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# MAKE THIS YEAR YOUR BEST

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Month 1 Using the Schedule Tracker System



MONTH ONE  
STEPHANIE HAYNES CONSULTING  
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# Make 2017 a Success!

I have been using some form of planning system since I was an overwhelmed college student trying to keep track of where I was supposed to be and when. Since then I have made a few modifications, but, essentially, **the Schedule Tracker System is a tool designed to do two things: Show you where your time is being spent, and help you make the changes you want to make.**

Why is this important? Because success doesn't just happen. Planning for the life we want keeps us from drifting through the time we have. But planning alone isn't enough; we need to be intentional about how we spend the time we have. **The Schedule Tracker System gives us the opportunity to not only plan for what we want, but be intentional about making it happen.**

With that in mind, here are some strategies to help you.

- 1. Get a Clear Picture.** The first time you use this tool it is important to be honest in tracking how you spend your time each day. There is no judgement here; this tool is meant to reflect the truth so that you can effectively implement the changes you hope to make. Use the Schedule Tracker as a guide for keeping track of your time so that at the end of your first week you have a clear picture of where, exactly, your time is being spent. It's best if you fill your first Schedule Tracker out as you move throughout your day, rather than waiting to fill it in just before you go to bed (or even the next day). Our minds are constantly moving and so we may not remember clearly what we did and when we did it if we wait too long.
- 2. Review your Lifestyle:** There are several things to consider in your reflection. The most important thing to consider is this one question: Is your life going the way you'd like? If not, it's time to make a few changes so that it does.
  - a. What was missing from your week? What took over most of your time each day? In your week?
  - b. What worked? What didn't? What was going through your mind in each of your activities? (A major source of chaos is our thought life!) Taking the time to review your week gives you the opportunity to recognize the chaos and receive where the Holy Spirit may be leading you to make changes.
  - c. Where do things need to change? Are you not getting any quiet time to be filled up? Is there no time to take care of yourself? When was the last time you had a date with your husband? What is missing from your life?
- 3. Make a Plan.** What do you want to do this year? If you haven't already worked through a few goals for this year, now is the time to do it. Seriously. Waiting until there's a better time or more time won't happen. You have to choose to claim the time you need to make a plan for your life. No one else will do it for you.
  - a. **Start with listing your goals in specific, measurable, time-sensitive statements.** One of my goals this year is to reduce irrelevant household and personal expenses by Feb 1 in order to hire a weekly house cleaner. *It's specific:* it focuses on my personal and household expenses which I alone am responsible for. *It's measurable:* the money will either be there or not. *It's time-*

*sensitive*: My daughter (who's cleaning our house while she's home from college) returns to college at the end of Jan so I need to figure it out before then.

- b. **Determine your why.** Setting a goal isn't enough to get you through what Michael Hyatt calls the "Messy Middle." Life will happen, challenges will come. What will keep you motivated to push through? Your WHY. In the case of my goal, my why is the time it takes to clean my home I am planning on using for a special project. If I give in to unnecessary spending I will have to forfeit that time and risk not finishing the project.

## Using the System

**The Schedule Tracker System won't work if you don't use it.** If you want a successful 2017, making the choice to use a system that helps you accomplish your goals won't work unless you make the time to fill it out. I know you are busy; we all are, but if you want to experience personal life growth, changes in your body, the realization of a dream, or any other goal you have for this coming year, you are going to have to choose to make the time to do so. No one else can make that time for you.

**The Schedule Tracker System is designed to be used on a weekly basis.** It takes about an hour of time each week to fill out the Tracker To-Do List and the Schedule Tracker. Once filled, they become the most effective tools I have ever used to keep me on track to accomplish the goals I have. Why? Because they give me a clear picture of what has to get done so I can confidently say yes or no to other requests for my time.

At the end of each week these tools offer a honest representation of my week and a measurable marker of how far I have progressed on my goals. This reflection time is critical. Without it we will fall back into old patterns before we have made our new choices into habits.

