

POWER UP

YOUR RETIREMENT



“A goal should scare you a little and excite you A LOT.” Joe Vitale

My Powerful Retirement Plan

Developing your Powerful Retirement Plan is a two-part video series:

- Part 1 is focused on creating your personal goals; and
- Part 2 focuses on creating your action plan to achieve your goals;
- Please complete Part 1 first.

Part 1 - Goal Creation

The first step in developing your plan is to create your personal goals that will support you in living a healthy, happy, meaningful and fulfilling retirement.

Goal setting is a very powerful way to achieve your vision for your retirement. Goals will help you focus your attention and energy on what is important to you. You want to set goals that have real value for you and will make the most difference for you in your life. These kinds of goals will change how you feel, think and act on a daily basis.

Primary Goal Development

Instructions

- Identify the top three main areas of your life you want to change or improve. It could be in any area including your career /work / business; finance; relationships; health and well-being – mental, physical, spiritual, social; community; physical environment; personal growth and learning; fun, leisure and recreation.
- Review any work or insights you have had so far
- Answer the following questions for each of the main areas you want to set a goal
- Create 2 – 3 goals (1 goal for each main area)
- Write your goal statement following the SMARTER+ model

Do:

- Dream big
- Be honest with yourself
- Be bold and brave and say what you really want

Don't

- Place limitations on your ideas
- Rule out any possibilities
- Criticize or judge your ideas
- Worry about how you will achieve

In what area of your life do you want to make the biggest change?

You have a magic wand and will make it a reality – what do you REALLY want?

What will matter the most to you?

What would you like to be different in this area 12 weeks from now?

What is the number one thing you want to accomplish or change in this area?

What result(s) are you trying to achieve?

How do you know this is a goal YOU want?

Why are you hoping to achieve this goal?

What would be the benefits if you achieved this goal?

What will your life be like if you achieved it?

What will your life be like if you don't achieve it?

NOTE: REPEAT this process for the next two main areas you want to set goals.

WRITE your Goal Statement:

Make sure your goal is SMARTER+

Specific: What do you REALLY want? Be as specific as possible.

Measurable: How will you know you have achieved this goal?

Achievable: Is the goal achievable in 90 days given available resources? Do you have the resources to achieve the goal? If not, how will you get them?

Realistic: Will this goal stretch and challenge you but is still possible to achieve with effort and commitment within the timeframe? Is the goal too easy?

Time bound: When will you start? When will the goal be achieved?

Exciting: Does the goal excite, motivate and inspire you.

Relevant: Why is this goal significant to your life? How will this goal make a difference in your life when achieved? Why do you want this goal?

+ Is the goal stated using **positive language** and focused on what you DO want as opposed to what you don't want?

Shine that Goal!

Congratulations on having created your goals! If you want, you can take it one step further and shine each one to make them short, snappy and memorable. Think of it as your personal bumper sticker or the slogan on a t-shirt or your computer wallpaper. Use a visual and / or emotional element in the goal statement. For example:

- More than enough money to fund my 'financial independence'
- Line of credit at zero
- Host a mortgage burning party
- To break ground
- As much energy as I had in my '20's
- Fit into my favourite black dress

Instructions:

- Rewrite each of your primary goals into a short, snappy and memorable statement – 5 – 7 words.

My Shined Goals

Goal #1:

My shined goal #1:

Goal #2:

My shined goal #2:

Goal #3:

My shined goal #3:

GET CREATIVE

You want to keep these goals top of mind and one great way to do that is to see the goals everyday – on your fridge, bathroom mirror, in your car, office, lunch bag, etc. Post them where ever you want!

Instructions

- Take each of the shined goals and turn them into a work of art and post.
- The sky is the limit – do whatever you want to visualize your goal.
- Have fun.

Ideas....

- Write each one out using bold colourful markers, gel pens, on a post-it note, large piece of paper, etc.
- Cut out letters from a magazine and make it look like a ransom note
- If you're an artist draw them out
- Use symbols that mean something to you
- Take a photo of something that symbolizes your goal
- Find images in a magazine
- Turn it into your computer screen saver or wallpaper
- Look at Pinterest for other ideas
- Check in with the grandkids and ask them for ideas – is it time to break out the macaroni?

