



## Creating a Life Plan

Perhaps you've already created "[A Perfect Life](#)" for yourself, or have dreams for how the rest of your life will flow. As Dr. Phil McGraw might say, "is it working for you?" If you're like most people, your answer is most likely "no", or "not yet" or "not enough." Why is that?

There are a number of reasons, you possibly

1. Don't really know what you want
2. Have limiting beliefs that cause conflicting intentions and obstacles to success
3. Are operating under someone else's definition of success
4. Don't have your environments designed to support your success
5. Aren't sure what steps to take

It is likely that you've taken all kinds of assessments, and participated in all kinds of fieldwork. You may recognize some of these. They're here because they work. The purpose of assessments, workbooks, fieldwork and worksheets is to help create awareness of what's going on in your life and your subconscious. If you were content to just go through each day, and let whatever happens, happen...you wouldn't be reading this and it's likely that you have a bookcase full of books on personal development as well. I'm just like you, and in fact, at the end of this planning guide, I offer a book list of some of my own favorite assessments, and books for you to read and re-read.

Let's get started!

### WHAT DO YOU DREAM OF?

It's a Tuesday in June, 2010. Describe your day in great detail. Some of the items you'll want to include:

- Who is in your life? Personal Relationships. Colleagues. Employees.
- What kind of work are you doing? How many hours/days do you work? What kind of office do you have?
- Where are you living? What city? What kind of home? How is it designed?
- What's your financial situation?
- What daily activities are part of your life? Rituals, exercise, meals, volunteer activities, social activities, routines.
- What achievements of the last five years can you look back on fondly?
- How do you spend your weekends and vacations?

---

---

---

---



There are several ways to discover what belief systems are operating in your background.

1. For the next several weeks, notice what you are reacting to when you become irritated or stressed. Often those reactions occur because of hot buttons triggered by beliefs that are ensconced in your childhood. In other words, you are reacting now because of something that occurred back then. Each time this occurs, write down:
  - a. What triggered it
  - b. How you felt
  - c. What your reaction was
  - d. What childhood belief that might have been triggered by

Example:

| TRIGGER                     | FEELING                                | REACTION  | BELIEF   |
|-----------------------------|--|---|--|
| Attended networking meeting | Uncomfortable about meeting new people | Spent time talking to the one person I already knew | It felt the way it did when I started a new school each time my family moved. Everyone already had set friendships. I hated being the new kid. |
|                             |  |   |  |
|                             |  |   |  |
|                             |  |   |  |
|                             |  |   |  |
|                             |  |   |  |

2. An alternative or additional way to unearth beliefs is by taking a look at patterns of belief that were taught to you by your parents, teachers, friends and the culture you grew up in (geographic, religious, generational).

Begin by reviewing what you were taught about:

- Money (e.g. Money doesn't buy happiness; Money is the root of all evil; money changes people)
- Work (work isn't for fun, work hard and keep your nose to the grindstone)
- Relationships (all men cheat on their wives, all women want is to be taken care of)
- Environment (luxury is decadent, literature is boring)
- Selling (sales people get people to buy things they don't need, selling is hard)
- Success (the more successful you are, the less time you have; success is a struggle)

Do this for every area you are experiencing obstacles around.

Now, write down the thoughts that come up for you in each belief you have uncovered:

Example



It's too hard; I'll just stay in my job

If I'm successful I won't have time for my volunteer work

Who am I kidding?

This is bunk.

I encourage you to do this exercise with each area. Every client I work with is always astonished at the "mental junk" that is still there.

Your limiting beliefs have been your major obstacle to achieving what you envision! They've been creating conflicting intentions that have limited your success. Now that you know about them, it's time to change them. Now write down your truths...what actually is true for you now OR what you want to be true for you.

### My truths:

I am smart

I am educated

My clients appreciate me and refer me to others

I have a network of people who are successful. If they can do it, so can I.

I have supportive family and friends who will help me succeed

I know I can succeed.

Now...write that affirmation and read and repeat it out loud each day for at least a month. Post it in your office or bathroom or kitchen...anywhere you can see it daily. And move it every week. (When something stays in the same place for a long time, it becomes "invisible".)

