

- Wendy Tomlinson -

SIMPLICITY

Goal
Setting

WORKBOOK

In a busy and often overwhelming World,
let's do simplicity.

INTRODUCTION

A warm welcome to a new way of goal setting that will help you to create a life you really love.

Before we dive into the simplicity goal setting technique I want to share a few thoughts with you about why I created this download.

Now, I've just said this is a technique but in actual fact, it's a lifestyle ~ What I'm going to share with you is not something you'll do in January and then review it every month or so, this really is a lifestyle.

I see so many people rushing, stressed, overwhelmed and not really enjoying life very much. I've been there, so definitely no judgement. I'm definitely coming from a desire to help people simplify, relax and enjoy life.

We're going to focus on success in all areas of your life from a place of simplicity.

Too many people focus on just one area of life with the mindset that when they've sorted that area out, then they'll focus on the other areas.

I want you now to start building a new belief ~ a new way of thinking ~ Each area of our life supports all other areas.

Life is a wonderful gift and it's my desire to help you enjoy all areas of your life now whilst you're working on achieving your chosen goals and we're going to do that with Simplicity at the heart of it all.

I want you to acknowledge that this is a journey and not something where you'll read the next few pages and you'll have it all sorted.

You're creating a new lifestyle and with any big change in life, it's good to have ongoing support. I'd love you to connect with me now before you go any further.

Facebook - <https://www.facebook.com/lifeandbusinesswithwendy>

YouTube - <https://www.youtube.com/user/LOAwithWendy>

Wendy Tomlinson

www.lifeandbusinesswithwendy.com

Clarity is the key to simplicity

If ever two words were a perfect match for each other, it's clarity and simplicity.

The more clarity you have in your life the less clutter you have going on in your mind ~ the easier it is to make decisions ~ the more focused you are able to be. The more simplicity you can create in your life.

Clarity Created Simplicity

I want you to sit yourself down somewhere where you feel nice and relaxed.

Take some nice slow and deep breaths in and out.

Breathe in calm and clarity - Breathe out chaos and confusion

SUPPORT VIDEOS

Join me for some EFT. I've created a special Clarity EFT video that you can follow along with. If you're new to EFT it stands for Emotional Freedom Techniques. It's a super simple way to release negative energy and emotional attachments and create positive energy.

This particular video will help clear out any clutter, stress mind chatter, negative emotions and attachment that don't serve you. So that you will be able to get to what's truly important to you.

If you're reading this as a print copy, you can find all of my EFT videos on YouTube - Search Life and Business With Wendy (There's an EFT Playlist)

Watch [EFT Clarity video](#)

Breathe in Calm

This is a fantastic exercise that really helps you calm your mind and gain real clarity whenever you need it. [Breathe in calm and clarity video](#)

Simply breathe in calm and as you breathe out release any tension.

YOUR CLARITY QUESTIONS

On the next page I've added an example of how I've answered these questions.

Who do you want to be? What kind of person do you want to be?

How do you want other people to think of you? How would you like other people to describe you?

What is most important to you?

CLARITY QUESTIONS EXAMPLE

Before I share these questions, I encourage you to first watch this video

Who do you want to be?

Here an example of how to fill out the clarity questions. However, please answer specifically for you.

Who do you want to be? What kind of person do you want to be?

I want to be a really good role model for my son, a great mum. I want to have wonderful relationships in my life. I want to be successful in business. I want to be a great friend. I want to be a nice person. I want to go to bed each night feeling happy with who I am and how I live my life..

How do you want other people to think of you? How would you like other people to describe you?

I want people to think of me as a nice person, a good mum, family orientated, a good friend, interesting, helpful in the work I do...

What is most important to you?

Family, friends, kindness, self-care, time-freedom, helping others through my work, financial success, my health and wellbeing...

Clarity questions

This isn't the nicest thing to think about but this question is powerful.

I want you to think bigger than your immediate goals. I want you to think of the time when you are close to the end of your life ~ I know this isn't the nicest thing to think about but imagine you've had a wonderful long life and you've lived your life the way you really wanted.

What are the things that you look back on and see as being really important to you? Remember that these things are unique to you personally.