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"A goal without a plan is just a wish." Antoine de Saint-Exupéry

Part 2 - The Plan

Now that you have created your goals, it's time to develop your powerful plan to achieve the goals. Remember that a goal without a plan is just a wish.

When complete, your plan will include specific strategies for each goal and actions to achieve each strategy.

The plan will help you to 'chunk' things down into bite-size actions, so your brain doesn't feel overwhelmed.

Strategies

Strategies are the main steps you are going to take to achieve your goals. Each strategy will have its own actions which you will determine based on what is needed, what you want to achieve, and the outcome you want.

There are nine common strategies you can use to achieve each of your goals:

1. Take stock of the current reality
2. Create a vision for the goal area
3. Discover all the possible ways of achieving the goal
4. Choose the best options / path forward
5. Identify the resources needed to ensure success
6. Set structures / approach to support options chosen
7. Monitor progress and measure success
8. Make mid-course corrections as required
9. Celebrate along the way and at completion

Depending on your goal, you might not use all nine strategies. Using this framework, however, will ensure that you have a comprehensive plan to achieve your goal.

By taking the time to complete the work for each strategy, you will create a plan for success – your success of living the retired life you are starting to imagine.

Instructions

- Answer the following set of questions for each of your goals

Strategy #1. Your Current Reality

In this strategy you will assess your life right now as it is and gain awareness of your current situation in each goal area. The information you glean from this strategy will help you see how big of a gap exists between where you are today and where you want to go.

Where are you now in your goal area? Describe your current situation in detail - What is happening now? (what, who, when, how often)

What do you know? What don't you know? What do you need to know?

What have you done so far?

What have been the results of your actions so far?

What has been working so far? What has not been working?

What may be holding you back?

What do you need more information about?

What resources do you have right now that will help you? What else do you need?

Please complete your personal SWOT matrix:

Strengths What are my greatest strengths, skills and talents that will help me attain this goal?	Weaknesses What weaknesses do I have that I need to address?
Opportunities What people, resources, or opportunities can help me move forward?	Threats / Obstacles What threats / obstacles may get in my way?

Strategy #2. Your Vision – This strategy helps you paint a clear picture of the end point or outcome and create an inspiring vision for your goal.

What is your vision for this goal area?

How clear is your vision for this goal area?

Where do you want to go?

What is possible?

What outcome would be ideal?

How will this goal help you achieve more of what is really important to you in your retirement?

What core values does this goal align with?

What will you see, hear, and feel when you have it?

What will be different in your life when you have achieved it?

What would be the impact of achieving this goal on your life?

Strategy #3. Look at all the possible ways of achieving the goal

This is the strategy where you can be very creative and have lots of fun. Open up your thinking and go beyond what you would normally do. Write down as many ideas as you possibly can. Don't discount or dismiss any ideas; judge the ideas as to their viability; or set limitations.

In 5 minutes, list as many ideas and action steps you can take to help you achieve your goal. (Try to list at least 25 ideas.)

What is your first step? Then what?

What do you think you need to do next?

What is possible?

What is one small action step you can take today?

If money was no object, what would you do?

If you knew you would only succeed, what would you do?

What would you tell a friend to do?

What would a close friend tell *you* to do?

What are the 10 craziest / out of this world ideas you can come up with?

Strategy #4. Choose the best option(s)

In this strategy you are going to choose the best possible ideas and actions to go forward.

Use the chart below to capture your answers to the following questions:

- List all the ideas.
- On a scale of 1 – 10 with 1 being low and 10 being very high, rate your level of excitement for each idea and action step.
- What are possible obstacles that may get in the way?
- What are potential solutions?
- What supports do you need for each option?
- On a scale of 1 – 10 with 1 being low and 10 being very high, rate your level of certainty for all the ideas and actions that are the most viable. (You have the time, support, and confidence that you will complete the action.)

Idea / Option	Excites me on a scale of 1 - 10	Possible obstacles	Potential solutions to overcome obstacles	Supports, resources and people I need for success	Viability

Strategy #5. Identify the resources needed to ensure success

In this strategy you will identify the support and resources you need to achieve each action.

Use the chart below to capture your answers to the following questions:

- What are the supports and resources needed?
- Who can give you the support and resources needed?
- How will you acquire the support and resources needed?
- How and when will you contact these people?

Action	Resources and supports needed (e.g. people, skills, money, time, knowledge, training, personal or professional development etc.)	Who can give you the support / resources needed?	How will you acquire the resources needed?	How and when will you contact these people?