**One last word of encouragement** Change is hard. Making new choices in how you spend your time can feel selfish, especially if you are trying to make changes for yourself. The truth is we all struggle with believing we are worthy enough to pursue the nagging whispers on our hearts for the changes we want to make. But the successful among us keep going. They make mistakes but don't give up. They let go of perfection and embrace the grace offered in knowing there is always an opportunity to try again.

1. **Start with the Tracker To-Do Lists™** These notes sheets are meant to be filled out each week with whatever you have to do. Think of it as your brain on paper: whatever needs to get done can be written on it. Do not worry about keeping things neat; life gets messy! Items may be added or deleted because change happens.
  - a. **Each day look over the list.** Assess what you have accomplished, what still needs to be done, and what needs to be removed. Take a moment to invite God to direct your steps as to what really needs to get done, and choose to be willing to follow His lead.
2. **Transfer the To-Do List™ to your Schedule Tracker™.** A List is just a list unless it gets grafted into how we spend our time each week. In order to be successful, we must determine to be intentional with how we choose to spend our time.

- a. **Start with the basics:** What are the Have-to's in your life? Your work schedule, the kid's school schedules, personal care (like showering and sleeping), and other commitments you currently have all take time. Start with putting those items in your Tracker first.
  - b. **Assess the White Space:** The white space is the time we have left. This is crucial information because it will help to determine where you say yes and where you say no.
  - c. **Transfer the To-Do List into your Tracker.** Start with the most critical and work out from there. If you have left-over items you will either need to move them to next week, or cut something else out
  - d. **Refer to the Tacker DAILY.** Again, the system won't work for you if you don't use it. It's important to refer to your Schedule Tracker™ throughout your day to help keep you on track to successfully accomplishing all you have set out to do. When someone calls asking for your time, you can pull it out, assess if there's any white space, and answer appropriately. When an appointment goes long or get cancelled, you can look at your Tracker and make changes confidently.
    - i. **Consider carrying the completed Schedule Tracker™ with you in a binder or folded in your purse**
    - ii. Consider snapping a picture of your completed Schedule Tracker on your phone
      1. **Note:** A Tracker can also be added into any calendar system on your computer phone or tablet. To increase your productivity, consider not only adding your Schedule Tracker to your calendar, but setting up alerts and reminders.
3. **Use your own personal shorthand.** Writing everything out can be overwhelming, especially if there are repeats to your week. The boxes are small as well which makes using full words a bit more complicated. Feel free to develop your own shorthand, use lines or symbols, or anything else.
  4. **Use color to keep track of your priorities.** Using color to show the time you spent (or didn't spend) on each priority goal area in your life is an easy way to see very quickly where all your time is going. Often, the crazy we feel or the lack of success we experience is simply a matter of balancing our time with what's important to us. Color coding is a great way to create a visual balance sheet. This can be done in review or in planning. Highlight, outline, or write using different colors. Here's a sample color-code you can use:
    - a. Use **yellow** for time spent with God (or learning about Him)
    - b. Use **pink** for time spent taking care of yourself and your needs
    - c. Use **red** for time spent with your husband as his wife
    - d. Use **blue** for time spent playing/interacting with your children
    - e. Use **orange** for time spent together as a family
    - f. Use **green** for time spent taking care of your home (including errands for the family)
    - g. Use **purple** for time spent at work or in volunteering activities
    - h. Leave anything else colorless
  5. **Get Started.** Below are 5 weeks of To-Do Lists™ and Schedule Trackers™. Starting today, give yourself the gift of time to start using this system so that this time next year you can look back and say "2017 was a year of success. How much more can I do this year?"



Tracker To-Do List™

Date: \_\_\_\_\_

*Remain in me,  
and I will remain  
in you. For a  
branch cannot  
produce fruit if it  
is severed from  
the vine, and you  
cannot be fruitful  
unless you  
remain in me.  
...Those who  
remain in me,  
and I in them,  
will produce  
much fruit. For  
apart from me  
you can do  
nothing... if you  
remain in me and  
my words remain  
in you, you may  
ask for anything  
you want, and it  
will be granted!*

