

THE QUICK GUIDE TO

# Reaching Your Goals Faster

*a game plan for taking action*



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# The Key to Reaching Your Goals

*The Quick Guide to Reaching Your Goals Faster* will help you make positive shifts in areas of life that are important to you: your physical and emotional health, relationships, finances and your work or business.

One of the main keys to reaching your goals is to simply start taking action. This crucial step is often left out and we only talk, think, plan, dream, and hope...**but we don't take action.**

If we keep doing the same things, nothing changes. We miss out on career and business opportunities, our relationships stagnate, and we don't reach our health goals. We have the same frustrating experiences over and over again.

**Until we begin to take action!**

This guide will clarify what areas of your life you want to improve and set goals in. It will also help you to create a basic plan for taking action.

*The Quick Guide to Reaching Your Goals Faster* will get you excited about making changes and help you enjoy the process. It's a game plan for taking the first steps towards reaching your health, career, business and financial goals, projects and dreams.

Keep going for your goals!



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# The Mindset You Need for Taking Action

How does someone who consistently reaches their goals think and behave? If you currently aren't a consistent action-taker, don't get discouraged. Use the mindset blueprint below to give yourself some new ideas to cultivate a mind for success.



## The Action-Taker's Mindset

- “Failure” and “mistakes” happen. I learn from them and use them to move forward as quickly as possible.
- I’m not militant, or harsh with myself. I keep applying gentle pressure so that I continue growing, learning and improving. I’m always reaching slightly past my “edge”.
- My emotional well-being, energy levels and health are the foundation for my personal growth. If I have poor health, it is more difficult to make changes in my life and go after my goals.
- I cultivate a ridiculous level of patience and relentless determination. I keep working at something in order to see positive results.
- I value my time and I spend it carefully. It is my most important personal resource.
- I know how to motivate myself to push past discomfort. I discover my own personal way of enjoying the process.

### KEY QUESTION

*Which of these mindsets do you already have?*



**Click-to-tweet:** Taking action is the key in reaching our goals.  
Choose your first, easiest action step and commit to it. via @feettofire

# 5 Essential Goal-Getting Principles

You might want to make changes but don't know where to start, or maybe you have trouble following through on your goals. The principles below will make going after your goals easier and more enjoyable.



## 1. Action Creates Action

- Once you start to take new action in life, this builds momentum for taking further action.
- For example, starting the action of writing a daily to-do list causes you to take further action towards your goals. Taking the action of signing up for a writing class leads you to the action of writing the first chapter of your first book.

## 2. Massive Change Starts Out Small and Simple

- Take the easiest steps first when deciding to make changes.
- If you take on too many things and if the tasks seem too big, you might get overwhelmed and drop your goals.
- Keep your tasks small, simple and achievable. You can make your tasks more difficult as your skill and confidence increase.

## 3. Focus on High-Impact Tasks

- Take actions that will give you the biggest results the fastest.
- For example, if you're starting a business, focus on getting feedback from your customers on how you can help them, instead of wasting hours on whether your web site footer should be grey or dark blue. High-impact vs low-impact.
- Reduce certain activities—television, habitual email checking, various distractions—so that you can focus on your most important tasks.

#### 4. Discover What Motivates You

- Find and use the best ways to motivate yourself to take action.
- Are you motivated by possible negative outcomes or by possible rewards? Or by both?
- Experiment to find out what time of day you are the most productive. Test what kind of working environment you need to be more creative. Spend time with people who support and motivate you.
- Engage in positive self-talk to boost your energy and focus.

#### 5. Outer Action, Inner Calm

- Develop a “slow and steady wins the race” mindset. You are progressing towards your goals, while keeping a relaxed inner state.
- You don’t sacrifice your health or relationships to frantically pursue your goals. You know that if you keep showing up, making some consistent effort, you will reach your goals and still enjoy your life at the same time.

##### K E Y Q U E S T I O N

*Which principles are you already doing?*

*Which ones can you explore this week?*

# Your Personal Goals Discovery Tool

Print pages 9 through 12 and complete them. If you don't have a printer, write in a notebook. This quick discovery tool helps you identify which areas of your life you might want to make some changes in and set some goals for yourself. Answer the questions quickly and do your best to be non-judgmental about your answers.

**Circle the response that best describes your situation.**

## Health

<b>I feel happy throughout my day.</b>	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>always</i>
<b>Each day, I feel alive, energized and alert.</b>	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>always</i>
<b>I feel confident and optimistic.</b>	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>always</i>
<b>I feel good about my body and appearance.</b>	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>always</i>

## Work, Business and Money

<b>I enjoy my work, career or business.</b>	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>always</i>
<b>I'm achieving my work-related goals.</b>	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>always</i>
<b>I'm happy with my financial situation.</b>	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>always</i>

## Relationships

<b>I have good relationships with my family.</b>	<i>disagree</i>	<i>somewhat agree</i>	<i>agree</i>
<b>I have good relationships with my friends.</b>	<i>disagree</i>	<i>somewhat agree</i>	<i>agree</i>
<b>I'm happy with my love life.</b>	<i>disagree</i>	<i>somewhat agree</i>	<i>agree</i>
<b>I feel comfortable in most social situations.</b>	<i>disagree</i>	<i>somewhat agree</i>	<i>agree</i>

# Uncover Your Roadblocks

Sometimes we aren't even aware of how some of our habits and behaviors might be causing problems. Simply becoming conscious of our behavior is the first step in creating change.

