on the outside front and spine.
- With at least 25 clear plastic A4 sleeves to insert the pages in the following order.

Page 2 of this PDF file is the front cover to slide into the outside front pocket of your 4 ring insert binder. Or stick it on the front of your binder however you can.

Page 3 of this PDF file is the inside ‘front facing page’ of your Creative Goal Setting folder inserted into the first plastic sleeve.

Page 4 *My Life Plan* is inserted behind page 3, the ‘front facing page’ in the first plastic sleeve.

Pages 5-9 *My Vision* are inserted into your second sleeve. Many of us use 2 *Vision* sheets to write our vision. Which is why we have printed a few spares. Turn the 5<sup>th</sup> *Vision* around so it shows in the back of the sleeve if you like.

Pages 10 through to 34 are in alphabetical order with a *Distinctions* sheet facing up on the right and the *Consciousness* page in the back of this sleeve, so when you turn the page *Consciousness* is facing up on the left. Another *Distinctions* sheet in the 4<sup>th</sup> sleeve, with *Contribution* in the back. A *Distinctions* sheet in the 5<sup>th</sup> sleeve, with *Family* in the back. And so on, so that when the folder is open you see the *Area* heading on the left and a *Distinctions* sheet on the right.

Page 35 *May these goals or ...* is inserted in the back of the last *Distinctions* sheet.

Page 36 *Received Goals* is inserted into the next (16<sup>th</sup>) plastic sleeve.

The next plastic sleeve can hold the spare *Distinctions* sheets.

Pages 41-45 *Thank You Letters* go in the next plastic sleeve.

Pages 46-49 *Please keep these three sheets ...* go in the next sleeve

Leave a few empty plastic sleeves. You can add more sleeves for extra busy *Areas* in your folder.

And in the last (25<sup>th</sup>) plastic sleeve insert page 50 *Adding Value Exercise* and behind it insert page 51 *Step-by-step instructions...*

You will notice there is a spine filler printed on the last, page 52, “landscape” page; cut it out and insert into the spine of your insert binder or stick it onto the spine anyway you want to.

## Now you are ready to use the step-by-step instructions!

Now in the back of your Creative Goal Setting Program.

Enjoy, and best wishes,

**Marianne Thorne**

Attitude Coach



*Creative*

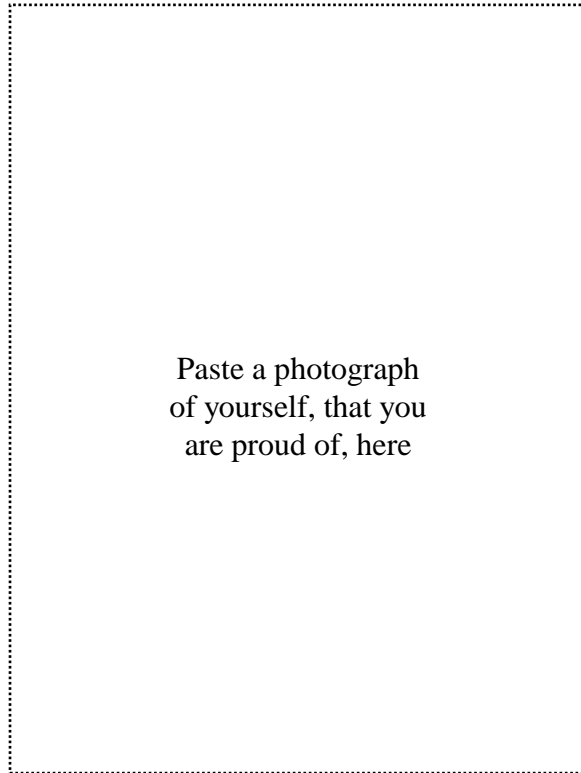
*Goal*

*Setting*



*Creative  
Goal  
Setting*

# *My Life Plan*



I, ..... now know I am adding value as I use my

....., ..... and .....

By ....., ..... and .....