*John 15:4-7 NLT*

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**Schedule Tracker™**



**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

*Father God, Direct my steps toward Your perfect peace. I offer You my entire day: my to-do lists, tasks, errands, events and activities. By doing so, I also give to You my anxieties, fears and concerns. I ask Your permission to move forward with what I have planned for my day. I will trust in You.*

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Tracker To-Do List™

Date: \_\_\_\_\_

*Trust in the LORD with all your heart; do not depend on your own understanding. Seek His will in all you do and He will show you which path to take.*

*Proverbs 3:5-6  
NLT*

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**Schedule Tracker™**



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**6:00 PM**

**7:00 PM**

**8:00 PM**

**9:00 PM**

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**Noon**

**Sunday**

**Noon**



Tracker To-Do List™

Date: \_\_\_\_\_

*I am the Lord,  
who opened a  
way through the  
waters, making a  
dry path through  
the sea. "But  
forget all that—  
it is nothing  
compared to  
what I am going  
to do. For I am  
about to do  
something new.*

*See, I have  
already begun!  
Do you not see  
it? I will make a  
pathway through  
the wilderness. I  
will create rivers  
in the dry  
wasteland.*

Isaiah 43:16, 18-  
19 NLT

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## Schedule Tracker™

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Tracker To-Do List™

Date: \_\_\_\_\_

*Be strong and courageous, Be strong and very courageous. Be careful to obey all the instructions Moses gave you. Do not deviate from them, turning either to the right or to the left. Then you will be successful in everything you do. This is my command—be strong and courageous! Do not be afraid or discouraged. For the Lord your God is with you wherever you go.*

*Joshua 1:6-9 NLT*

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**Schedule Tracker™**



**Monday**

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Tracker To-Do List™

Date: \_\_\_\_\_

*Then Jesus said,  
“Come to me, all  
of you who are  
weary and carry  
heavy burdens,  
and I will give  
you rest. Take my  
yoke upon you.  
Let me teach  
you, because I  
am humble and  
gentle at heart,  
and you will find  
rest for your  
souls. For my  
yoke is easy to  
bear, and the  
burden I give you  
is light.”*

*Matthew 11:28-  
30 NLT*

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**Schedule Tracker™**



**Monday**

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**Noon**

**Sunday**

**Noon**



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# MAKE THIS YEAR YOUR BEST

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Month 2 Using the Schedule Tracker System



MONTH TWO  
STEPHANIE HAYNES CONSULTING  
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# Month Two: Priorities

If we are not intentional about how we choose to spend the time we are given each day, we will let in things that are not all that important or valuable to living the life we want to live. Life in general is moving so fast that it often doesn't feel like we have the time to make clear decisions. Reactionary "yes's" and "no's" are what most often make up our schedules. Unless we have planned ahead to make sure we do what is most important to us, we risk living an unbalanced life that feels more like an obligation than a gift.

**Priorities are those things in our lives that we value the most.** They are defined as "a thing that is regarded as more important than another."

**How do we know what to make a priority though?** There can be literally hundreds of things vying for our attention in any given hour so how do we choose wisely so that we build a balanced lifestyle and love our lives? We follow the example of Jesus. He made his connection and relationship with God his number one priority, followed by self-care, His relationships with his disciples, and then his ministry to the world. In my life, it looks like this: Spend time with God to be filled by Him in order to pour out, in that context (filling) take care of my personal needs so that my mind, body and heart are prepared for whatever God calls me into, from that place (filled) pour into my marriage, my relationship with each of my children, my family, my home, and my work. In that order.

**Building a balanced lifestyle begins with understanding our priorities.** What is most important to you and why? Take a few moments to make your list here:

**Get out your completed Schedule Trackers™ from Month One.** Go through each one and color-code them according to the color chart listed on page 3. This is not an exercise in judgement, but one of exploration. If we are to build a balanced lifestyle we need to see where we are starting so that we can determine what (if anything) needs to be adjusted so that you are living out your priorities.

List out the categories of your life according to what took up the most time (on average) each week:

Does this list reflect the priorities in your life? If the answer is YES! Then great! You are living out your priorities!

If your answer is “no,” even a little bit, we can start right now to work through some adjustments so that you can answer “yes!”

