



S.M.A.R.T GOALS

FREE Goal Setting Template

FOCUS

"HE WHO TAKES HIS EYES
OFF THE GOAL HAS A
GOOD CHANCE OF NOT
SCORING!"

- ALLAN RUFUS -

<http://learningcentre.transformationcoach.help/wp>

S.M.A.R.T GOALS

WORKBOOK



TRANSFORMATION COACH LEARNING
CENTRE (TLC)

CONGRATULATIONS ON CHOOSING THE SMART GOALS FORMULA

To get good use of this powerful tool you will need to go through it with great thought and honesty.

Our suggestion is to take your time and get this right, work smart before hard and get an understanding of what you really want to create and achieve before spending any of your time, other people's time and your financial capital.

Read over the whole formula first before starting it so you become familiar with the 5 steps, then go back to the start and brain storm on all your ideas. Write everything down, use a mindmap to help you. No idea or thought should be left un-written in this process. You can edit afterwards and take what you want to use, and leave behind the rest.

Important things to consider:

Know your WHY?

For what PURPOSE?

What is your intended OUTCOME?

Also very important to remember

“There is no failure, only feedback!”

“Your inner strength is your outer foundation!” – [Allan Rufus](#)

The acronym **SMART** has several slightly different variations, which can be used to provide a more comprehensive definition of goal setting:

Ideally speaking, each corporate, department, and section objective should be:

- **S:** *Specific* – target a specific area for improvement.
- **M:** *Measurable* – quantify or at least suggest an indicator of progress.
- **A:** *Assignable* – specify who will do it.
- **R:** *Realistic* – state what results can realistically be achieved, given available resources.
- **T:** *Time-related* – specify when the result(s) can be achieved.

Use this formula to be successful in both your business and personal life.

S: Specific

Target a specific area for improvement.



M: Measurable

Quantify or at least suggest an indicator of progress.



A: Assignable

Specify who will do it.



R: Realistic

State what results can realistically be achieved, given available resources.



T: Time-related

Specify when the result(s) can be achieved.