And as a result my World is more

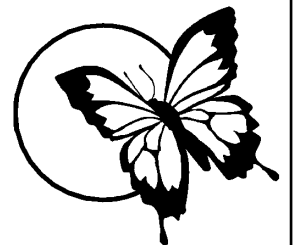
....., ..... and ..... NOW!



# My Vision

Today's Date: .....

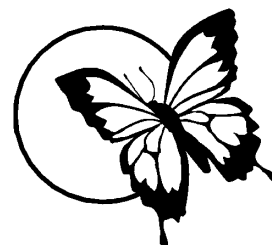
A series of horizontal dotted lines for writing.



# *My Vision*

*Today's Date:* .....

Ruled lines for writing a vision statement.



# My Vision

Today's Date: .....

A series of horizontal dotted lines for writing.





# My Vision

Today's Date: .....

A series of horizontal dotted lines for writing, spanning the width of the page.



# *Distinctions*

Area:

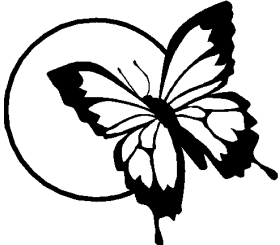
*Tangible  
Expectations*

*Personal  
Values*

Handwriting practice area for 'Tangible Expectations' with 20 horizontal dotted lines.

Handwriting practice area for 'Personal Values' with 20 horizontal dotted lines.

Essential Focus:



# *Consciousness*



# *Distinctions*

Area:

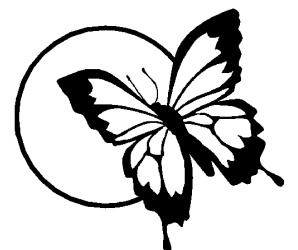
*Tangible  
Expectations*

*Personal  
Values*

Essential Focus:



# *Contribution*



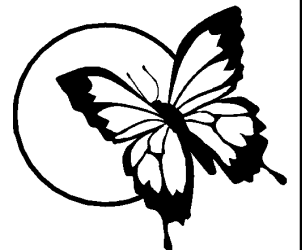
# *Distinctions*

Area:

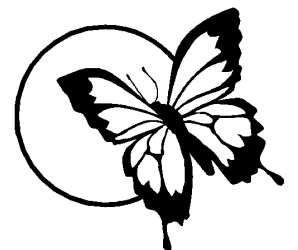
*Tangible  
Expectations*

*Personal  
Values*

Essential Focus:



# *Family*



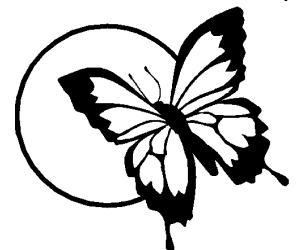
# *Distinctions*

Area:

*Tangible  
Expectations*

*Personal  
Values*

Essential Focus:





# *Health*



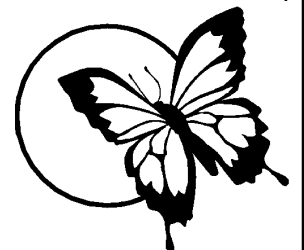
# *Distinctions*

Area:

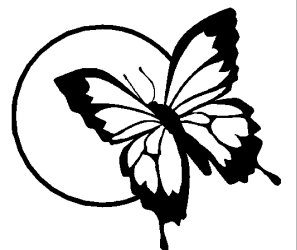
*Tangible  
Expectations*

*Personal  
Values*

Essential Focus:



# *Home*



# *Distinctions*

Area:

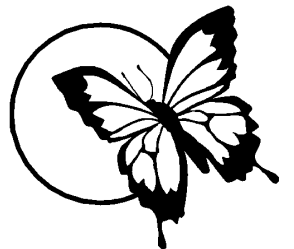
*Tangible  
Expectations*

*Personal  
Values*

Essential Focus:



# *Leisure*



# *Distinctions*

Area:

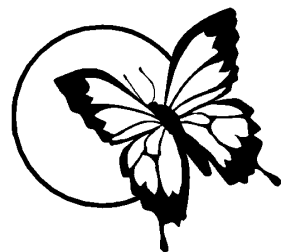
*Tangible  
Expectations*

*Personal  
Values*

Essential Focus:



# *Material Things*



# *Distinctions*

Area:

*Tangible  
Expectations*

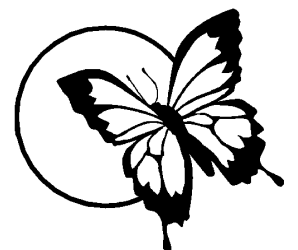
*Personal  
Values*

Essential Focus:





# *Personal Development*



# *Distinctions*

Area:

*Tangible  
Expectations*

*Personal  
Values*

Essential Focus:



# *Relationships*



# *Distinctions*

Area:

*Tangible  
Expectations*

*Personal  
Values*

Essential Focus:



# *Resources*



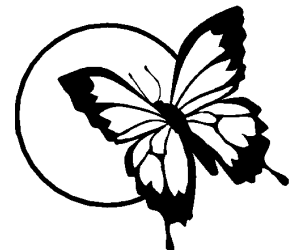
# *Distinctions*

Area:

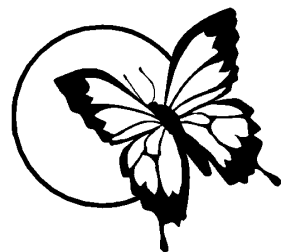
*Tangible  
Expectations*

*Personal  
Values*

Essential Focus:



*Self*



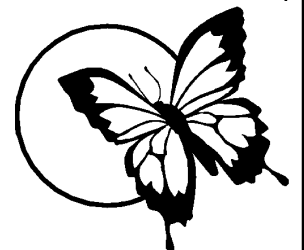
# *Distinctions*

Area:

*Tangible  
Expectations*

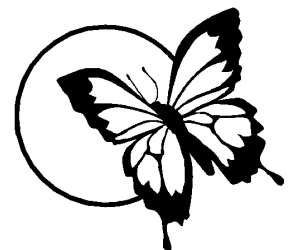
*Personal  
Values*

Essential Focus:





# *The Planet*



# *Distinctions*

Area:

*Tangible  
Expectations*

*Personal  
Values*

Essential Focus:



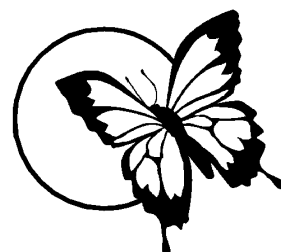
*These goals or  
something better are  
now materialising  
for me,*

.....,

*for the highest good  
of all concerned.*



# *Received Goals*



# *Distinctions*

Area:

*Tangible  
Expectations*

*Personal  
Values*

Essential Focus:



# *Distinctions*

Area:

*Tangible  
Expectations*

*Personal  
Values*

Essential Focus:



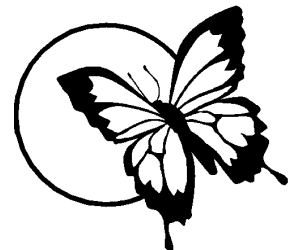
# *Distinctions*

Area:

*Tangible  
Expectations*

*Personal  
Values*

Essential Focus:



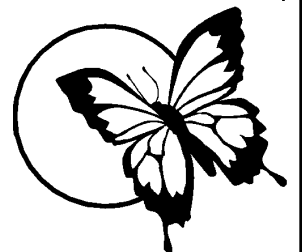
# *Distinctions*

Area:

*Tangible  
Expectations*

*Personal  
Values*

Essential Focus:





# Thank You Letter

Area:

*Date Written:* .....

*Dear:* .....

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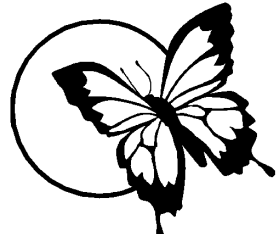
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*This or something better is now materialising for me for the highest good of all concerned,*

*Yours positively,*



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# Thank You Letter

Area:

Date Written: .....