- **First: Examine your expectations.** Without knowing it, our expectations can create all kinds of ideals we begin striving for. If your expectation, for example, is that you will never have piles of laundry or dirty floors and to have those things makes you believe you aren't doing “well enough” at taking care of your home, you have an expectation problem, not a priority situation. The same holds true in your relationships. If your expectation is that you are always able to meet the needs of your family and to not do so makes you a poor mother, again you have an expectation problem, not a priority situation. **Look back at your completed Schedule Trackers™. What were your expectations of what should happen? How does examining your life from that perspective alter your perception of your usage of your time?**
  
- **Second: Examine your season.** Different seasons of life call for a different kind of balance. If your life stage reflects a lot of personal freedom (as in being single or without children at this time) your balanced lifestyle will look very different from the woman who has a husband and three children under age 5. This is perfectly acceptable! Trying to make your life fit into someone else's is not the kind of balance that will cause you to love your own life. Identifying the season of life you are in right now, and honoring it, will help you determine what is most important to you at this time. **Look back at your completed Schedule Trackers™. What season of life are you in? Do your scheduling decisions honoring it or help you run from it? How does examining your life from that perspective alter your perception of your usage of your time?**

- **Third: Stop Comparing.** You are you and you are enough. Seriously. You do not need the home of someone else, the job of someone else, the children of someone else or the marriage of someone else to complete you or make you happier. You have what God has blessed you with, but if you are looking outward instead of inward you are likely making decisions about how to use your time that reflect that. We all do this, almost unconsciously. But we can make a different decision. We can choose to look at our own lives with the intention of seeking its unique beauty, and allow our schedule management decisions to reflect that belief. **Again, look back at your completed Schedule Trackers™. Have the choices you have made about how to use your time been based on striving for more or different based on comparisons you have made? How does looking at your life from that perspective alter your perception of the usage of your time?**

## Practical Application

You have before you a blank month. It is infinite with possibilities, both positive and negative, but there are a few things we can put into place to give ourselves the chance to live a life based on our priorities. This may seem a little awkward or forced at first. That is totally natural whenever we experience change, but I promise: with the help of the Holy Spirit we will be able get past the uncomfortable so we can enjoy the life we have been given.

### Begin with this coming week.

- **Get out a blank Tracker To-Do™ list and write out all you want to do.** Be sure to include items that reflect your priorities. If it has been a while since your husband and you had a date, put it on this list. If you haven't seen your college-age child in a while, add her to the list (even if it can only be a phone call), if you don't remember the last time you did something to take care of yourself, add it to the list. Be sure to pray over you list, asking the Holy Spirit to remind you of something you may have forgotten, remove something He hasn't planned for you, and to help you see Him at work each day.
- **Get out your blank Schedule Tracker™ and date it across the top.** Next, add in the "have-to's" of your week; those things that at this time are not changing (like getting the kids out the door at a certain time, or having to be at work until a certain time, practices, etc). Again, take the time to pray over your day and your week, seeking to allow the Holy Spirit to lead you along the plans God has for you.
- **Examine the time you have for opportunities to live out your priorities.** Want to connect with your children? What can you do with the car time you have, or over dinner, or while driving them to practice? Want to connect with your husband? How can you use down time to do that? (Maybe send him a text letting him know you're thinking of him? Maybe settling the kids so you can chat for 10 minutes when he gets home?) Want to take care of your personal needs? Where might you need to say no so you can? Where might you need to ask for help? Write out these ideas (or your own of course!) on your Schedule Tracker™ or Tracker To-Do™ list so you don't forget. Not sure what to do? Ask for wisdom and guidance from God who grants us knowledge of His plans, then add in what He reveals to you.
- **Use your Schedule Tracker™ daily.** There's no benefit to writing all of this out if we don't refer to it throughout our day. Looking at it is meant to help us stay on track to keeping our priorities central to how we choose to spend our time. We forget, fall into old patterns, and get overwhelmed easily, but

having this close will help us. It is also a reason to say “May I please check my calendar and get back to you?” when asked to participate in something we are not sure will help us build a balanced schedule so we love our life, not feel as if everything is an obligation. As you move throughout your day, offer up prayers of thanksgiving as well as requests for keeping you close to His will over your own. I have also found it peace-instilling to ask the Holy Spirit to help me see where He is changing my plans instead of getting frustrated that things aren’t going as I had planned.