I also want you to understand that as you progress through life, these things may change. For example, I always expect spending time with my son to be a priority in my life but as he gets older our relationship will naturally change.

You can review what's most important to you regularly.

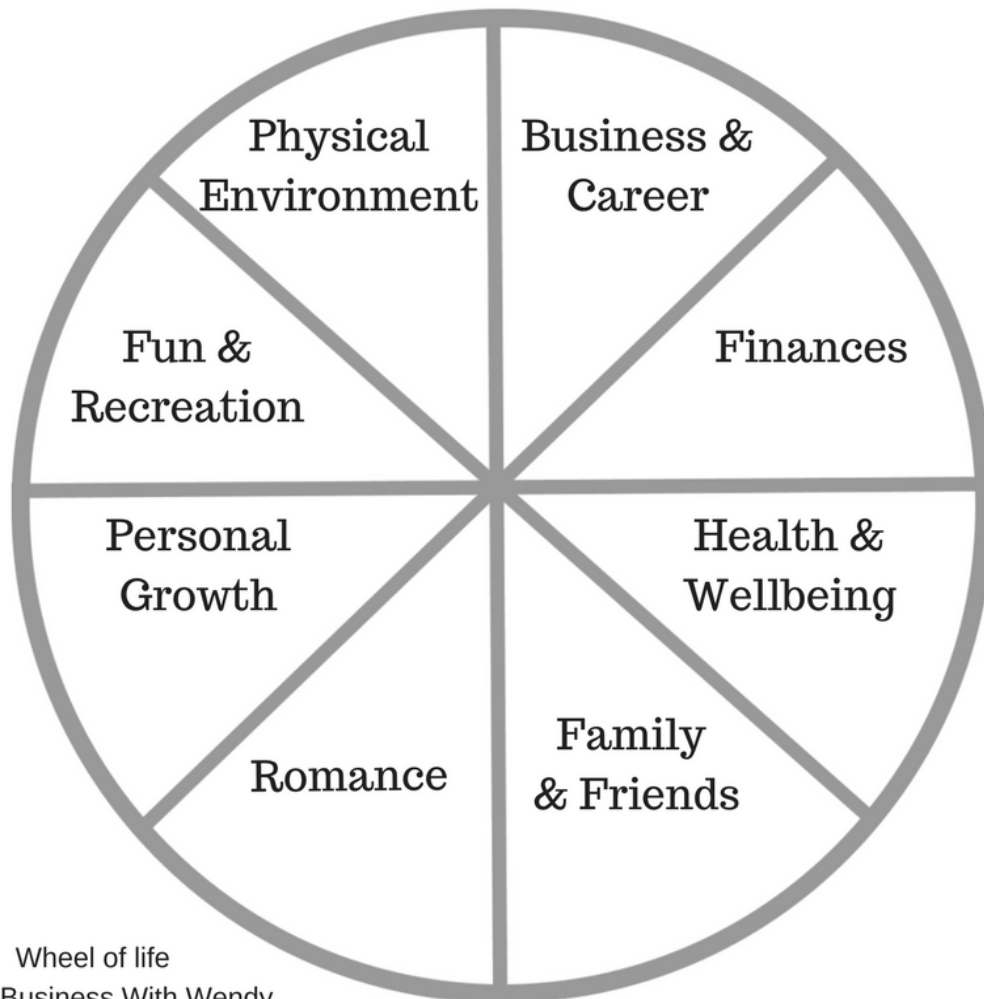
Once you know what's most important to you, you are able to build your life around these things.

You are able to say Yes to the things that are important to you and No to the things that aren't.

YOUR KEY FOCUS AREAS

Remember that this is a lifestyle and the ultimate goal is to create success in all areas of your life, not just one or two.

In the image below you will see The Wheel of Life. This shows what are typically the 8 key areas of life.