### OTHER OBSTACLES

Self-limiting beliefs are not the only obstacles in our path. So let's take a look at some of the other hindrances to your achieving your life plan and begin to take steps to blow those obstacles away. Some of those obstacles may be:

- Lack of specific knowledge (e.g. how to market, setting up business systems, coach training)
- Lack of self-confidence
- Lack of skill (e.g. computer skills)
- Lack of money or difficulties with cash flow
- Lack of network
- Lack of support structure (doing it all yourself, not hiring a coach)
- Lack of education (I need an MBA)
- Too many distractions (children, email, obligations)
- Allowing fear to stop you
- Lack of clarity about the resources available to you

- No longer being in touch with what brings joy
- Not knowing how to package self for coaching

By thinking about the potential obstacles to your success, you can begin to take steps to clear away the obstacles.

List the obstacles that are in your path. For each obstacle, determine what steps you need to take to remove that obstacle. Set an action plan with SMART objectives.

**S**pecific: clear about what, where, when, and how the actions you will take;

**M**easurable: quantifiable;

**A**chievable: are you trying to do too much?

**R**ealistic *and*

**T**imed: state when each will be accomplished.

| OBSTACLE             | OBJECTIVE             | ACTION STEPS   | MEASURE   | REALISTIC?                                  | TIMING                              |
|----------------------|-----------------------|--|---|---|-------------------------------------|
| Lack computer skills | Learn computer skills | 1-Determine which skills are needed -2- Find classes or instructors that each those skills -3-Enroll | I will be able to create and use Microsoft Access to create databases | Have time in my schedule at the end of May. | This week<br>By 5/15<br><br>By 6/01 |
|                      |                       |  |   |   |                                     |

### Defining Success Your Way

When most people think of success, they are defining it according to the definition of society, their parents or their peers. We all know people who “keep up with the Jones’s” so they can appear successful...buying cars like their peers, dressing like their colleagues, striving for more power, more money, more fame. That kind of success will probably not bring you fulfillment or happiness unless it is truly your definition of success. So the next step is to define what success means to you. Coachville has an extremely useful exercise for defining success.

<http://www.coachville.com/3steptraining/001successhtml.html>

Start by taking this Quiz:



|   |   |
|---|---|
| Instructions  | Circle NT if not true, T if sometimes true, VT if very true. Total your 'score.' Go for a perfect 30. |
| NT T VT   |  Statement           |
| 1 2 3   | 1. I know within seconds whether or not a new opportunity is truly right for me.                      |
| 1 2 3   | 2. I know exactly how I define success; it is not in question or doubt.                               |
| 1 2 3   | 3. The goals I set for myself don't change all that much; they stay true.                             |
| 1 2 3   | 4. I know what is most important to me as a person (outside of roles, etc.)                           |
| 1 2 3   | 5. My primary measures of success in life are internal benchmarks, not external goals.                |
| 1 2 3   | 6. I don't find myself juggling my priorities. I know and live what matters most.                     |
| 1 2 3   | 7. The key people in my life totally support what is most important to me.                            |
| 1 2 3   | 8. If I lost everything, I would still know what's most important to me.                              |
| 1 2 3   | 9. I am no longer diverted or seduced by 'great ideas' that turn out to be expensive distractions.    |
| 1 2 3   | 10. I am very, very successful, as I define success.  |
| TOTAL SCORE   |   |
| <a href="http://3steptraining.com">3steptraining.com</a>   <a href="http://coachville.com">coachville.com</a>   licensed use only |   |

Now it's time to create your very own definition of success.

### WHAT DOES DEFINING SUCCESS YOUR WAY MEAN?

It means that you have identified the 3 key relationships, things, or other elements of life that that are most important to you in your life at this time. These 3 items can be things like "The love I experience from my wife." to "How creative I'm being." The idea of defining success may sound pretty obvious to you, but there is a subtlety to this process that you'll learn about in just a moment.

#### What seems to be true about the notion of defining success?

-  Until you take the time to define success for yourself, it is most likely being defined by others, your culture, the past, hope or advertising.
-  Only you can truly define success for yourself. And, you can use feedback from others to help you articulate your 3 success definitions.
-  These success definitions set you free to enjoy life completely; they do not define you or box you in. Rather, they release you from priorities that are not relevant or that meaningful.

#### Why is it beneficial for me to define success?

Given the number of influences, past and present, that one is subjected to, it's very helpful to know what's most important to you. This, so that you don't get seduced or distracted by the demands of others, your job, advertising or other sources which will tend to define what's

important to you if you haven't taken the opportunity to define yourself first.