### **Repeat the process each week**

Making changes that help us build a balanced lifestyle take time. You are changing habits you have potentially been living with for years, so it will take time for them to actually reflect the new balance you are trying to create. Keep trying. Don’t give up just because one particular week, day or even hour didn’t go as planned. God is for you living a life you love because He created that life especially for you and wants you to enjoy it. Ask for His help whenever you need it.

### **What’s next.**

Each month you will receive a supplement. The focus will be different but you will always receive enough Tracker To-Do Lists™ and Schedule Trackers™ to complete for the month. It is my hope (and personal plan) for you to have an entire year reflected in Schedule Trackers™. With that record I hope that we can reflect on both God’s goodness and His gentle re-positioning and see we have been successful in allowing Him to build the balanced lifestyle He has planned for us all along.

**If you ever have any questions, please feel free to contact me via email: [Stepanie@stephaniehaynes.net](mailto:Stepanie@stephaniehaynes.net).**



Tracker To-Do List™

Date: \_\_\_\_\_

*Remain in me, and I will remain in you. For a branch cannot produce fruit if it is severed from the vine, and you cannot be fruitful unless you remain in me. ...Those who remain in me, and I in them, will produce much fruit. For apart from me you can do nothing... if you remain in me and my words remain in you, you may ask for anything you want, and it will be granted!*

*John 15:4-7 NLT*

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**Schedule Tracker™**



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Tracker To-Do List™

Date: \_\_\_\_\_

*Trust in the LORD with all your heart; do not depend on your own understanding. Seek His will in all you do and He will show you which path to take.*

*Proverbs 3:5-6  
NLT*

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**Schedule Tracker™**



**Monday**

**Tuesday**

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Tracker To-Do List™

Date: \_\_\_\_\_

*I am the Lord,  
 who opened a  
 way through the  
 waters, making a  
 dry path through  
 the sea. "But  
 forget all that—  
 it is nothing  
 compared to  
 what I am going  
 to do. For I am  
 about to do  
 something new.  
 See, I have  
 already begun!  
 Do you not see  
 it? I will make a  
 pathway through  
 the wilderness. I  
 will create rivers  
 in the dry  
 wasteland.*

Isaiah 43:16, 18-19 NLT

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*Joshua 1:6-9 NLT*

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Tracker To-Do List™

Date: \_\_\_\_\_

*Then Jesus said,  
“Come to me, all  
of you who are  
weary and carry  
heavy burdens,  
and I will give  
you rest. Take my  
yoke upon you.  
Let me teach  
you, because I  
am humble and  
gentle at heart,  
and you will find  
rest for your  
souls. For my  
yoke is easy to  
bear, and the  
burden I give you  
is light.”*

*Matthew 11:28-  
30 NLT*

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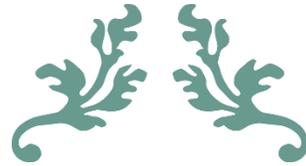
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# MAKE THIS YEAR YOUR BEST

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Month 3 Using the Schedule Tracker System



MONTH THREE  
STEPHANIE HAYNES CONSULTING  
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# Month Three: Goal Setting

Typically, most of us sit down to create goals at the start of something big, like New Year's or the start of a new school year. However, there is always a good reason to set a new goal, like today for instance. Today is a good day to assess what needs to change, determine why we want things to change and then visualize the results we want to see in our lives.

Don't push this off my friend. Whether you choose to sit down and create some goals to work towards or not will determine the trajectory of your life. Will it be one that is haphazard or focused? You have a choice in that answer.

**There are three parts to goal setting that can help us be successful in achieving them.**

1. Identify what needs to change
2. Identify why there needs to be a change
3. Make a plan for implementing new habits that will lead to the changes you desire.

