



12 TOOLS FOR SUCCESS IN 2014:

Find the discipline to use these tools, and you will reach your goals.

FOUND AT: FOREVERJOBLESS.COM

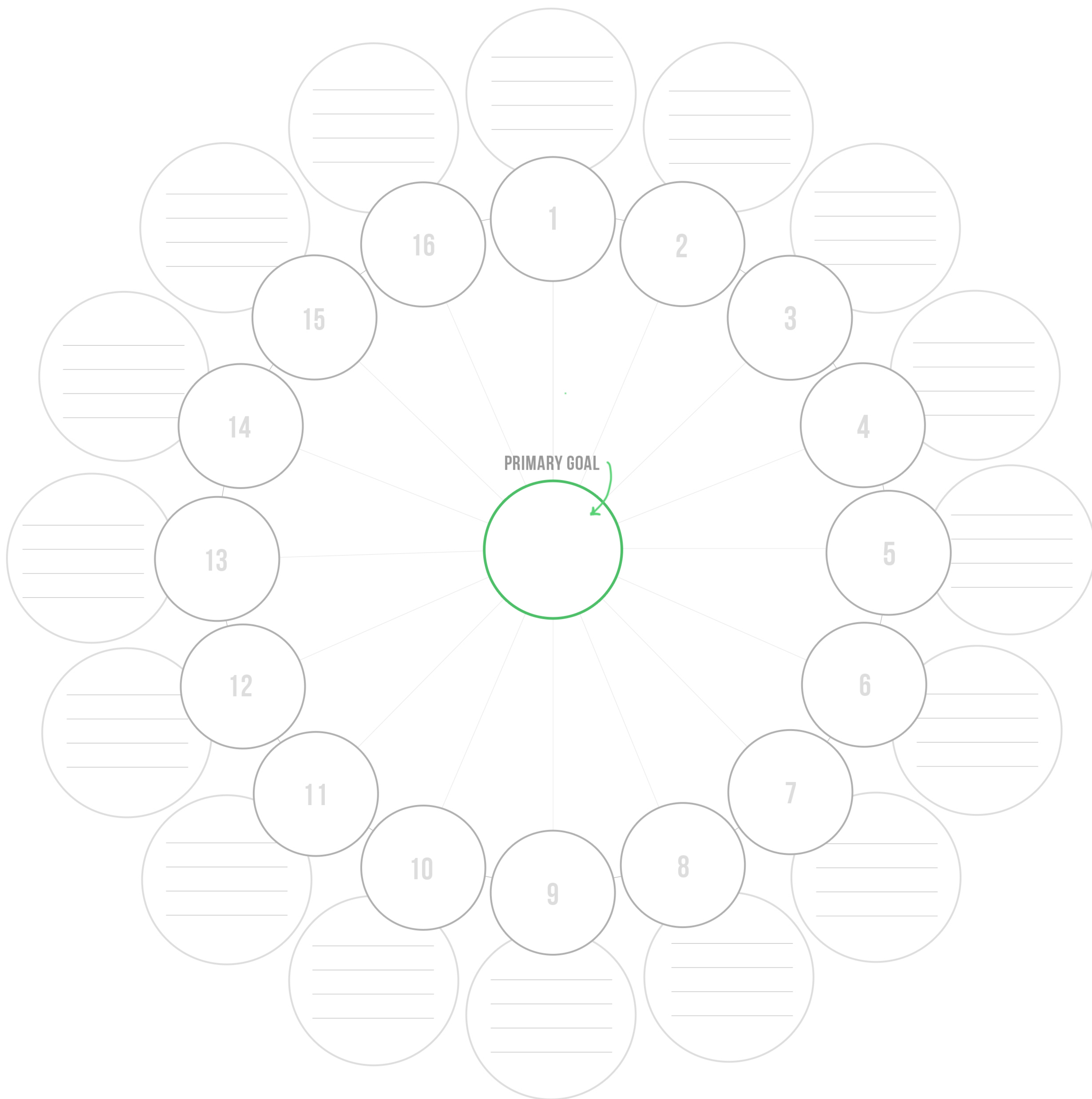
BLOG POST: [THE DEFINITIVE GUIDE TO ACCOMPLISHING YOUR GOALS](#)

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MINDMAP:

- 1) Create a specific primary goal that will be your major purpose in life.
- 2) Write goals to help you accomplish the main goal in the numbered circles.
- 3) Write down actionable steps to accomplish those goals in the outside circles.