## The 3 Steps

How do I define success for myself? There are 3 steps...

### Step 1. Ask yourself this question.

I know I am being successful by... [fill in the blank here]

It's very important that you use the exact sentence structure and words that you see above because this sets you up to articulate more clearly how you not only define success but how you know you're being success at any given moment. See, we promised you a subtlety and that is it.

### Step 2. Tweak your 3 responses until they resonate.

You'll know that a success definition is phrased well when you feel a tingle in your body, or the light bulb goes on or you feel otherwise excited. Not feeling that way yet? Not to worry. This exercise is new for most people and it may take a couple days of tinkering with your success definitions before they zing. And they will. You will also find yourself thinking about success as you are redefining it; that is good! If you are truly stuck and just can't find resonating definitions, then simply start over and pick totally different ones. This, because sometimes people confuse what they should or could want for their success definitions with what they really, really want.

### Step 3. Notice the tugs you feel.

As you feel your success definitions resonating over the coming weeks, notice the way it tugs at you to make small, or perhaps significant, changes in your life. You'll catch yourself fairly quickly when you feel pulled away from your definitions. You'll find it easier to say no to people or situations that just don't fit anymore with what is most important to you. It's up to you if you want to make these changes right now, but at least you'll know what your body and heart are suggesting.

## Examples

Here are some Strong (S) Weak (W) examples of definitions of success. What makes an example strong is that it resonates with you, instead of just describing something important to you. Give the phrasing a twist until it zings for you. Can't make it zing? Then select something entirely different for one of your success definitions.

S: I know I am being successful by how much I am enjoying my creativity.

W: I know I am being successful by how creative I am.

S: I know I am being successful by how much I am being nurtured by my relationship with God.

W: I know I am being successful by how much I believe in God.

S: I know I am being successful by how nice of a person I'm being no matter what.

W: I know I am being successful by how often I am nice.

## Defining Success Worksheet

Complete these sentences in as few words as possible. If you find yourself including “and”, determine whether or not it’s actually two different success statements.

 I know I am being successful by...

---

---

 I know I am being successful by...

---

---

 I know I am being successful by...

---

---

### **WHO DO YOU HAVE TO BE?**

It’s very likely (at least I hope so) that at least one of your success statements deals with who you have to become in order to be successful by your own definition. What characteristics do you

want to cultivate? Do you want to be reaction-free? Non-judgmental? Generous? Organized? Self Confidence?

Write affirmations affirming this for yourself. ["I am completely self-confident in everything I do."] What steps do you need to take to become that person?

Napoleon Hill actually had a Self-Confidence Formula which he included in his classic book "Think and Grow Rich". If you haven't read this book, you can find reprints in any bookstore, as well as public domain versions on the internet. While the way it is written is dated, the concepts are not. I share the Self-Confidence formula with you here:

### **SELF-CONFIDENCE FORMULA**

*First. I know that I have the ability to achieve the object of my Definite Purpose in life, therefore, I DEMAND of myself persistent, continuous action toward its attainment, and I here and now promise to render such action.*

*Second. I realize the dominating thoughts of my mind will eventually reproduce themselves in outward, physical action, and gradually transform themselves into physical reality, therefore, I will concentrate my thoughts for thirty minutes daily, upon the task of thinking of the person I intend to become, thereby creating in my mind a clear mental picture of that person.*

*Third. I know through the principle of auto-suggestion, any desire that I persistently hold in my mind will eventually seek expression through some practical means of attaining the object back of it, therefore, I will devote ten minutes daily to demanding of myself the development of SELF-CONFIDENCE.*

*Fourth. I have clearly written down a description of my DEFINITE CHIEF AIM in life, and I will never stop trying, until I shall have developed sufficient self-confidence for its attainment.*

*Fifth. I fully realize that no wealth or position can long endure, unless built upon truth and justice, therefore, I will engage in no transaction which does not benefit all whom it affects. I will succeed by attracting to myself the forces I wish to use, and the cooperation of other people. I will induce others to serve me, because of my willingness to serve others. I will eliminate hatred, envy, jealousy, selfishness, and cynicism, by developing love for all humanity, because I know that a negative attitude toward others can never bring me success. I will cause others to believe in me, because I will believe in them, and in myself.*

*I will sign my name to this formula, commit it to memory, and repeat it aloud once a day, with full FAITH that it will gradually influence my THOUGHTS and ACTIONS so that I will become a self-reliant, and successful person.*

### **DESIGNING YOUR ENVIRONMENTS**

Congratulations if you're still with me! We're in the home stretch. Now it's time to make sure that your environments are designed to support the changes you are going to make and the success you are going to achieve.

