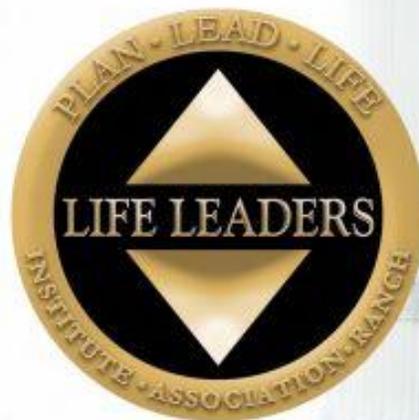


Accomplish More Goals:

**7 Proven Steps
To Set Achievable Resolutions**



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Publishing and Ordering

Title

Accomplish More Goals: 7 Proven Steps To Set Achievable Resolutions

Edition

2019 planbook with templates for goals and resolutions plus 7 Best Practices and 7 Areas of Life.

Author

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Graphics

Mr. Kyle Crider, webmaster and graphics consultant.

Uses

This planbook can be used as a handout in seminars, workshops, courses, and coaching led by Dr. David Dyson or other faculty trained and certified with Dr. Dyson. Training can be provided for faculty and coaches. Also, Life Leaders Institute and partners may use this work and receive support from the author.

Booking / Ordering

For briefings, college lectures, school classes, civic club presentations, seminars, workshops, radio, tv, coaching:
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Contents

7 Steps to Set Your Achievable Resolutions Summary	4
Plan page to use: Roles, Goals, and Important Actions Summary	5
Plan pages to use: Your Achievable Resolution	6
7 Best Practices to Plan and Lead Your Life Summary	10
7 Areas of Life Summary	11
Summaries About the Planbook, Author, Life Leaders Institute	12

When I became aware of personal leadership principles and practices as a college student, the seeds of my calling were planted. I knew then that schools, colleges, as well as places of work and worship needed to help those they develop to learn and use common denominator principles for people to do their best regardless of academic, professional, or other life choice.

Planning and personal leadership are in the top 3 solutions recommended by good resources on student, personal, professional, and leadership development I have found. The best schools and colleges will eventually require and reward plans for life and personal leadership as part of offerings to help students do their best and prepare for life, which will increase graduation rates. When they do, student and employer satisfaction will increase. Also, recruitment and retention will improve at those innovative schools.

This planbook is provided as a resource for people who care about discovering, developing, and devoting themselves to their callings as well as helping others to be and do their best. Those who think and write plans based on purpose are more likely to exhibit commitment, courage, and confidence.

I appreciate the opportunity to share this resource and how using it will increase our chances of successful plans, actions, and results. I hope this effort helps you enough that you are inspired to help others to improve as they Plan and Lead in Life.

- David -



7 Steps to Set Your Achievable Resolution

I developed this process to help my seminar students who wanted help. Many admitted, they talked of resolutions but took little action because after the “wish list” was created they did not know what to do next and, especially, after initial inspiration waned. This method help people identify priorities and solutions.

7 Steps to Set a Resolution that increase your chances of success:

If you answer these seven questions as an outline for your plan, you will boost success. You will internalize better the results you seek and why you should follow through, plus have a plan that helps you invest enough time to give you a chance to succeed. Research—mine and others—suggests over 50% of people quit on resolutions within one month. This process will help you come closer to do your best!

1. Mission (Identify and state the Primary Purpose)
2. Vision & Goals (List Desired Results)
3. Solutions (Strategy that could work if you decide to implement, including actions and time needed)
4. Motivation (Results if you succeed, if you quit, why you should persevere when grit is needed)
5. Choice (Decide if your resolution results are worth the time and resources—if not or not now, let go)
6. Systems and Structures for Success (Create appointments and actions to set you up for successful habits)
7. Assessment and Accountability (Set up how to stay on tract and arrange for positive feedback you need)

Main reasons for failing:

1. Lose focus on the result, benefit, and commitment felt at the time of setting the resolution. Inspiration often wanes after weeks. There is science behind the benefit of writing your resolution result and plan plus reading regularly to remember and internalize.
2. Never truly get started because they do not plan for the hours and times to invest, which includes appointments with self and others, plus identifying what to reduce to make time for the new priorities. If you need 1-2 hours per day to get something done and do not plan for or how to implement that time commitment, most fail and often never know why. This often requires re-defining balance and habits for awhile. For example, an Olympic athlete or a working professional going back to school at night for a few years usually chooses to invest more time in the bigger goal and less time in less important activities like excessive tv, social media, or hanging out. The average person spends over 20 hours weekly watching tv—the dedicated Olympian or parent going to school to make a better life makes better choices—at least until the resolution is completed.