Wheel of life
Life & Business With Wendy

YOUR KEY FOCUS AREAS

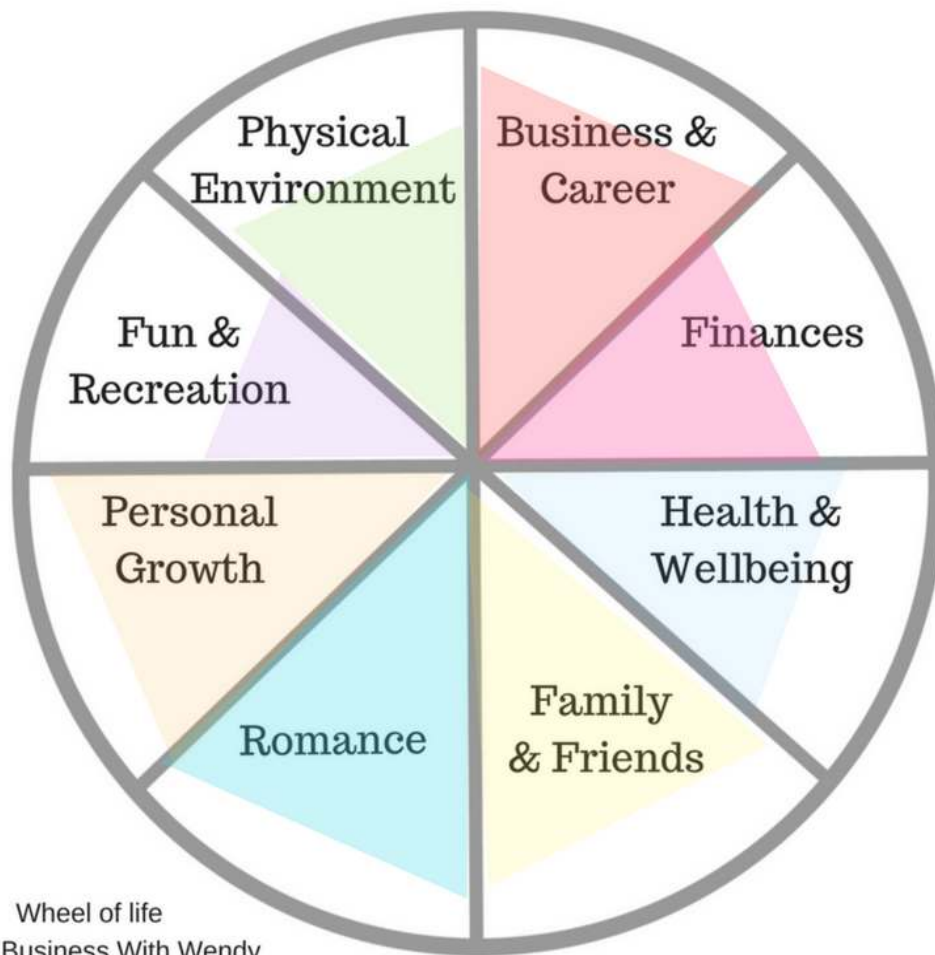
Each section of the wheel represents a different area of your life.

I want you to really take some time now to work out how you feel about each area at this point in time. Remember this is completely changeable, so if you're not happy with one area right now, it's not fixed. You can work on changing it.

Using coloured crayons or even a pencil I want you to mark how happy you are now with each area of your life.

Then also give it a rough percentage.

See my example below



YOUR KEY FOCUS AREAS

Based on the example from the previous page, you can see the following

Physical environment 75%

Business and career 90%

Finances 60%

Health and wellbeing 70%

Friends and family 80%

Romance 80%

Personal growth 80%

Fun and recreation 40%

Don't worry if you've got big differences in the areas, this is just to give you an indication where your life might be a bit out of balance.

On the following pages, we'll look at each of the areas and you'll have space to make notes for each area of your life.

Your key areas of life

Your Physical Environment - This is your home mostly, but also includes any place you spend a lot of your time, such as your car or workspace.

Think about how you feel about this space, where it is, the appearance, etc

Do you enjoy spending time in this area? Does it feel relaxed, chaotic, stressful, peaceful...?

Do you enjoy the way it's decorated?

Add your notes below

A large, empty rectangular box with a thin black border, intended for the user to write their notes on their physical environment.

Your key areas of life

Business, work and career - Think about things like where you work, how you feel, your work hours, satisfaction, career direction and goals...

This can also include work you do at home such as taking care of the house, garden...

Add your notes below

A large, empty rectangular box with a thin black border, intended for the user to write their notes on the key areas of life mentioned in the text above.