Dear: .....

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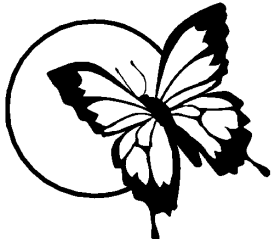
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*This or something better is now materialising for me for the highest good of all concerned,*

*Yours positively,*



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# Thank You Letter

Area:

*Date Written:* .....

*Dear:* .....

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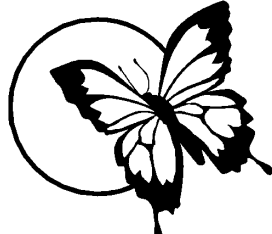
.....

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.....

*This or something better is now materialising for me for the highest good of all concerned,*

*Yours positively,*



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# *Thank You Letter*

Area:

*Date Written:* .....

*Dear:* .....

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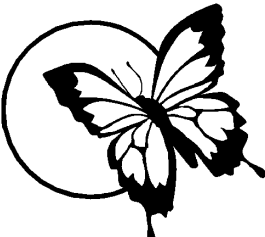
.....

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.....

*This or something better is now materialising for me for the highest good of all concerned,*

*Yours positively,*



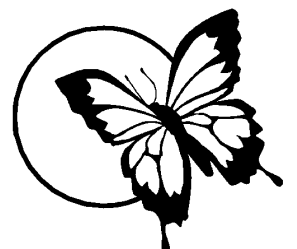
.....

*Please keep these three sheets;*

*My Vision  
Distinctions  
Thank You Letter*

*for photocopying.*

*You will need these extra sheets for the  
ongoing evolution of your  
Creative Goal Setting Program.*





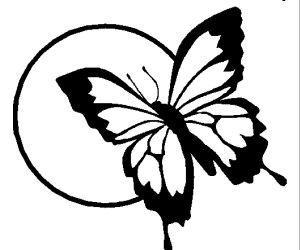
# *Distinctions*

Area:

*Tangible  
Expectations*

*Personal  
Values*

Essential Focus:





# *Thank You Letter*

Area:

*Date Written:* .....

*Dear:* .....

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*This or something better is now materialising for me for the highest good of all concerned,*

*Yours positively,*



.....

# Adding Value Exercise

For maximum benefit, do this exercise step by step, completing each part as you go.

1. Complete the following three lists with 10 words in each. Convert phrases into single words.

## List 1

List 10 words that describe your favourite characteristics in your personality:

EG: humour  
spontaneous

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....

## List 2

List 10 words that describe your favourite ways you love expressing yourself – these words must end with ‘ing’:

EG: reading  
fishing

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....

## List 3

List 10 words that describe your idea of a perfect World:

EG: peaceful  
healthy

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....

2. Go back over each list and circle three words in each list.

3. Fill in the sentence below using your name and the words you have circled.

“I, ..... (your name) **NOW KNOW I AM ADDING VALUE AS I USE MY**

....., ..... **AND** .....  
(the three words circled in your first list)

**BY** ....., ..... **AND** .....  
(the three words circled in your second list)

**AND AS A RESULT MY WORLD IS MORE**

....., ..... **AND** ..... **NOW”**

# Step-by-step instructions to Creative Goal Setting

The power of materialising your dreams lies within your imagination. Creative Goal Setting supports your process of gaining clarity, self esteem and a sense of purpose by using positivity, colour and pictures. Enjoy actively using these steps to clear your past, design your future, and bring yourself into present time with accumulated personal wisdom.

Firstly, there are three rules to follow throughout the whole *Creative Goal Setting Program*:

- 1. Write with coloured markers, changing colours after every phrase or sentence**  
~ coloured pencils and gel pens are OK.
- 2. Write everything in positive present tense**  
~ as if it is happening now.
- 3. Write only about yourself**

Find a portrait picture of yourself to paste onto the *My Life Plan* page. You are always adding value to those around you, whether you are aware of it or not. Acknowledge some of the unseen value you are contributing by completing the *Adding Value Exercise* sheet at the back of your *Goal Folder*. Re-write the final sentence onto the bottom of *My Life Plan*.