Strategy #6. Set Structures / Approach to Support Options Chosen

In this strategy, this is the opportunity for you to work out what you need to ensure you stick to the plan.

Depending on the options you choose, you will need to set up structures that will keep you on track and moving forward, so that the chances of success are greater.

Actions can include:

- Create sub-goals (creating a smaller goal if the main goal is too large to accomplish in 90 days)
- Set milestones to be achieved each week / month / 60 days / 90 days
- Set a budget
- Work with a friend or buddy to keep you accountable
- Schedule your tasks
- Get a partner to help
- Make a date with yourself on a regular basis to complete the work
- Create a system that keeps you on task and doing the work
- Monitor / keep track of progress
- Create a timeline
- Set boundaries
- Join a class
- Find the support people needed
- Acquire the training needed
- Say no to requests that don't move you toward your goal
- Practice on a daily basis
- Obtain the required resources

Instructions:

- Please choose whatever method or methods will work for you.

Idea / Action Step	Structure and / or Approach	When	Frequency	Who

Strategy #7. Monitoring Progress and Measuring Success

This strategy will help you monitor your progress and measure your success as you work through your plan.

These are only a few ways you can monitor progress and track success:

- facts and figures – e.g. pounds lost, inches lost, dollars saved,
- sub-goals/milestones – break down large goals into sub-goals or milestones which you can then put into a timeframe
- personal progress notes – keeping personal notes of your progress; can refer to notes to determine what is going well, what changes you need to make;
- checklists – lists of tasks with date to be completed by;
- rate your progress - set up your own system to keep track of progress such as a confidence indicator; level of contentment; satisfaction;

How will you measure and track your progress and success for each of your goal areas?

Idea / Action Step	Facts and figures	Sub-goals / Milestones achieved Timeframe	Personal Progress Notes	Checklists / actions completed	Percentage of goal achieved	Confidence level for completion

Strategy #8. Making mid-course corrections

Based on the measuring and tracking, if things are not going in the right direction or not moving ahead fast enough, what changes do you need to make to right the ship?

Goal #	Strategy	Changes I need to make

Strategy #9. Celebration

In this strategy you will indicate how you will celebrate the small wins; the progress and the final achievement. Please note that these do not need to cost you any money.

How will you reward yourself along the way – start, mid-point and end?

What reward will inspire and encourage you to make progress? (This doesn't need to cost you any money.)

What will celebrating your achievement look like for you?

Who will you share your accomplishments with?

How will you celebrate?

My Actions

Congratulations – you have done a lot of work so far. Now is the time to identify what actions you are going to take to work through each strategy.

You most likely have lots of great ideas, so using the ‘My Action’ work sheet below, please write down the actions you are going to take for each strategy. Please aim for 2 - 3 actions per strategy.

You can either go through each strategy and think about the actions you will take; and then add other actions as you work your way through each strategy; or you can focus on the actions you are going to take for the first strategy, complete the work, and then go on to the next strategy.

This document is meant to be a living document – meaning that it is not static. If you think of new actions you want to take along the way, and they are not on your worksheet, then please take note of them.

In the beginning, this is apt to be a daunting task, but as you progress through the strategies you will think of other ideas for action. At that point it will be up to you to decide what actions will move you forward toward achieving your goal!

Once you have completed these exercises, please fill out the ‘My Insights’ form to capture your insights and review, add or change any actions in your plan.

My Action Worksheet

Please have at least 2 - 3 actions per strategy.

Goal:					
Strategy 1					
Actions	Resources Needed	Structure	I will start	I will finish	✓
Strategy 2					
Actions	Resources Needed	Structure	I will start	I will finish	✓
Strategy 3					
Actions	Resources Needed	Structure	I will start	I will finish	✓
Strategy 4					
Actions	Resources Needed	Structure	I will start	I will finish	✓

Strategy 5					
Actions	Resources Needed	Structure	I will start	I will finish	✓
Strategy 6					
Actions	Resources Needed	Structure	I will start	I will finish	✓
Strategy 7					
Actions	Resources Needed	Structure	I will start	I will finish	✓
Strategy 8					
Actions	Resources Needed	Structure	I will start	I will finish	✓

Strategy 9					
Actions	Resources Needed	Structure	I will start	I will finish	✓