**What are three unhealthy or negative habits that you want to eliminate?**

1.

2.

3.

**What are three positive habits that you want to start doing?**

1.

2.

3.

You will use one of these habits for the activity on the next page: ***Mission #1: Mastering Your Habits***

# MISSION #1

## Mastering Your Habits

When we think about making changes in our lives or we attempt to change a habit, we can quickly become overwhelmed or discouraged. Starting out with small changes is key. This helps us build the habit of taking action and directing our lives.

### MISSION #1

Choose a habit that you identified on page 10 (Uncover Your Roadblocks). Next, choose a new habit which is a step towards reducing your negative habit or taking on your new positive habit. Commit to your new habit for at least 7 days.

#### EXAMPLES:

<b>Current habit:</b>	You drink too much alcohol several times a week.
<b>7-day habit:</b>	Reduce the amount you drink and the frequency.

<b>Current habit:</b>	You rarely exercise.
<b>7-day habit:</b>	Choose an easy form of light exercise. This could be 10 minutes of stretching, walking or biking, for example.

<b>Current habit:</b>	You frantically rush around every morning to get to work.
<b>7-day habit:</b>	Wake up 15 minutes earlier and leave the house earlier.

<b>Write your current habit:</b>	
<b>Write your new 7-day habit:</b>	

### Action tip!

Focus on your habit for 7 days but keep it up longer than 7 days. Once you've established your new habit, increase the intensity gradually over the coming weeks.

## MISSION #2

# Acknowledge Your Success

One of the main keys to reaching your goals is learning how to motivate yourself. This includes celebrating your successes, even small ones. It is important to recognize that we already have good things in our lives and that we are often achieving “mini-successes”—we sometimes just aren’t aware of it.

### MISSION #2

Write down 5 successes you've had in the last 7 days. Your successes don't have to be big achievements. Often, our successes are small things.

#### Success Examples

- ✓ You did 20 minutes of light exercise.
- ✓ You started the first 30 minutes of your new project.
- ✓ You emailed an influencer in your industry to connect and ask a quick question.

#### Success #1:

#### Success #2:

#### Success #3:

#### Success #4:

#### Success #5:

# The 5-Step Get-Your-Goals Game Plan

This is an intentionally simple game plan to help you reach your goals faster. When we simplify things, we remove barriers to taking action.

## 1. Identify your goals.

What are your 3 most important goals right now? Write them down.

## 2. Focus on your first steps.

Write down the first and easiest steps you can take to reach each of your goals.

## 3. Take action.

Keep it simple, but *do it*. Make it almost impossible for you to not take action.

## 4. Track your progress.

Record your goal metrics and habits in a notebook or digital habit-tracking app. Do this daily.

## 5. Keep yourself accountable.

Get mentors. Ask a friend to help. *Consider getting coaching.*



**Click-to-tweet:** Mastering your habits is essential in reaching your goals. Start with small changes and keep building on them. via @feettofire

# Suggested Reading for Goal-Setters

Check out these short articles that will teach you how to set goals, take action and keep building momentum.

[\*How Personal Growth Can Change Your Life\*](#)

[\*How to Quickly Build Your Own Team of Mentors\*](#)

[\*A Proven Method to Achieve Your Goals\*](#)

[\*Are You Doing This Simple Habit to Get Stuff Done?\*](#)

[\*Take It Easy and Reach Your Goals Faster?\*](#)

## Action tip!

Strike a balance between reading and taking action. Read, learn, take a few action steps. Then repeat. Don't just read and not take action.

# What's Your Biggest Challenge Right Now?

Congratulations on finishing this guide and for taking on the challenge of self-development! The fact that you have invested in yourself by completing these exercises means you are serious about taking action in your life. If you have any questions or comments about *The Quick Guide to Reaching Your Goals Faster*, email me at: [nigel@holdingyourfeettothefire.com](mailto:nigel@holdingyourfeettothefire.com)

I'd love to hear how this guide has helped you and what you're struggling with.  
***What's your biggest challenge or obstacle in reaching your goals?***

Send me an email and I'll reply to you personally with a few suggestions and solutions to help you out.

Don't forget to check out the [Holding Your Feet to the Fire blog](#) for invaluable tips and articles on personal development, goal-setting and mastering your habits.

You can also get a [good overview here](#) on what Holding Your Feet to the Fire is all about and how it can help you get more out of life.

Keep taking action and going for your goals!



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