TASK BREAKDOWN

Arrange the actions from pg. 1 to achieve your *goals in order of priority*:

- | | |
|-----------|-----------|
| 1. _____ | 26. _____ |
| 2. _____ | 27. _____ |
| 3. _____ | 28. _____ |
| 4. _____ | 29. _____ |
| 5. _____ | 30. _____ |
| 6. _____ | 31. _____ |
| 7. _____ | 32. _____ |
| 8. _____ | 33. _____ |
| 9. _____ | 34. _____ |
| 10. _____ | 35. _____ |
| 11. _____ | 36. _____ |
| 12. _____ | 37. _____ |
| 13. _____ | 38. _____ |
| 14. _____ | 39. _____ |
| 15. _____ | 40. _____ |
| 16. _____ | 41. _____ |
| 17. _____ | 42. _____ |
| 18. _____ | 43. _____ |
| 19. _____ | 44. _____ |
| 20. _____ | 45. _____ |
| 21. _____ | 46. _____ |
| 22. _____ | 47. _____ |
| 23. _____ | 48. _____ |
| 24. _____ | 49. _____ |
| 25. _____ | 50. _____ |



VISION BOARD

Get specific about the things that you are going to have.

DREAM HOUSE:

LOCATION:

ROOMS:

SQUARE FEET:

OTHER:

ATTACH IMAGE OF DREAM HOUSE HERE



VISION BOARD

Get specific about the things that you are going to have.

DREAM CAR:

MAKE:

MODEL:

COLOR:

YEAR:

ATTACH IMAGE OF DREAM CAR HERE



VISION BOARD

Get specific about the things that you are going to have.

DREAM VACATION:

LOCATION:

DATES OF STAY:

HOTEL:

ACTIVITIES:

- 1.
- 2.
- 3.

ATTACH IMAGE OF VACATION SPOT HERE



VISION BOARD

Get specific about the things that you are going to have.

FILL OUT YOUR BLANK CHECK:

 BANK OF FOREVER JOBLE\$\$	DATE TO CASH MONEY
PAY	<input type="text"/>
TO THE ORDER OF	CURRENCY <input type="text"/>
DATE SIGNED	
⑆000000345⑆ 00300020085⑆ 11000⑆	



COST TO FULFILL DREAM:

What will your cost of living be when you accomplish these goals?

MONTHLY

COST OF DREAM HOME: _____
COST OF DREAM CAR: _____
DREAM VACATION SAVINGS: _____
FOOD/DRINKS: _____
EDUCATION: _____
MISCELLANEOUS: _____

UTILITIES: _____
INTERNET: _____
PHONE: _____

MONTHLY TOTAL: _____
WEEKLY TOTAL: _____
DAILY TOTAL: _____
YEARLY TOTAL: _____



VICTORY SHEET

The best accomplishments of your life.

YOUR CURRENT AGE: _____ /3 = _____

PART I- THE FIRST THIRD OF YOUR LIFE:

1. _____
2. _____
3. _____

PART II- THE SECOND THIRD OF YOUR LIFE:

1. _____
2. _____
3. _____

PART III- THE LAST THIRD OF YOUR LIFE:

1. _____
2. _____
3. _____



VICTORY SHEET

Accomplishments of your life.

PART IV- THE NEXT YEAR OF YOUR LIFE:

JAN-MAR 2014

1. _____
2. _____
3. _____
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APR-JUN 2014

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25. _____



VICTORY SHEET

Accomplishments of your life.

PART IV- THE NEXT YEAR OF YOUR LIFE:

JUL-SEP 2014

1. _____
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OCT-DEC 2014

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POWERFUL QUESTIONS

Write these 4 questions on an index cards and carry them it with you.

MEETING:

1. If we were meeting three years from today, what has to have happened during that three-year period for you to feel happy about your progress?

DANGERS:

2. What are the biggest dangers you'll have to face and deal with in order to achieve that progress?

OPPORTUNITIES:

3. What are the biggest opportunities that you have that you would need to focus on and capture to achieve those things?

STRENGTHS:

4. What strengths will you need to reinforce and maximize, and what skills and resources will you need to develop that you don't currently have in order to capture those opportunities?