3 Stories of Succeeding using this Method:

Writing books. Col. Stretch Dunn (USA Retired, 1943-2017) and I wrote two books, Professionalism Under Stress and Patriotism in Action, on time and budget, using my *7 Step Method*. We used the plan template to outline what we wanted to do, why, and how, then decided together and signed the accountability partner agreement. If you want to keep a promise, ask a West Point graduate and former officer trained in doing “the harder right” to be your partner 😊. If you have a big enough “why” and internalize the importance to you and others you value, plus outline a plan with potential to succeed, then persist, you can do most anything.

Graduating school. I finished my doctoral dissertation and graduated a year faster than most in my class mainly because I realized early on I needed to invest more hours in the main thing that final year--research and writing on my dissertation. Like most students, I felt motivated and busy though an honest assessment of how I was spending my time motivated me to make changes in time priorities that made the difference.

Stopping bad habits. A grandmother attended my weekend workshop. She confessed, she had tried to quit smoking for years. Question 4 helped her finally succeed: Motivation. She wanted to live to see her grandchildren graduate school. I suggested she post a photo of her grandchildren on her mirror and ask daily, which is most important: “my grandchildren or my cigarettes?” She grinned at the suggestion, paused, thought, agreed, then she quit smoking. She internalized her big “why” and that made the difference.

Roles, Goals & Important Actions (Impact) Summary

The 7 Areas of Life



Use this plan sheet to list important roles, goals, and actions to start or succeed for the 7 Areas.

<u>Area of Life /Role/Activity</u>	<u>Goals / Desired Results</u>	<u>Actions to Start/Succeed</u>
1. Physical		
2. Financial		
3. Professional		
4. Personal		
5. Social		
6. Philanthropical		
7. Spiritual		



Plan for Your Achievable Resolution

To Plan, Decide, and Act to Achieve, Improve, Solve, Change, Transform

Plan

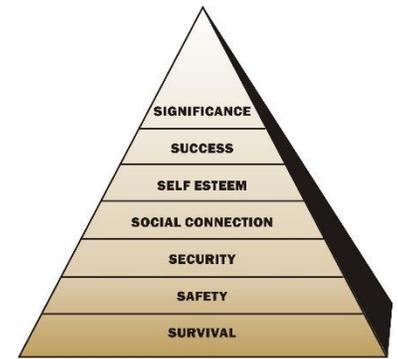
1. **Mission** (Purpose) – state what you want to achieve, improve, change or transform, “Goliath” to master:
To...

2. **Vision & Goals** (Desired Results) – list what you feel led to do/want/should do; what success looks like:

3. **Solutions** (Strategy that could work) – attitude, ability, action (habits, time, money) vital to success by you, involvement by others (assistance, accountability), structures (appointments, events...that will guide flow of thoughts and actions automatically). Consider your *Time-Inspiration-Money-Energy* including hours per day/week needed and blocks of *prime times* best for you and others. Identify strengths, weaknesses, opportunities, and threats (SWOT), including barriers holding you back, and solutions. Admit if you have low maturity or integrity of habits in this area – if so, choose a time frame you can do and ask for support until you get stronger. You can!



4. Motivation (Admit “why” you should persevere – results if you succeed and if you quit) – list reasons to follow through, such as impact on you and people “looking up to you” or counting on you. Post printed goals or photos of people impacted on a wall or mirror or create a “vision board” if that helps keep you focused. Admit what you need for empowerment. Consider the 7 *Motivating Values* that inspire you and which you would like to focus on more.



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Decision

5. **Choice** (Decision) – choose if you are motivated (#4) to do actions (#3) and get results (#2) more than continue activities you must reduce time for or prune to establish new priorities, habits, and results until successful.

If yes:

I will work my plan with inspired action and expectation until: date: __/__/__ I succeed _____

If no:

postpone adjust let go of the mental distraction to focus that energy on priorities.