Your key areas of life

Finances - Think about your budgeting skills, how well you manage your money, savings, income, investments...

Add your notes below

A large, empty rectangular box with a thin black border, intended for the user to write their notes on the 'Finances' topic.

Your key areas of life

Health and Wellbeing - Think about your eating habits, fitness, overall health, self-care, emotional health...

Add your notes below

A large, empty rectangular box with a thin black border, intended for the user to write their notes on the 'Health and Wellbeing' topic.

Your key areas of life

Family and Friends - Think about your relationships, time, quality, community, support...

Add your notes below

A large, empty rectangular box with a thin black border, intended for the user to write their notes on the 'Family and Friends' key area of life.

Your key areas of life

Romance / A significant relationship - Quality, time, how you feel, communication, intimacy...

Add your notes below

A large, empty rectangular box with a thin black border, intended for the user to write their notes on the topic of romance or a significant relationship.

Your key areas of life

Personal Growth - Education, learning, awareness, spirituality, connecting, enjoyment...

Add your notes below

A large, empty rectangular box with a thin black border, intended for the user to write their notes on the 'Personal Growth' area.

Your key areas of life

Fun and Recreation - Leisure, hobbies, passions, laughter, joy, what do you really enjoy doing?

Add your notes below

A large, empty rectangular box with a thin black border, intended for the user to write their notes on the 'Fun and Recreation' topic.

What do you want to change? If anything. What do you want to focus on?

Now, for each area of your life, what do you want to work on in each area of your life? Keep in mind that to create true success, you want all areas of your life to be going well rather than just one or two areas.

For some areas, you might simply say I'm really happy with this area of my life already, to keep it that way I intend to focus on...

A key question that I'd like you to ask yourself for each area is...

How can I improve this area of my life? Or, What would make this area of my life even better?

Asking questions like this is powerful and will help you achieve success in all areas of your life.

Note: I'm not going to give you much space here because I really want you to focus on what will really make a difference.

Physical Environment

Business, work, career

What would you change, improve?

Finances

Health and wellbeing

Friends and family

Romance

What would you change, improve?

Fun and recreation

Personal growth

Any other notes

By completing this exercise you will now have a much clearer idea of what's really important to you and what you will want to focus on when setting your simplicity goals.

Your SIMPLICITY GOALS

Now, you're ready to start creating your Simplicity Goals.

Throughout my years as a personal and business coach, and in my own life, what I realized was most people over-complicate their goals. Then they end up not completing very much if anything.

We're definitely not going to be doing this ~ So as you set your goals keep in mind, Clarity and Simplicity.

You need to be able to measure your progress and know exactly when you've achieved your goal.

I want to be happier is a nice thing to focus on but it's not a goal. It would be quite hard to measure happiness and it's hard to know when you've achieved it. Happiness would definitely be something to write in your notes in the previous section for your focus areas.

Some examples of a measurable goal would be...

- De-clutter every room in the house
- Publish 2 videos per week to YouTube
- Increase my income to...
- Be a dress size 12
- Have a family meal at our house every month
- Have a weekly date night
- Read a book on the Angelic realm
- Plan and book a holiday

These are all specific goals and you'll know exactly when you've achieved them.

Your SIMPLICITY GOALS

A note about time

I often get asked if it's better to set a date to complete your goals.

I have mixed feelings about this one, to be honest. Let me share a little law of attraction insight with you. The law of attraction responds to your feelings.

Some people find adding a deadline motivating, if this is the case for you, this is a positive feeling and adding a date will be beneficial to you.

Other people find it causes stress and anxiety. In this case, it creates negative energy and this can seriously block any kind of success.

So, it's entirely up to you what you do with this one.

Types of goals

The two types of goals I want you to focus on are actionable goals and helping hand goals.

Actionable Goals are simply goals that you can take specific actions to complete.

Your goal: Be a dress size 12

Action steps: Plan healthy meals, walk daily, 2+ exercise videos weekly

Helping hand goals (intention goals) are goals that we want to achieve but are not achievable simply by following specific action steps, such as increasing income, gaining a certain amount of subscriber, gaining a certain number of new clients, attracting a loving relationship...

Whilst of course action steps can help achieve these kinds of goals, they do not guarantee success. So, you'll want to ask for a helping hand from the Universe.

