



*Seize Your  
Dream*  
Virtual Workshop

## **A Breakthrough Vision and Goal Setting Process to Create a Life You Love**

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# Seize Your Dream - A Five Step Process

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## **Step One - Remove Barriers (Clear the Past)**

Step One will help you remove barriers from past experience that are hindering you from moving forward. We will begin to re-CHARGE you by first investigating where you've been.

### **Step One Celebrates:**

- Wins
- Successes
- Growth
- Completions
- Who you've been
- How you've been
- Lessons learned
- Unexpected outcomes

### **Step One Clears:**

- Misunderstanding/ Confusion
- Resentment
- Disappointment
- Indecision
- Powerlessness
- Fear
- Blame
- Anger

## **Step Two - Discover What Matters Most to You**

Step Two asks you to define where you want to go, and how your future will look and feel when you get there. Using imagination, desire, and what you've learned from your past in Step One, you will define broad LIFE GOALS now.

## **Step Three - Define Short Term Goals**

Step Three is all about bringing the long view into immediate focus and building a bridge to the future. With the broad clarity about Life Goals that you received in Step Two, you are now ready to create short-term goals and an action plan.

## **Step Four - Focus Your Intentions and Actions (& get a plan)**

Step Four of this process will ask you to decide who and how you will need to BE in order to accomplish your goals. You will clearly see which behaviors will empower your success and which behaviors will sabotage you.

## **Step Five - Practice (& Make Good on the Promise of Your Life)**

Step Five of this process will take you will be guided in new practices to support your action plan and develop new strengths. Upon completion of the

workshop and workbook you will feel refueled and *CHARGE* confidently forward!

## Step One - Remove Barriers (Clear the Past)

To begin, take Inventory of a chosen period of time in your recent or more distant past (if doing the work at the start or close of a year, you may want to pick that year just passed. You can look back further, or review a shorter time period as well). The following chart will help you.

1. First, write down your Wins, Accomplishments, Completions (things you finished) from your chosen time period. (A sample is provided below.)
2. Next write your Losses, Failures, Incompletions from your chosen time period. (See sample below.)

As you do this process, allow yourself to take the inventory from a place of assessment instead of judgment. Simply assess what has occurred. You can have an event in both columns. For example, in our chart Divorce is in both columns, because it could be viewed simultaneously as a “Loss” and a “Win”.

### Sample Inventory of the Past

Wins, Accomplishments, Completions	Losses, Failures, Incompletions
Divorce	Divorce
Got an exercise routine in place	Didn't lose weight
Took time w/Mom before her death	I miss Mom
More spiritually aware/awake	Life out of balance; no time for ME
Top 3 sales award	Lost job
Started a business	Lost partner (lover, friend, associate)
Launched a website	Didn't hit financial goal with business
Sent out first e-newsletter to clients	Failed to find a potential mate
Began dating again	Didn't launch marketing plan



developed as you created them. I'm asking for you to look at who it is you've BECOME, rather than only looking at what you've DONE.

## Inventory of the Past (Wins, Accomplishments, Completions)

List any Wins, Accomplishments, Completions you can remember having in the past year:	What strengths, skills or qualities were developed? What can I now move on to Do, Be, or Have based on this success?	Rank: 1= not complete  11 = totally complete
<i>Example: I graduated from my masters program.</i>	<i>Example: I can teach, consult, and find a solution to world hunger.</i>	
<i>Example: Forgave my ex-spouse.</i>	<i>Example: Open minded. Flexible. Compassionate. Love myself.</i>	

***“You may have a fresh start any moment you choose, for this thing we call “failure” is not the falling down, but the staying down.” – Mary Pickford***