BRAIN STORMING



You Can Also Use The

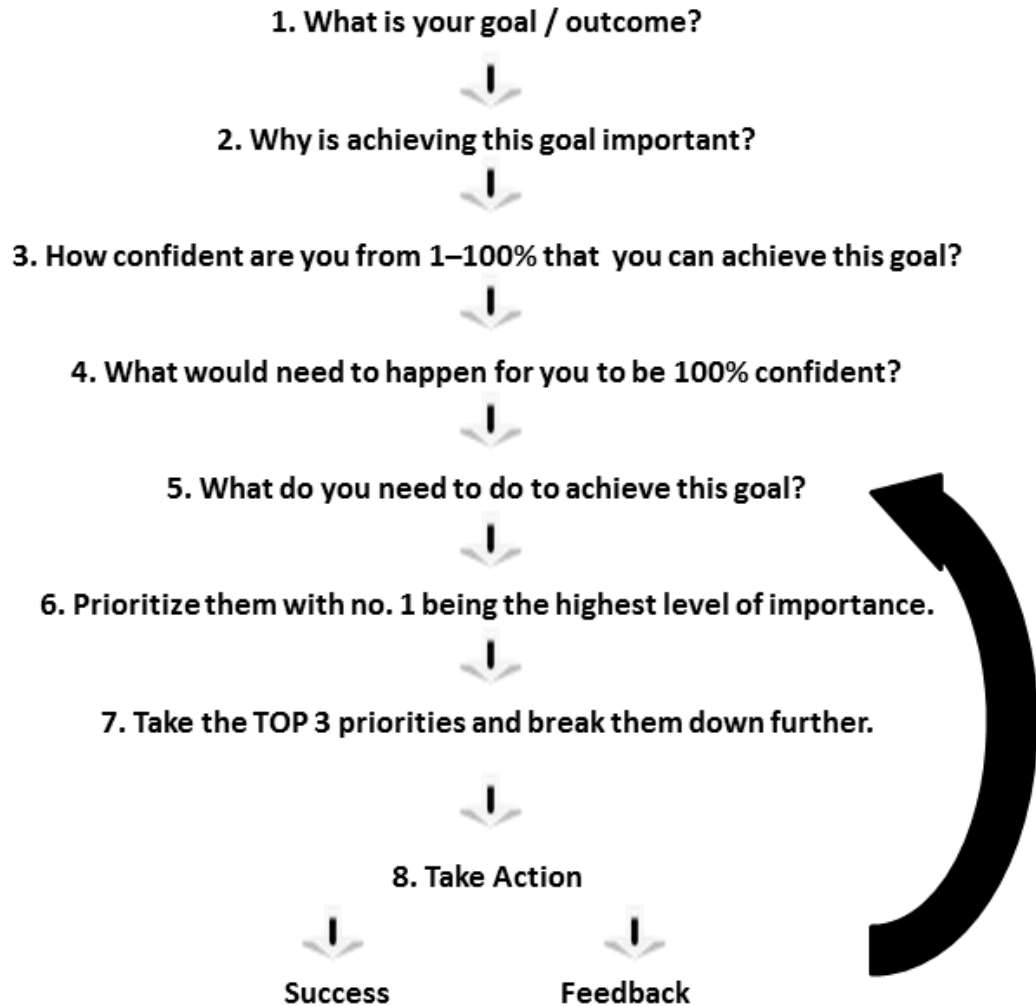
ULTIMATE

SUCCESS FORMULA

To Fine Tune

Your Goal Setting

Ultimate Success Formula



THERE IS NO FAILURE, ONLY FEEDBACK!

9. Evaluate – If you don't have success, then take the feedback to number 5 and ask yourself "What do I need to do to achieve this goal?"



PLACE A CIRCLE AROUND THE NUMBERS

On a scale of 1 - 10: “How much do you want to achieve your goal?”

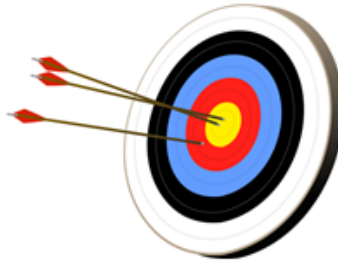
1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10



On a scale of 1-10: “How much effort are you willing to commit to it?”

1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10

GOAL SETTING



EXAMPLE OF GETTING WHAT YOU ASK FOR

You are sitting in a restaurant and a waiter asks you to place your order, and you say “Please bring me something to eat and drink!”

When the waiter brings you something and you don’t like it, are you going to complain?

OR

Is it not better to be specific in what you want, to save you time and unnecessary delays in getting something that you actually want?

Because what you order, is what you will get!

Be very specific!

1. What is your goal / outcome?



MINDMAP YOUR GOALS



2. Why is achieving this goal important?



**3. How confident are you from 1–100%
that you can achieve this goal?**



4. What would need to happen for you to be 100% confident?



5. What do you need to do to achieve this goal?



6. Prioritize them with no. 1 being the highest level of importance.



A series of 20 horizontal blue lines for writing, spaced evenly down the page.

7. Take the TOP 3 priorities and break them down further.



8. Take Action



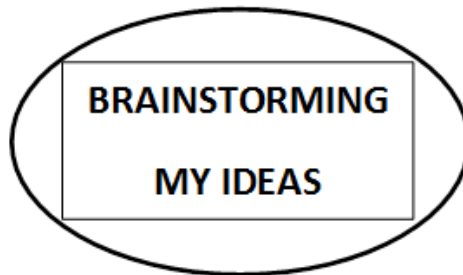
Success

Feedback

THERE IS NO FAILURE, ONLY FEEDBACK!

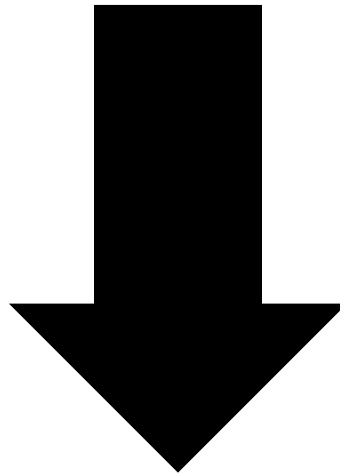
9. Evaluate – If you don't have success, then take the feedback to number 5 and ask yourself “What do I need to do to achieve this goal?”

MINDMAP YOUR IDEAS



**TAKE DAILY LASER FOCUSED ACTION TO
CREATE SUCCESS AND TO LIVE THE LIFESTYLE
YOU ENVISION.**

**ENJOY THE PROCESS ALONG YOUR JOURNEY
TO YOUR DESIRED OUTCOME!**



**SUCCESS = TAKING STEPS FORWARD AND
UPWARDS BY IMPLEMENTING THE NEW
STRATEGIES YOU LEARN AND MASTER**

ABOUT TRANSFORMATION LEARNING CENTRE (TLC)

There are a many things you can do as an individual to improve your life and lifestyle and here are 3 very important things you should rely on yourself to do:

Rely on yourself for:

1. Your Own Joy & Happiness
2. Your Own Education & Freedom
3. Your Own Financial Income & Wealth Generation

If You Don't Invest In Yourself And Your Education, Who Else Will?