I encourage you to focus on these goals during daily reflection time. The law of attraction gives you what you focus your attention on.

Your SIMPLICITY GOALS

You can also ask yourself power questions like...

What can I do today to attract more subscribers so that I achieve my goal of 10,000 YouTube subscribers? You're taking action steps and also sending a clear message out into the Universe about what you want to attract.

I encourage you to take some time to watch my [5-part law of attraction series](#) on YouTube to help you understand how the law of attraction works and what you can do to deliberately attract the things you want.

Now you know how to set your goal, time to get on with creating your own Simplicity Goals.

Before you do, I want you to take some time to read back through all of your notes. This will ensure you're focused on what's really important to you as you set your goals.

Simplicity Goals

Remember to keep in mind clarity and simplicity.

I find that setting yearly goals helps. It just gives you a clear focus. However, you can start at any time of the year.

Simply start where you are and set your intentions for the rest of the year.

On the next few pages, I want you to write down your priority focus for the year and your key goals.

I'm going to give you examples and then you'll fill in your goals.

Your SIMPLICITY GOALS Examples

The things that are most important to me are...

Family, friends, growing my business authentically, financial security, improving my health and wellbeing, being a nice person and respecting others.

My Priority Focus and goals for the year are...

~ My Physical Environment

- Actionable goal - De-clutter every room, add plants and fresh flowers
- Intention goal - Add more peace and happiness to our home

~ My Business/Career

- Actionable - Add 100 blog posts by the end of the year
- Intention - To increase my monthly sessions to 100,000.

~ Finances

- Actionable - Set up monthly deposits to my investment account
- Intention - Increase my yearly income to £50,000

~ Health and Wellbeing

- Actionable - Get some exercise at least 5 days a week
- Intention - Be a dress size 12

~ Family and Friends

- Continue to prioritize time with family and friends.

• ~ Romance

- Actionable - Have a weekly date night
- Intention - Focus on what I love about my husband and myself

~ Personal Growth

- Actionable - Read a book on the Angelic Realm
- Actionable - Practice EFT daily

~ Fun and Recreation

- Actionable - Book a holiday

YOUR SIMPLICITY GOALS

Physical Environment

Business, Work, Career

Finances

Health and Wellbeing

YOUR SIMPLICITY GOALS

Friends and Family

Romance

Personal Growth

Fun and Recreation

Monthly Actionable Goals

At the start of each month, look through each life area and your yearly focus and goals notes, then ask, what can I do this month? Another question to ask is what can I do to further simplify my life?

I encourage you to use your own notebook to record your yearly and monthly goals.

Note that your monthly goals and action steps should always move you toward completing your yearly goals.

Here's an example of how to set your monthly actionable goals.

If my yearly business goal is to write 100 blog posts, my monthly goal could be to write 10 blog posts.

You also want to review your helping hand goals (your intention goals) at the start of each month.

Allowing Success

Wouldn't it be great if we decided what we want in life and it all works out perfect for us every time with speed and ease?

Sometimes that happens and sometimes it doesn't. What I can tell you is that most of the time when it doesn't it's because we're blocking the success we want.

Yep, I know this sounds kinda crazy, but it's a big problem for most of us.

From tiny babies, we start forming beliefs and building our understanding of the world around us and our understanding of ourselves.

The problems come when we pick up limiting beliefs or we think something about the world or ourselves that blocks us from achieving the success we want.

As children we may well have been told not to talk to strangers, then in the business world, you need to talk to strangers daily. Your old and limiting belief that strangers are in some way dangerous can really sabotage you.

You may have bought into an idea that people like you aren't successful, you just get by like everyone else in your neighbourhood seems to do.

You may have some deeply rooted belief that rich people are mean. This is really going to mess up your chances at financial success.

So working on our beliefs, releasing resistance and learning to allow the success we want is crucial.

We've all seen people who work hard all their lives and never achieve the success they want, they barely manage to scrape by in life. Yet other people seem to sail through life and achieve wonderful things without the same level of hard work...

Allowing

The difference, I believe comes down to allowing or rather the person's ability not to put blocks up.

So, I'm going to share my top tips to help you ALLOW the success you want in all areas of your life.