Signed _____ Date __/__/__

Action

6. **Systems and Structures for Success** (Create automatic actions) – target times/set appointments with self/others to insure time/energy needed (*live your priorities*). Read, speak, shape the resolution daily to sculpt your plan, focus your thoughts, build a sense of calling to condition your mind for instinctive action/habits (*internalize inspired plans*).

I will read/improve my plan and act daily weekly at these times _____
until I succeed change my mind this result happens _____

I will invest ___ hours per week in these primary actions: _____
 plan learn assess actions/results _____

I will spend ___ hours less per week in these lower priority activities to make time for priorities:
 tv social media games hanging out _____

7. **Assessment and Accountability** (Integrity and feedback) – *Assess and adjust* (assess efforts and results compared with vision, adjust to close gaps; *renew and improve attitude and ability*).

Share your resolution with a trusted partner/coach/mentor and state specifically help you need – ask for assistance and make promises you intend to keep.

I will ask _____ to assist me for ___ days weeks months _____
 listen/sounding board feedback & suggestions encourage remind call me teach me
 hold me accountable tough love if needed participate with me _____

Accountability partner _____ Date __/__/__

7 Best Practices to Lead Your Life

These actions provide a core strategy for thinking, planning, preparing, and persisting as your *best-self*. You can use or adapt this page to be your answer to, *What's your strategy to do your best?*

1. **LEAD your LIFE.** Choose to identify and fulfill your callings, gifts, and talents as your *best-self*—increasingly prepared, strong, resilient, and focused on areas of purpose, passion, and value to you and others.
2. **PLAN for LIFE.** *Pray. Listen. Act. Now.* (PLAN). Answer life's important questions: mission and vision, values and beliefs, and strategy for your *best-self*. Discern your callings and write your choices for the life you feel called to lead in your constitution, legacy, and lifestyle vision.
3. **Have an IMPACT.** Identify IMPortant ACTions to fulfill your mission and vision synergistically with others through your priority roles and goals in the *7 areas of life*. Write resolutions to contribute or change for critical priorities—to “be, know, and do” with accountability to self and others.
4. **Balance your Life.** Choose time priorities for your 168 hours per week to fulfill your goals for the *7 Areas of Life*. Plan to invest needed *quantity T.I.M.E.* (time, inspiration, money, and energy) to create *quality* results with balance—for your priorities, including relationships with others.
5. **Live your Priorities.** Make your calendar and checkbook reflect your priorities. Target blocks of time for whom and what matters most, maximizing your *prime times*, to create habits and instincts to guide you, *even under stress*.
6. **Act and Adjust.** As you take action, compare desired and actual *Plans, Actions, and Results* (PAR) to adapt thinking and adjust behavior in the flow of action, persisting positively, choosing to make the best of circumstances.
7. **Renew and Improve.** Spend a foundation of 5-20% of time planning and developing *mind, body, and spirit*, plus *service capacity* and *stewardship for callings, gifts, and talents* so we can *succeed with significance, giving to others*. Invest in earning, assessing, improving, and transforming of *attitude and ability* needed to fulfill your *callings* with *commitment, courage, and confidence*.



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I also recommend [The 7 Habits of Highly Effective People](#) by Dr. Stephen Covey. A few years after I outlined my 7 Best Practices, I read his 7 Habits book. His habits and my best practices complement each other—mine focuses more on personal leadership and his adds more interpersonal leadership.

1. *Be Proactive*
2. *Begin with the end in mind*
3. *First Things First*
4. *Think Win-Win*
5. *Seek first to understand, then to be understood*
6. *Synergize*
7. *Sharpen the saw*

In principle-based publications, you will see strategies of *Planning Your Life* and *Leading Your Life*—or the equivalent—in the top three recommended actions or best practices. Add your *best-self strategy* to your plan. You can use those provided here or you can edit or add your preferences. You are answering a key life leadership question: *how do I do my best?* This applies to *Personal Leadership* for you, *Interpersonal Leadership* when you teach or coach others, and *Organizational Leadership* when you help everyone in the group to have a plan with best-self strategy along with statements of purpose and priorities.

7 Areas of Life

Everything we do falls into one or more of the *7 Areas of Life*. Consider these *7 Areas* as you list priority goals, actions, and ideas. You can still use the traditional approach of long-term and short-term goals though you can achieve more balance asking and answering questions through the lens of the *7 Areas* of your life.