The material found here will **help you develop** your **Character and Soft Skills**, and start **preparing your Entrepreneurial Mindset**.

Having **OUTSTANDING SOFT SKILLS** plays a very important role in dealing with customers and clients which determines the outcome of success.

As the world is revolving and evolving very quickly and the time of getting and staying in one job for life is fading away fast. Many companies are starting to outsource a lot of their work, and work from home employment is increasing.

Also, with this trend and due to the power of the internet, many Millennials are starting online business and becoming Entrepreneurs knowing the way things are done is rapidly changing.

You need to change with the times or risk being left behind!!!

THE ADVANTAGE OF BEING A MEMBER OF SMART STUDENTS MEMBERSHIP PROGRAM

You get access to a **HUGE AMOUNT** (and increasing weekly) of **Life Changing Online Content*** in the following subjects:

***Content = Affirmations, Articles, Audios, Ebooks, Quotes, Stories & Videos.**

(Perfect for book lovers in the following niches)

The Subjects:

- ✓ Attitude
- ✓ Awareness
- ✓ Belief Structure
- ✓ Branding
- ✓ Career
- ✓ Clarity
- ✓ Communication
- ✓ Confidence
- ✓ Decision Making
- ✓ Discover Your Genius

- ✓ Education
- ✓ Entrepreneur
- ✓ Fitness
- ✓ Goal Setting
- ✓ Happiness
- ✓ Healthy eating
- ✓ Influence
- ✓ Inspiration
- ✓ Job Interview
- ✓ Law Of Attraction – LOA
- ✓ Leadership
- ✓ Marketing
- ✓ Meditation
- ✓ Mind
- ✓ Mind Power
- ✓ Mindset
- ✓ Motivation

- ✓ Organization
- ✓ Passion
- ✓ Personal Development
- ✓ Positive Attitude
- ✓ Positive Thinking
- ✓ Psychology
- ✓ Public Speaking
- ✓ Purpose
- ✓ Relationships
- ✓ Self Esteem
- ✓ Self Improvement
- ✓ Skills Development
- ✓ Social Media
- ✓ Stress Management
- ✓ Studying Techniques
- ✓ Success
- ✓ Success Principles

- ✓ Time Management
- ✓ Vision
- ✓ Wealth Creation
- ✓ And lots more
- ✓ **PLUS:** You get **Huge Discounted Membership Prices** on all Online Courses!

Smart Student Membership Is Perfect For:

 **School and University Students Who Want To Become Super Achievers And Become Successful**

 **Start-Up Entrepreneurs**

 **You, If You Are Seeking Life Changing Personal Development and Self Improvement Strategies, Tools and Techniques**

...

Developing a Powerful Vision

A vision is an ambition that you create in your mind. Aspire to bring this vision to life by planning a working roadmap from start to completion. It is this vision and plan that drives you forward and gives your life meaning and purpose to strive ahead. Once you have the power and motivation to achieve your ambitions you can inspire others around you with your positive mindset, motivation and drive.

So how do you plan on developing a powerful vision, inspire your life as well as the lives of others under your influence?

Think Ahead and Plan

You have the power to dream, and you should plan your vision to meet your goals. Think of how you are now and how you want your future to be. You create your vision to not only to bring in power and success to your career but also to work for your relationships and all other aspects of your life. When you think ahead and plan in your mind, you create the vision, strategy and pathway you want to take. Make it very specific and distinct.

Think Positive

To develop a powerful vision, you need to develop a positive mindset. Unless you think positive, the actions or planning cannot happen in a positive manner. So, it is very essential to have a positive mindset in order to move ahead. Without positive thinking, there is no vision. Without a vision, there is no goal to achieve in your life.

Use the Power of Affirmations

Positive thinking and affirmation with a belief in yourself is very important. Develop powerful visions to carry you forward to achieve great success. You need to have motivation and it should be constant, and using the power of affirmations is a great way to help you get all the motivation you desire.