## Identify what needs to change

Does your life look like you want it to? Chances are it doesn't, and the fact that it doesn't probably causes a fair amount of stress in your life. We cannot set appropriate goals however until we understand what really needs to change. If you completed Month Two you know that understanding whether you are living your priorities or not can affect the stress level in our lives. We are designed to value what is most important to us and when we can't (or don't) we can feel overwhelmed trying to make everything fit together.

Additionally, if we are living in a particularly busy season, or one of intense change (say as in after the birth of a child, new job change, or in a season of illness) and our expectations do not reflect the realities of the current season, chaos can feel as if it reigns in our lives. Identifying what is causing all that chaos is the first step in goal setting.

1. How would you describe the current state of your life? Is it what you hoped it would be? Why or why not?

2. What is currently going well in your life? Why is that?

3. What is currently feeling like it's off-track in your life? Why is that?

4. When was the last time you set goals for yourself? What was the result?

5. What current goals for yourself do you have? List them here:

Identify why there needs to be a change.

Knowing that things need to change is one thing; knowing why is quite another. The *why* is what keeps us focused when the road gets more complicated than we anticipated. The *why* gives us reasons to push through when things get tough. The *why* keeps us going until a new habit is developed and then helps us maintain the new lifestyle we have created.

Let's say you have identified you are off track in the area of personal care in your life. Taking care of yourself is never on your to-do list (unless it's a last-minute haircut or a yearly doctor's appointment that is 18 months overdue), and you're experiencing repercussions such as tiredness, irritability, weight gain, and poor body image. Changing your current habit of not taking care of your personal needs will be hard unless you zero-in on the *why*. Change is hard. In those hard times when your schedule is screaming at you to do everything else for everyone else first, when those requests are pouring in making you question whether or not you should cancel your workout, when that project deadline is looming over your choice to make sure you get enough sleep, what is going to keep you on track? Your *why*.

Here's an example. At the end of last year, I assessed how my life was going and determined there was a lot of chaos surrounding my personal care in the area of taking care of my body. I was tired, I had gained weight, I was irritable, and I battled a negative body-image dialogue in my head daily. I determined I wanted that chaos to end. WHY? Because of these reasons:

- I didn't want to enter menopause overweight since most the women in my family typically gain a lot of weight in this season of life.
- We own a pool, attend pool parties regularly, and I like to travel to the beach. In my current state, I did not feel comfortable in a swim suit, which was going to cause me to not participate in activities I love.
- I want to be healthy as I age so as not to be stuck in an unhealthy body.
- I have a lot more I want to do in this life that will be greatly affected by poor health.

1. Go back to your list of what areas of your life are currently off-tack. WHY Do you want these things to change? Be as specific as possible.

Make a plan for implementing new habits that will lead to the changes you desire

Knowing that things need to change, and why they need to change leads us to the next steps: creating Strategic Goal Statements and making a plan to achieve them.

Most of the time we set goals with very good intentions but, because the goals are general, we aren't consistent in implementing them and do not see the results we want. I hope to help you end that today. Here's an example:

- I want to lose weight. (too general).
- I want to lose 20 lbs. (better, but still too general)
- I want to lose 20 lbs. by Memorial Day Weekend so I can wear a swimsuit with confidence at the Summer Kick-off party we have every year. (Strategic)

What is the difference between these goal statements? The first is general and easily dismissed; it can be put off until later. Strategic Goal Statements have an achievable ending point; a measurable moment if you will. While we can measure actual weight loss, the first goal doesn't indicate when we will know success has been achieved. The second goal gets there with the including of a specific amount of lost weight, but it doesn't incorporate the why. Strategic Goal Statements include both because they help us know when we have achieved success *and* the reason we are changing our habits in the first place.

1. Go back to that list from the previous page. Choose no more than 7 changes and re-write them into Strategic Goal Statements:
  - a. SGS 1:
  - b. SGS 2:
  - c. SGS 3:
  - d. SGS 4:
  - e. SGS 5:
  - f. SGS 6:
  - g. SGS7:

Once we have Strategic Goal Statements, the next step is to determine the action steps we will need to take to achieve the end result we desire. Just as we do not change without a reason, we will not also change without a plan to help us get where we want to go. Most of the time we do not take this step and so a few days, weeks, or months down the line we are back off-track because we did not create a clear path to the change we wanted to make. I know it's difficult to set up specific actions steps; we do not know what's coming ahead of us, we have failed before, and there are other factors in our lives at play, vying for our time.