Activities listed cover most things we do in our 168 hours weekly:

1. **Physical:** breathe, eat, sleep, bathe, groom, and exercise to survive and care for physiological needs, providing a platform of health and energy.
2. **Financial:** budget, purchase, and invest to satisfy needs for survival, security, hope, and freedom to pursue callings.
3. **Professional:** plan, prepare, learn, and work for distinctive, ethical service to meet financial needs, enjoy personal success, and provide value to society.
4. **Personal:** primarily for you – *plan for life*; develop yourself for emotional health, intellectual development, and independence; nurture your home, read, enjoy music, hobbies, play.
5. **Social:** share and do, with and for others – through recreation and responsibility, for fun and fulfillment – to belong, care for, love and serve interdependently.
6. **Philanthropical:** contribute time and resources for communities, charities and causes that match your mission and improve society – synergistically with your other goals to serve and improve.
7. **Spiritual:** pray, study, worship, serve, give to fulfill your callings, gifts and talents and the *purpose of life* – *to live a spiritual journey faithfully, love and serve others meaningfully, and do my best joyously.*

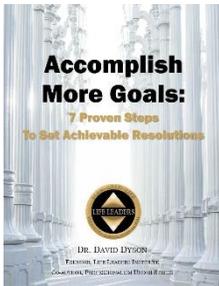
The *7 Areas of Life* in the pyramid are the center of the *Personal Leadership Model*. The *7 Best Practices* are in the circle around the pyramid signifying the continuum of planning and persistence in action.



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If you are “serious” about improving or changing results, this tool will help you move from a general goal and short-term inspiration to a proven process for identifying what you want, how you could succeed, why you should follow through, and then decide.

About the Planbook



In this planbook, you get two main templates you can use to plan and take action on goals and resolutions, plus a summary strategy for Best-Self Leadership and the *7 Areas of Life*.

- ◆ Summary sheet to list your main roles, goals, and actions for the 7 Areas of Life;
- ◆ Choose a priority goal you want to resolve to achieve or decide how to proceed;
- ◆ Template to outline the how and why of your resolution to boost chances of success.

Concepts and instructions are summarized for brevity though can be expanded in briefings, workshops, and courses for students and professionals.

About the Author



Dr. David Dyson works to empower people, organizations, and communities to *PLAN* and *LEAD* in *LIFE*.

Planbooks include *Best-Self Leadership: Strategy to Do Your Best*; *Plan for College and Life*; *Achievable Goals and Resolutions*; *Master Your Goliaths*; *Veterans Making Comebacks*; *Earning and Delegating Empowerment*; *Assessing and Developing Attitude and Ability*; *Balancing The 7 Areas of Life*; and the *Hierarchy of 7 Motivating Values*. Books-in-print include *Professionalism Under Stress* and *Patriotism in Action* with Col. Stretch Dunn (1943-2017). Others: *Presidential Priorities* and *Suggestions for Successful Living: Positive Ideas for the 7 Areas of Life*.

David works from Triple D Ranch and Farm, where he cares for 23 rescued and adopted animals—horses, donkeys, dogs, cats, and ducks—plus deer and fish in this animal sanctuary. Contact for Coaching, Training, Consulting: David@DrDavidDyson.com / 205.422.6484

About Life Leaders Institute



National Distinctions: Life Leaders is a national resource for providing free online resources for teaching, learning, and doing:

- ◆ Plan for School and Life
- ◆ Best-Self Leadership
- ◆ Veterans Day Founding History and Character Traits Education.

Life Leaders America is a 501 (c)(3) public service organization.

Institute: research and publication of books, planbooks, models, and assessments, plus teaching and service to leaders, true professionals, and organizations, since 1988.

Association: seminars, workshops, and events, such as *Best-Self Leadership*, *Plan for the 7 Areas of Life*, *Master Your Goliaths*, *Financial Fitness*, *Personal Leadership for Patriots*, *Tribute to the Founder of Veterans Day*; *History, Character, and Leadership Lessons for the Founding of America's Veterans Day*.

Life Leaders Ranch programs: plan, develop, renew with animals and nature.

Complimentary online journal: www.LifeLeadersInstitute.org/blog

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