Set Goals

Based on your vision, it is essential to set goals both short term and long term. It is essential to visit these goals often and check how many of them you have been able to achieve. If you have been successful in attaining your goals, celebrate them and take credit for them. This will help you remain motivated. But, at the same time, if you have not been able to achieve some of these goals, it is best not to lose heart but to see why you have not been able to reach these goals and look at how to strive towards reaching them.

The vision that you have generated from your zeal to excel should not just remain an unfulfilled dream. Rather, it is in your hands to give it the proper shape and molding that it requires to make it grow and attain fruition. Otherwise, the vision has no value.

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Transformation Coach Learning Centre

Self Expansion - Skills Development - Success Strategies.

Become A Super Achiever.

With Our Content You Have The Power To Change Your Life!

- ✓ Discover Your Options (Many people don't know their options!)
- ✓ Discover Your Genius And Get An Understanding Of Who You Are.
- ✓ Discover Your Passion And Purpose And Live A Meaningful Life.
- ✓ Discover How To Create And Implement Goals And Live Your Life Fully And Joyfully.
- ✓ Discover How To Increase Your Self Esteem And Self Confidence So You Can Do Anything You Set Your Mind On.
- ✓ Discover How To Eliminate Fear And Stress From Your Daily Living And Replace It With Confidence.
- ✓ Discover How To Learn To Take Control Of Your Life With Effective Strategies.
- ✓ Discover How To Prepare For A Job Interview Properly And Get That Job You Love.

- ✓ Learn The Art Of Communication, Self Talk And Learn How To Influence Others.
- ✓ Create New Empowering And Successful Habits And Become A Winner.
- ✓ Get Your Inner World Functioning Positively and Your Outer World Will Follow.
- ✓ Learn New Knowledge And Increase Your Success Rate.
- ✓ Become A Better, Healthier And Fitter You.
- ✓ Become A Super Achiever And Live The Life You Desire.
- ✓ GET SO MUCH MORE CONTENT TO CHANGE YOUR LIFE FOR THE BETTER.

The Sign Up And Payment Process Is Incredibly Easy.

Nobody Likes To Feel Stagnant, Stuck Or Even Feel Trapped, And Now **There Is No Reason To Have A Stagnant Life**, Be Stuck Or Trapped In Limiting Beliefs Or Environment: **If You Want To Move Forward, Upward And Make Incredible Progress In Your Life Then We Have A Huge Amount of Personal Development Content To Help You Do Just That.**

Smart Student Content:
<https://goo.gl/KQqlrp>

TRANSFORMATION COACH LEARNING CENTRE WILL HELP YOU BECOME SO INDISPENSABLE THAT YOU CAN'T BE IGNORED!

BECOME A SUPER ACHIEVER

TRANSFORMATION COACH

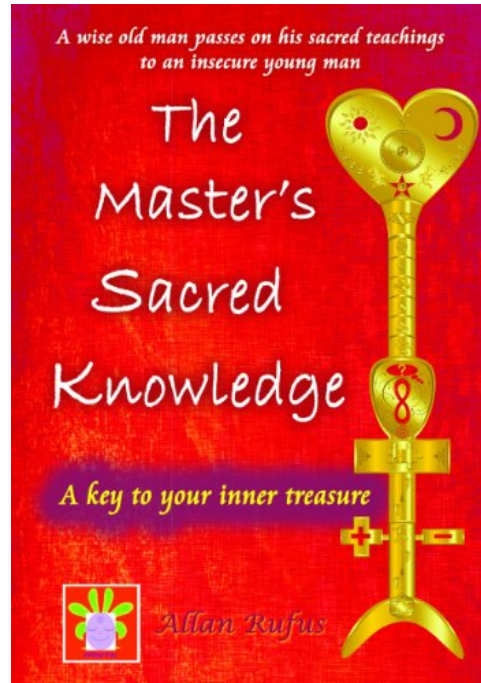


For More Personal Development & Entrepreneur Start Up Online Courses & Content

<http://learningcentre.transformationcoach.help/wp>

Other Personal Development Books

The Master's Sacred Knowledge



Ebook <http://amzn.to/2fPgibf>

Paperback <http://amzn.to/2ewT6SY>

- A KEY TO YOUR INNER TREASURE

The book “The Master’s Sacred Knowledge” is **full of simple philosophy molded into a story for easy reading and easy understanding.** Yet when you take each bit of philosophy individually and work with it, it becomes a **very powerful tool to help in transforming one’s life.**

This story is about a wise old Sage who passes on his sacred teachings to an insecure young man and takes

him on an **inner journey explaining the Art of Living, the Art of Living in the Now and the Art of Dying**, and helps him find out who he really is and teaches him about the power of Unconditional Love.