For each of the nine environments -- Spiritual, Memetic, Self, Relationship, Intangible, Physical, Financial, Network, and Nature-- list 1-3 ways you have that environment working and 1-3 ways you could improve in those environments.

## The Nine Environments of You



Environment: **RELATIONSHIPS**

What's Working: (e.g. loving spouse, supportive parents)

- 1.
- 2.
- 3.

How It could Improve: (e.g. I want more friends)

- 1.
- 2.
- 3.

Environment: **PHYSICAL ENVIRONMENT**

What's Working: (e.g. I love my home)

- 1.
- 2.
- 3.

How It could Improve: (declutter my office)

1.

2.

3.

Environment: **SPIRITUAL ENVIRONMENT**

What's Working: (I feel connected to a higher source)

1.

2.

3.

How It could Improve: (I need to start a gratitude journal)

1.

2.

3.

Environment: **MEMETIC** (thoughts, ideas, beliefs)

What's Working: (e.g. I keep aware of new ideas in my industry via books, newspapers and associations I participate in.)

1.

2.

3.

How It could Improve: (e.g. work on changing limiting beliefs)

1.

2.

3.

Environment: **NETWORK**

What's Working: (e.g., my weekly referral group)

1.

2.

3.

How It could Improve: (e.g. need a large network of successful people in my profession)

1.

2.

3.

Environment: **INTANGIBLES**

What's Working: (e.g. I enjoy my creativity each and every day)

1.

2.

3.

How It could Improve: (e.g. getting my need for recognition met)

1.

2.

3.

Environment: **SELF**

What's Working: (e.g. I am aware of my values and have oriented my life around them)

1.

2.

3.

How It could Improve: (e.g. I want to lose fifteen pounds)

1.

2.

3.

Environment: **FINANCIAL**

What's Working: (e.g. I put 10% of my income away every paycheck)

1.

2.

3.

How It could Improve: (e.g. pay of credit card debt)

1.

2.

3.

Environment: **NATURE**

What's Working: (e.g. I enjoy the garden I have planted)

1.

2.

3.

How It could Improve: (e.g. get a hybrid car to stop contributing to pollution)

1.

2.

3.

### **IT'S ONLY THE BEGINNING**

Phew! That was a lot of work. But it's only the beginning. Awareness will only get you so far. You have to take action. That's where having your own coach comes will help you achieve your vision more quickly, with less isolation, overwhelm and frustration. There's much work to be done.

If you need help with filling out any of the exercises here, or have questions, feel free to email me at [donna@coachingtosuccess.com](mailto:donna@coachingtosuccess.com).

Want more assessments and worksheets? Try these:

Clean Sweep: <http://www.thomasleonard.com/karla/formsCD/284cleansweep.pdf>

TruValues: <http://www.thomasleonard.com/karla/formsCD/292truvaluesprogram.pdf>

Needless: <http://www.thomasleonard.com/karla/formsCD/302needlessprogram.pdf>

Strengths Inventory: <http://www.thomasleonard.com/karla/formsCD/457strengthsinventory.pdf>

Toleration Free: <http://www.tolerationfree.com>

A Perfect Life: <http://www.aperfectlife.com>

### **SOME BOOKS YOU MIGHT ENJOY:**

Think and Grow Rich, Napoleon Hill

The Portable Coach, Thomas Leonard

The Success Principles, Jack Canfield

The Best Year of Your Life: Dream It, Plan It, Live It, Debbie Ford

Loving What Is: Four Questions That Can Change Your Life, Byron Katie

The Power of Intention: Learning to Co-Create Your World Your Way, Wayne Dyer

Never Eat Alone, Keith Ferrazzi,

And don't miss the DVD of What the Bleep Do We Know?

**Bonus:** For those of you who have read this far, I offer you a coaching session to work through these exercises. Contact me at [donna@coachingtosuccess.com](mailto:donna@coachingtosuccess.com) to set up your session and please refer to this document.

TO YOUR SUCCESS!

Warmly,

*Donna Steinhorn*

Life, Executive and Mentor Coach

<http://www.coachingtosuccess.com>

<mailto:donna@coachingtosuccess.com>