Can I be real with you? All of these reasons are based in fear. Fear of failure. Fear of disappointing others. Fear of not implementing the plan perfectly. Fear of success. Fear of change. Fear will keep us stuck in the chaos we are currently living in. You may not have it all figured out today, but setting a goal, creating action steps based on what you do know, and taking your first step will give you a better perspective from which to make changes as you go. It is more effective to make changes while in motion toward success, than to try to make them sitting on the sidelines.

In the example of the Strategic Goal Statement listed above, here are the actions steps I have identified:

- Attend workout classes 3x/week for a minimum of 48 weeks this year beginning in January  
*(While the above goal is specific for Memorial Day, I want to maintain my health overall)*
- Remove dairy, gluten and soda
- Drink ½ my body weight in water each day
- Limit daily sugar (increase fruit, limit to dark chocolate)
- Increase daily vegetable and protein intake, and lower my carbohydrate intake

Have I implemented these actions steps perfectly? No. Have I had a soda or two or indulged in dairy-free ice cream? Yes. But I am making progress towards my end result, and that progress is fueling my desire to keep at it. My goal is still alive, and so is my why. I still want to feel confident in my suit this Memorial Day weekend and so with every small step back into my old habits, I choose again to take another step into the new ones I want to create. The combination of my why at work with actions steps to get me where I want to go is proving to become more powerful with every choice I make.

Planning for daily success is important here; each day I get to choose whether or not to keep pursuing my goals. Each day is one more day into establishing a new habit which will get me to the end result I desire. Instead of planning for perfection, I am planning for progress and it makes all the difference.

1. Using the 7 SGS's you listed above, write out at least 2 actions steps for each:

a. SGL1:

i. Action Step

ii. Action Step

b. SGL2:

i. Action Step

ii. Action Step

c. SGL3:

i. Action Step

ii. Action Step

d. SGL4:

i. Action Step

ii. Action Step

e. SGL5:

i. Action Step

ii. Action Step

f. SGL6:

i. Action Step

ii. Action Step

g. SGL7:

i. Action Step

ii. Action Step

## Practical Application

You have before you a blank month. It is infinite with possibilities, both positive and negative, but there are a few things we can put into place to give ourselves the chance to take steps into achieving the goals we have. This may seem a little awkward or forced at first. That is totally natural whenever we experience change, but I promise: with the help of the Holy Spirit we will be able get past the uncomfortable so we can enjoy the life we have been given.

### Begin with this coming week.

- **Get out a blank piece of paper and list out no more than 7 Strategic Goal Statements** (*NOTE: Strategic Goal Statements focus on what you alone can do. They do not include others, such as in “I will make my children behave better.”*) Be sure to include your WHY, a measurable outcome, and the action steps you will need to take to get your desired outcome.
- **Place your Strategic Goal Statements List where you will see it every day** (or at least whenever you are planning your week)
- **Each week, use your blank Tracker To-Do™ list to include action steps toward your goals.** Be sure to pray over you list, asking the Holy Spirit to give you the strength and courage you need to take a step into your new habits, grace for when you step back into old habits, and to help you see Him at work each day.
- **Use your Schedule Tracker™ to keep you on track.** First, add in the “have-to’s” of your week; those things that at this time are not changing (like getting the kids out the door at a certain time, or having to be at work until a certain time, practices, etc). Again, take the time to pray over your day and your week, seeking to allow the Holy Spirit to lead you along the plans God has for you.
- **Examine the time you have for opportunities to make the changes you want to make.** With the unfilled time, consider where you can implement your actions steps. Want to exercise more? What can you say no to in your schedule so you can do that? Want to eat better? What steps do you need to plan in this week to be sure you do that? Not sure what to do? Ask for wisdom and guidance from God who grants us knowledge of His plans, then add in what He reveals to you.
- **Refer to your Schedule Tracker™ daily.** There’s no benefit to writing all of this out if we don’t refer to it throughout our day. Looking at it is meant to help us stay on track. We fall into old patterns and can get overwhelmed by change easily, but having this close will help us. As you move throughout your day, offer up prayers of thanksgiving as well as requests for keeping you close to His will over your own. I have also found it peace-instilling to ask the Holy Spirit to help me see where He is changing my plans instead of getting frustrated that things aren’t going as I had planned.