Synopsis: - This is the story about a wise old Master who comes across a young man who is look at life very negatively. The wise old Master asks the young man to spare him some of his time before he harms himself. This the young man did and by doing so the wise old Master passed on a Sacred Master Key to him along with some of his Sacred Knowledge so he could open the doors to Divine Living.

This the young man does and by doing so the wise old Master passes on a Sacred Master Key to him along with some of his Sacred Knowledge so he can open the doors to Divine Living.

This did not only save his life, but helped him have a total rebirth which transformed his life from being negative, living in despair as well as living in fear into that of a wonderful, colourful, uplifting, positive and joyous life full of beauty and Unconditional Love.

The Master also talks about the chakric system as well as the universal Laws in which we should get to know and work with-in, which will again help enhance one's life.

As the Master Kuthumi says **“If you always do what you always did, you will always get what you always got!”**

This book is dedicated to all young masters in the making and is for **OPEN MINDED SOULS**, or for those who want to open their minds. –

WHAT OTHERS ARE SAYING ABOUT THIS BOOK!

“It has not been a coincidence that I have come upon this book. It has touched my heart and has made me aware of so much. I have a better understanding of Loving myself and Life. I have gone to your website to find more of what resonates with my heart. Thank you for sharing with us all the wisdom from your heart, that which will help us all. I now know that I’m unconditionally loved. That’s big....Joy to you and your life. Thank you for helping me on my journey....” – Christell Benson

“Some of the best information on sacred knowledge around.” 5.0 out of 5 stars

*“The Masters Sacred Knowledge is a must read for anyone that is genuinely seeking real, lasting and quantifiable “change” in their personal lives. True, there may already an abundance of self help books out there at the moment. But rarely have I read one as insightful or plainly written as the “Master’s Sacred Knowledge”. Not only is it a great introduction to some of the core principles of spirituality and living a simpler, better life, it’s very words seems to speak to a deeper part of “self” that needs to be nurtured and cared for. **A real gem of a book** and one that I am sure to read over and over! I’m glad it found its way to me.” Charles Anthony McFaulds*

*“THE MASTERS SACRED KNOWLEDGE – is a very rare book that deals with the positive hidden elements in a person. Today we are all surrounded by worries, trouble & negative forces. This is a book that gives us an insight to counter these forces that tend to slow down /destroy our development in this fast changing world. I would recommend this book to all who want to excel in life & face this world very bravely. This is a book **MUST** for all those who have lost all hope in life. This book gives us the key to open our inner energies & win over the world.” NELSON D’SOUZA*

*FROM BODY AND MIND SOUTH AFRICA “We live together in this life, along this amazing journey to learn, to grow and to love. And every now and then, we come across some inspiration, an epiphany that alters the path ever so slightly but makes sure we learn what we need to learn. Along this journey we also have choice. This God-given gift is so precious. There comes a time in life when we realise that life is not only about making money and driving a nice car. Yes, we need to live because nothing is free, but we can achieve the same material goals with God in mind all the time... we can dedicate everything to that Supreme Infinite and then life becomes blissful. It is at this time when we seek spiritual guidance. **It is known and has been said that ‘when the student is ready, the teacher appears.’ The Master’s Sacred Knowledge, by Allan Rufus, is one such teacher.** This is indeed a ‘key to your inner treasure.’ The text itself flows well, is very easy to understand and offers practical daily advice. Allan is indeed an honest and sincere spiritual individual – truly noted by his courage to publish such a book. What I love about this style is that you can read from cover to cover, or simply ask yourself a question and flip the book open – read the chapter and use it as your inspiration for the day. Take it, with an open heart, and enjoy it!” Body and Mind South Africa*