Before writing a vision on *My Vision* sheet (with the three rules above), spend a little time imagining an ideal lifestyle ~ dare to dream your dreams. Let go any fears about lack of resources and/or time, and get a feel for what you would ideally love to be doing, being and experiencing. Include all twelve Areas in your *Creative Goal Setting Program*.

Creating the outcomes you desire in life requires both creativity and order. So spend some time now moving the twelve Areas: *Consciousness, Contribution, Family, Health, Home, Leisure, Material Things, Personal Development, Relationship, Resources, Self, and The Planet* into an order that suits you. Keep in mind that some Areas would act as a foundation to others; these foundational Areas would go at the front of your *Goal Folder*. As your *Creative Goal Setting Program* progresses, you can re-organize it and add pages to the Areas. The size of the binder has been selected to contain your goals in an orderly manner; creating clarity. (A larger 'Goal Folder' allows too much room for confusion!)

In each of the twelve Areas there are *Distinctions* sheets. These sheets are used to establish the physical, measurable outcomes you wish to receive in each Area of your life (on the left under *Tangible Expectations*) and the feelings you want to experience in each Area of your life (on the right under *Personal Values*). There is no need to match the left and the right sides together. Write the Area of your life you are working on in the box at the top of the sheet. Again, the three rules mentioned above are applicable. The box at the bottom of the sheet labeled *Essential Focus* is for the most significant word that you can think of having just written this sheet. It usually comes from your list of *Personal Values*. Please note: Just because it is written ... does not mean you have to do it! Although, at the same time, action is confirmation of your intention and draws the resources you need to do, have and/or be what you are asking for. Collect and paste pictures into the twelve Areas to support your personal *Expectations* and *Values*.

The third worksheet is called the *Thank You Letter*; it is optional. (They are stored at the back of your folder.) A *Thank You Letter* is written regarding only one Area of your life at a time. This worksheet has two purposes:

- a) it is used for clarifying a goal, or goals, in one area by asking for what you want in more detail, and/or
- b) it is used for creating a positive outcome to a particular situation and/or association ~ conflict resolution.

First, imagine the ideal outcome, then address it to the Super Conscious aspect of your mind, using the three rules ... you are giving thanks in advance for the best possible solution you can think of! Sign it before filing it in a plastic sleeve in the relevant Area. Please note: It is best to only write goals for yourself, and only write what you are willing to take responsibility for and action yourself. (eg: instead of "People now listen to me", write "I am now feeling heard".)

Re-write the worksheets (*My Vision, Distinctions* and *Thank You Letters*) as often as you can, until you are happy that they describe your ideal, all encompassing, lifestyle. This is an ongoing process, keep one of each of these three worksheets blank to photocopy for your continual use. As you re-write, transfer that which is good to a new one and throw away the old sheet. In other words, only accumulate GOOD ideas!

Always keep your *Goal Folder* open, where you can see it daily, at the Area of your life that most needs improvement. Only move to another Area when you are happy with the ongoing outcomes in that Area of your life. Your response to events in your life at this time are helping you to understand the programming of your subconscious mind regarding this Area of life. For a deeper understanding you can ask yourself a question starting with "how" or "what". (eg: "What do I need to do to change the ... situation?") The answer will occur to you spontaneously. You can change your reality of the situation by writing the best possible **outcome** (don't worry over the details) that you can imagine on a *Thank You Letter*.

**BE AWARE ~ you may get exactly what you ask for.**

Your goals are enveloped in an affirmation: *These goals or something better are now materialising for me, ..... for the highest good of all concerned* near the back of your folder. Write your name on the dotted line. Collect a few *Received Goals* at the back of your *Goal Folder* to build your confidence in this Program.



# *Creative Goal Setting*