TASK MANAGER

Fill out all the tasks you do on a daily/weekly basis.

Circle *the 3 things you're most effective at* and focus all your energy on those things.

- | | |
|-----------|-----------|
| 1. _____ | 26. _____ |
| 2. _____ | 27. _____ |
| 3. _____ | 28. _____ |
| 4. _____ | 29. _____ |
| 5. _____ | 30. _____ |
| 6. _____ | 31. _____ |
| 7. _____ | 32. _____ |
| 8. _____ | 33. _____ |
| 9. _____ | 34. _____ |
| 10. _____ | 35. _____ |
| 11. _____ | 36. _____ |
| 12. _____ | 37. _____ |
| 13. _____ | 38. _____ |
| 14. _____ | 39. _____ |
| 15. _____ | 40. _____ |
| 16. _____ | 41. _____ |
| 17. _____ | 42. _____ |
| 18. _____ | 43. _____ |
| 19. _____ | 44. _____ |
| 20. _____ | 45. _____ |
| 21. _____ | 46. _____ |
| 22. _____ | 47. _____ |
| 23. _____ | 48. _____ |
| 24. _____ | 49. _____ |
| 25. _____ | 50. _____ |



TASK FOCUS

Refer to the previous page if you need ideas.

POOR HABITS: replace with



BETTER HABITS:

1. _____
2. _____
3. _____
4. _____

1. _____
- _____
2. _____
- _____
3. _____
- _____
4. _____
- _____

STOP DOING:

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

11. _____
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19. _____
20. _____



BILLY'S PROPOSED DAILY ROUTINE:

MORNING:

1. Read goals out loud. Spend time visualizing what you want as if you already have it (include money). (10-15 min)
2. Review affirmations (5 min)
3. Eat (30 min)
4. Priority Goal (1-3 hours)
5. Eat or break (30 min)
6. Do the most important and/or most difficult task of the day first. (1 hour)
7. Gym (1 hour, 15 min)
8. Eat (30 min)
9. Read (30 min)

AFTERNOON:

1. Read goals out loud. Spend time visualizing what you want as if you already have it (include money). (10-15 min)
2. Other tasks (1-3 hours)
3. Eat (30 min)

EVENING:

1. Other tasks and/or relaxing
2. Eat (30 min)
3. Create your to-do list in order for the following day. Prepare any supporting material for when you wake up. Visualize exactly how you want the day to go. (15 min)
4. Read goals out loud. Spend time visualizing what you want as if you already have it (include money). (10-15 min)
5. Review the goal book (5-10 min)
6. Review affirmations (3-5 min)
7. Review your vision/dream board or 3-ring binder (3-5 min)
8. Acknowledge successes (3-5 min)
9. Do mirror exercise (3-5 min)



DAILY ROUTINE:

Put your daily tasks and routines into time slots.

MORNING:

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

AFTERNOON:

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

EVENING:

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



STAKES

There's a way to guarantee that you get something done. Find it.

WHAT IS THE **ONE TASK** THAT YOUR PRIMARY GOAL CAN BE MEASURED IN?

MEASURED IN **UNITS** OF:

HOW OFTEN ARE YOU WILLING TO COMMIT TO DOING THIS **TASK**?

WHO WILL HOLD YOU RESPONSIBLE FOR MEASURING THIS **TASK**?

WHAT HAPPENS IF THEY CATCH YOU NOT DOING YOUR **TASK**?

BILLY'S TIP: CROSS OFF YOUR **P WITH A BIG RED **X** EVERYDAY**

CALENDAR LEGEND:

To remind you to measure growth and refocus.




- PENCIL IN "BUFFER/FOCUS/FREE-DAYS" FOR THE MONTH = B/F/FD**
- QUARTERLY: REWORK HABITS**
- QUARTERLY: GO THROUGH FOREVER JOBLESS GOAL BOOK**
- NO IF SOMETHING DOESN'T HELP YOU ACHIEVE YOUR PRIORITY GOAL, THIS IS A REMINDER TO SAY "NO".**
- P PRIMARY GOAL**

FOUND AT: [FOREVERJOBLESS.COM](https://foreverjobless.com)

BLOG POST: [THE DEFINITIVE GUIDE TO ACCOMPLISHING YOUR GOALS](#)