Question known beliefs - Are these beliefs true for you now? A good question to ask is "Does this need to be true for me now?" You can simply shift to being open to a new belief that supports you.

EFT - Emotional Freedom Techniques is the most powerful way that I know to release negative beliefs, negative emotions and negative energy. You can check out my video - [EFT to release blocks to success](#)

I'm also going to recommend **Hypnosis Downloads**. I want to let you know that I'm an affiliate for this company, so if you decide to purchase anything from them, I will receive a commission from them as a thank you.

You'll never pay more by using my link. Yes, the money's nice and it helps me keep my prices low for my own downloads. But the main reason I recommend them is that I use the downloads myself and love them and it's a great company that offer amazing support if you need it.

The download pack I'd like to recommend is [10 Steps to a stellar success mindset](#). There are loads more to choose from so have a really good look around and see if anything resonates with you.

Allowing

I love EFT and it is incredibly powerful but sometimes after a full day, I'll be honest, as powerful as I know it is, I sometimes just want to go to bed and relax. I can pop a hypnosis download on and listen to it as I go to sleep and I've got to tell you, they're so relaxing.

If you are aware of a specific block, let me know in the comments on the [Facebook page](#) or on a [YouTube video](#) and I'll help you more with that specific block.

Daily Gratitude and Reflection Time

I encourage you to use your dedicated, special notebook/ reflection book to write down your goals, intentions, your thoughts, your successes and what you're grateful for.

Treat it as something really special and take the time to really enjoy writing in it.

Create a special time for yourself, grab a drink, get comfy, light a candle if that's what you enjoy, sit in the garden if that's what you enjoy, whatever you like, this is YOUR special experience and I want you to do this regularly.

Ideally, do this daily, but you want to make sure it doesn't feel like a chore and it's important that this is a special time for you.

Ideally, I'd like you to set aside time every day and really enjoy this time but I know for most of us, me included, this isn't always going to happen and that's absolutely okay. Just try to make it a real priority in your life.

Also, some days I don't feel like writing but still have the gratitude and reflection time. I just run through things in my mind.

Some people see things like this as being wasted time and feeling like they should be doing something more productive.

I can tell you that if you dedicate regular time to reflection and gratitude then it is ALWAYS time very well spent. Remember that you purchased this workbook and it's titled SIMPLICITY GOAL SETTING.

Taking this time is valuable to you and I want you to view it as your time to connect with and tune into the universe. Remember that the universe is your helping hand in achieving the life and business you really love.

A Note About Gratitude

Gratitude is a super-power emotion. Even on the days where things are not going well, we can still focus on gratitude, doing this will help you shift your energy and focus to something positive.

When you make it a priority to focus on what you're already grateful for you attract more and more to be grateful for.

Here are some useful blog posts to read:

How to use a gratitude journal

<https://lifeandbusinesswithwendy.com/gratitude-journal/>

Law of attraction and gratitude

<https://lifeandbusinesswithwendy.com/law-of-attraction-gratitude/>

Creating a gratitude list and why you should

<https://lifeandbusinesswithwendy.com/gratitude-list/>

Gratitude affirmations

<https://lifeandbusinesswithwendy.com/gratitude-affirmations/>

Fill your mind with gratitude daily to attract more and more to feel grateful for.

Final notes

During your reflection time focus on relaxing and **gently thinking** about your simplicity goal setting journey, your successes, what you're grateful for...

Note that I said gently thinking. What I mean by this is to try to relax your mind and your body and just gently let thoughts flow into and out of your mind.

Think about your goals, think about things that have happened through the day, think about how you can add more simplicity into your life. The key is that I want this to be a really special time for you.

Remember that the more you can simplify your life the more time and energy you have for those things that really matter.

Say YES to the things that matter and NO to the things that don't.

If you have any questions about anything I say, ask me on the [Facebook page](#) Life and Business with Wendy

Come and share what you're grateful for and your successes with me. I want to help you celebrate.

Wishing you every success in all areas of your life.

Wendy



www.lifeandbusinesswithwendy.com

WEEKLY SIMPLICITY PLANNER

If you'd like a simple 1 page weekly planner, I've created this for you ready to print out

[CLICK HERE](#)