### Repeat the process each week

Making changes that help us build a balanced lifestyle according to the goals you have set takes time. You are changing habits you have potentially been living with for years, so it will take time for them to reflect the new lifestyle you are trying to create. Keep trying. Don’t give up just because one particular week, day or even hour didn’t go as planned. God is for you living a life you love because He created that life especially for you and wants you to enjoy it. Ask for His help whenever you need it.

**What's next.**

Each month you will receive a supplement. The focus will be different but you will always receive enough Tracker To-Do Lists™ and Schedule Trackers™ to complete for the month. It is my hope (and personal plan) for you to have an entire year reflected in Schedule Trackers™. With that record I hope that we can reflect on both God's goodness and His gentle re-positioning and see we have been successful in allowing Him to build the balanced lifestyle He has planned for us all along. **If you ever have any questions, please feel free to contact me via email: [Stepanie@stephaniehaynes.net](mailto:Stepanie@stephaniehaynes.net).**



Tracker To-Do List™

Date: \_\_\_\_\_

*Remain in me,  
and I will remain  
in you. For a  
branch cannot  
produce fruit if it  
is severed from  
the vine, and you  
cannot be fruitful  
unless you  
remain in me.  
...Those who  
remain in me,  
and I in them,  
will produce  
much fruit. For  
apart from me  
you can do  
nothing... if you  
remain in me and  
my words remain  
in you, you may  
ask for anything  
you want, and it  
will be granted!*

*John 15:4-7 NLT*

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*Trust in the LORD with all your heart; do not depend on your own understanding. Seek His will in all you do and He will show you which path to take.*

*Proverbs 3:5-6  
NLT*

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Tracker To-Do List™

Date: \_\_\_\_\_

*I am the Lord,  
who opened a  
way through the  
waters, making a  
dry path through  
the sea. "But  
forget all that—  
it is nothing  
compared to  
what I am going  
to do. For I am  
about to do  
something new.  
See, I have  
already begun!  
Do you not see  
it? I will make a  
pathway through  
the wilderness. I  
will create rivers  
in the dry  
wasteland.*

Isaiah 43:16, 18-19 NLT

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*Joshua 1:6-9 NLT*

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<b>9:00 AM</b>						<b>Noon</b>
<b>10:00 AM</b>						
<b>11:00 AM</b>						
<b>NOON</b>						
<b>1:00 PM</b>						
<b>2:00 PM</b>						<b>Sunday</b>
<b>3:00 PM</b>						
<b>4:00 PM</b>						
<b>5:00 PM</b>						
<b>6:00 PM</b>						<b>Noon</b>
<b>7:00 PM</b>						
<b>8:00 PM</b>						
<b>9:00 PM</b>						
<b>10:00 PM</b>						



Tracker To-Do List™

Date: \_\_\_\_\_

*Then Jesus said,  
“Come to me, all  
of you who are  
weary and carry  
heavy burdens,  
and I will give  
you rest. Take my  
yoke upon you.  
Let me teach  
you, because I  
am humble and  
gentle at heart,  
and you will find  
rest for your  
souls. For my  
yoke is easy to  
bear, and the  
burden I give you  
is light.”*

*Matthew 11:28-  
30 NLT*

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## Schedule Tracker™

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<i>Father God, Direct my steps toward Your perfect peace. I offer You my entire day: my to-do lists, tasks, errands, events and activities. By doing so, I also give to You my anxieties, fears and concerns. I ask Your permission to move forward with what I have planned for my day. I will trust in You.</i>					
5:00 AM						
6:00 AM						
7:00 AM						
8:00 AM						
9:00 AM						Noon
10:00 AM						
11:00 AM						
NOON						
1:00 PM						
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