JANUARY 2014

SUN	MON	TUE	WED	THU	FRI	SAT
		1   		2	3	4
			NO	NO	NO	NO
			P	P	P	P
5	6	7	8	9	10	11
			NO	NO	NO	NO
			P	P	P	P
12	13	14	15	16	17	18
			NO	NO	NO	NO
			P	P	P	P
19	20	21	22	23	24	25
			NO	NO	NO	NO
			P	P	P	P
26	27	28	29	30	31	
			NO	NO	NO	
			P	P	P	



FEBRUARY 2014

SUN	MON	TUE	WED	THU	FRI	SAT
					●	1
						NO
						P
2	3	4	5	6	7	8
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
9	10	11	12	13	14	15
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
16	17	18	19	20	21	22
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
23	24	25	26	27	28	
NO	NO	NO	NO	NO	NO	
P	P	P	P	P	P	



MARCH 2014

SUN	MON	TUE	WED	THU	FRI	SAT
					●	1
						NO
						P
2	3	4	5	6	7	8
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
9	10	11	12	13	14	15
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
16	17	18	19	20	21	22
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
23	24	25	26	27	28	29
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
30	31					
NO	NO					
P	P					



APRIL 2014

SUN	MON	TUE	WED	THU	FRI	SAT
		1 ● ● ●	2 NO	3 NO	4 NO	
5 P	6 P	7 P	8 P	9 P	10 P	11 P
	NO	NO	NO	NO	NO	
12 P	13 P	14 P	15 P	16 P	17 P	18 P
	NO	NO	NO	NO	NO	
19 P	20 P	21 P	22 P	23 P	24 P	25 P
	NO	NO	NO	NO	NO	
26 P	27 P	28 P	29 P	30 P		
	NO	NO	NO	NO		



MAY 2014

SUN	MON	TUE	WED	THU	FRI	SAT
			●	1	2	3
				NO	NO	NO
				P	P	P
4	5	6	7	8	9	10
				NO	NO	NO
				P	P	P
11	12	13	14	15	16	17
				NO	NO	NO
				P	P	P
18	19	20	21	22	23	24
				NO	NO	NO
				P	P	P
25	26	27	28	29	30	31
				NO	NO	NO
				P	P	P



JUNE 2014

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
8	9	10	11	12	13	14
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
15	16	17	18	19	20	21
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
22	23	24	25	26	27	28
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
29	30					
NO	NO					
P	P					



JULY 2014

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
	● ● ●	NO	NO	NO	NO	NO
6	7	8	9	10	11	12
P	P	P	P	P	P	P
13	14	15	16	17	18	19
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
20	21	22	23	24	25	26
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
27	28	29	30	31		
NO	NO	NO	NO	NO		
P	P	P	P	P		



SEPTEMBER 2014

SUN	MON	TUE	WED	THU	FRI	SAT
●	1	2	3	4	5	6
	NO	NO	NO	NO	NO	NO
	P	P	P	P	P	P
7	8	9	10	11	12	13
	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
14	15	16	17	18	19	20
	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
21	22	23	24	25	26	27
	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
28	29	30				
	NO	NO				
P	P	P				



OCTOBER 2014

SUN	MON	TUE	WED	THU	FRI	SAT
			1 ● ● ●	2	3	4
			NO	NO	NO	NO
			P	P	P	P
5	6	7	8	9	10	11
			NO	NO	NO	NO
			P	P	P	P
12	13	14	15	16	17	18
			NO	NO	NO	NO
			P	P	P	P
19	20	21	22	23	24	25
			NO	NO	NO	NO
			P	P	P	P
26	27	28	29	30	31	
			NO	NO	NO	
			P	P	P	



NOVEMBER 2014

SUN	MON	TUE	WED	THU	FRI	SAT
					●	1
						NO
						P
2	3	4	5	6	7	8
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
9	10	11	12	13	14	15
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
16	17	18	19	20	21	22
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
23	24	25	26	27	28	29
NO	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
30						
NO						
P						



DECEMBER 2014

SUN	MON	TUE	WED	THU	FRI	SAT
●	1	2	3	4	5	6
	NO	NO	NO	NO	NO	NO
	P	P	P	P	P	P
7	8	9	10	11	12	13
	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
14	15	16	17	18	19	20
	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
21	22	23	24	25	26	27
	NO	NO	NO	NO	NO	NO
P	P	P	P	P	P	P
28	29	30	31			
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