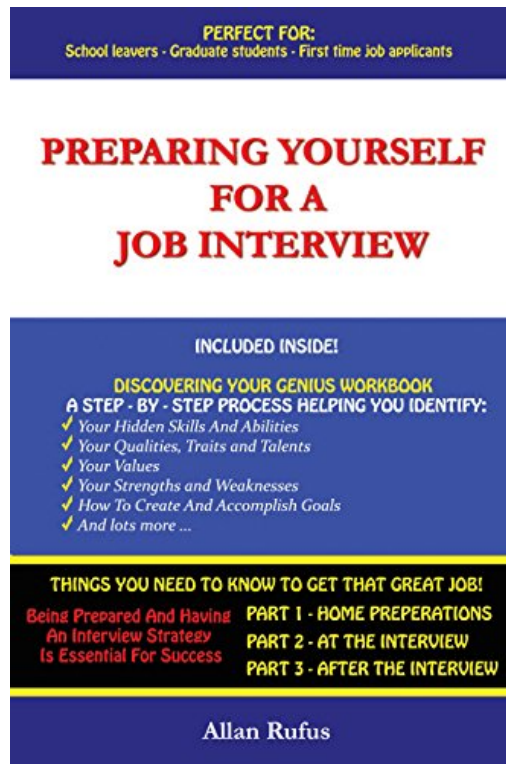
“SPEECHLESS!!!! Most amazing book ever!!!

Thank you for sharing this unbelievable knowledge in such an magnificent way. You are truly a Master.”

Love it!!! Love it!!! Love it!!!” Lucia

***"Your Inner Strength Is Your
Outer Foundation"
- Allan Rufus -***

Preparing Yourself For A Job Interview



Ebook <http://amzn.to/2eWV7Xj>

Paperback <http://amzn.to/2fPc5Vf>

Preparing Yourself For A Job Interview Is Essential In Getting Your Dream Job. Perfect For School Leavers, Graduate Students And First Time Job Seekers

Preparing Yourself For A Job Interview is perfect for school leavers, graduate students and 1st time job applicants. This book is simply written, yet is effective in giving you what you need to get a job and it has helped many of my students get

jobs!

You need to be prepared physically and mentally by having a clear, practical and concise step-by-step strategy or roadmap when going for your job interview. You want to be relaxed, sound and look confident. You want to impress the interviewer with your presentation skills so you can be that outstanding candidate they are looking for.

This book has 2 sections: 1st section will lead you through a step-by-step process in what you need to do before, during and after an interview. The 2nd section is Discovering Your Genius: Workbook on Skills Identification and Goal Setting.

This workbook will help you discover your personality profile in which you can use in writing your cover letter and resume as well as prepare you for speaking while in the interview. By knowing all this information about yourself will make you more confident in yourself and your abilities. It also has a step-by-step process formula in creating goals for yourself. Without setting goals, you may struggle to find direction!

PART 1 - HOME PREPARATIONS

- Deciding what you want to do
- Common Mistakes

- Knowing your skills, talents, qualities and traits
- Job searching
- Application process
- Things to think about when creating your CV / Resume
- Creating your CV / Resume
- Know your CV / Resume backwards
- Writing a cover letter
- Getting directions
- Researching the company
- What to take with you
- Getting groomed
- What to wear
- Prepare Mentally
- Social media sites

PART 2 - AT THE INTERVIEW

- What to expect
- What to remember while in the interview
- Business Etiquette
- First Impressions
- Body Language
- Greetings
- How to have a good interview
- Understand the interviewers agenda
- Branding yourself / Selling your skills

- What questions are most asked
- What questions to ask
- What questions not to ask
- How to negotiate your salary
- What questions to ask after the offer
- When you should NOT take the job
- Responsibilities

PART 3 - AFTER THE INTERVIEW

- Write down notes about the interview for future reference
- Write a thank you note
- Follow up

A CHECK LIST TO TAKE WITH YOU

TEMPLATES

- Cover Letter
- Resume
- Thank-you Letter

WORKBOOK – SKILLS IDENTIFICATION AND GOAL SETTING

- Life's satisfaction scorecard

Discovering your genius: Understanding yourself and

identifying your Core Beliefs:

- IQ vs EQ
- Attitude
- Self talk
- Values
- Desires
- Qualities / Traits
- Talents
- Skills
- Strengths
- Weakness
- Passion - Hobbies / Abilities
- Goals

CONCLUSION

Understand yourself before going for that interview, and you will have a greater chance of getting that job you dream of.

<http://www.ebooklearningzone.net/>

eBooks for your Learning Needs: Personal Development & Entrepreneur Start Up. Take yourself and your business to another level by learning new skills and strategies.

*“You don’t know what you don’t know, so go to **ebook learning zone** and get ebooks and grow your knowledge!”*

Find 100’s of other Personal Development and Business Development ebooks at
<https://goo.gl/MpHsSn>

Share this helpful
Ultimate Success
Formula PDF with all
your family & friends.