## Inventory of the Past (Losses, Failures, Incompletions)

<b>List any Losses, Failures, Incompletions, Disappointments you experienced in the year just passed:</b>	<b>Rank:</b> 1= (negative perspective - not complete)  11 = (positive perspective - totally complete)	<b>What have I made this <u>mean</u> (about me or my future)? What is the PERSPECTIVE I am currently holding in relation to this Loss, Failure,...etc.?</b>	<b>What will it take to move 2 points higher on the scale?</b>  <b>What needs to happen for this to be at a 11?</b>
Didn't lose weight	<b>6</b> (Frustration, Irritation, Impatience)	<i>Example: I'm incapable of losing weight and I'll always be in a body I hate.</i>	<i>Example: a "6" would be setting aside a half hour a week to manage my accounts. A "7" would be hiring an accountant.</i>
I miss Mom	<b>8</b> (Contentment, Hopefulness)		<i>Example: "7"=stopping sodas &amp; weekly walks "10" = 135lbs, happy eating plan, easy w/exercise</i>
Life out of balance; no time for ME	<b>5</b> (Disappointment, Overwhelm)		
Lost job	<b>11</b> (Freedom, Empowerment, Passion, Total Faith)		
Lost partner (lover, friend, associate)	<b>8</b> (Contentment Hopefulness)		
Didn't hit financial goal with business	<b>9</b> (Optimism, Positive Expectation, Belief)		
Failed to find a potential mate	<b>7</b> (Pessimism, Boredom)		
Didn't launch marketing plan	<b>10</b> (Enthusiasm, Eagerness to take action)		
Clutter in office	<b>6</b> (Frustration, Irritation, Impatience)		

## The Perspective Scale

Now that we've fully captured your wins and successes from the past, **it's time to look at clearing out your failures, losses and incompletions**. Below you'll find our Perspective Scale, showing numbers to identify various perspectives.

1. Go back to your past inventory on page 4 and utilize the scale as you think about each failure, loss, or incompleteness on your chart.
2. Next to each item, write the number of the perspective that best describes how you feel about each of your failures, losses and incompletions.

(Remember, it is possible that you feel quite good about certain failures, losses, and incompletions from the past. [See our example on the next page.](#))

1 = Despair/Torment

2 = Insecurity/Guilt/Unworthiness

3 = Hatred/Rage/Anger

4 = Discouragement/Worry/Blame/Doubt

5 = Disappointment/Overwhelm

6 = Frustration/Irritation/Impatience

7 = Pessimism/Boredom

8 = Contentment/Hopefulness

9 = Optimism/Positive Expectation/Belief

10 = Enthusiasm/Eagerness to take action

11 = Freedom/Joy/Empowerment/Passion/Total Faith

# The Incompletion Gauntlet (Personal Worksheet)

Six Questions (Process each low score using this worksheet):

1. **What is the failure, loss or incompletion?**

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2. **What is the story or the complaint?** (Really rant here!)

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3. **Now, close your eyes and check in with yourself. What are the facts or the truth?**

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4. **What do you forgive or release?**

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5. **To what do you commit?** (I.e. Actions to take, conversations to have, new goal)

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6. **Where are you on the perspective scale now about the subject?**

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## Lessons Learned

One more thing: Before we leave the past, we want you to list out 3 lessons you learned during your chosen review period that you'd like to use to guide you in your future. Make sure to phrase these lessons in a way that moves you forward and leaves any sense of punishment behind.

For example, instead of saying, "I learned that I never follow my gut instinct and that it always gets me in trouble" we suggest you say, "When I listen to my gut instinct, I make better choices and easily discover the right path for me." This articulation will be more powerful for you as you move forward.

(NOTE: Notice how the statement is present tense? This will help you to embed this perspective in your life immediately, and to create it as a fresh reality - your "new normal" - moving forward.)

### Lesson 1:

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### Lesson 2:

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### Lesson 3:

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***"Free will surfaces in each individual action or mission, allowing us to learn as much as possible from each situation."*** – Mark Victor Hansen and Robert G. Allen, *The One-Minute Millionaire*

## The Completion Ritual

Lastly, as a final step to close out the past, we have a ritual for you to perform. This ritual is a way for you to formally leave the past exactly where it belongs: in the past. We recommend that, once you have filled in each section below, you read this aloud to yourself or a witness. This act of reading it out loud will officially close out your chosen review period.

**As I complete the past...**

**I celebrate (Wins/Successes/ Accomplishments):**

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**I release (Failures/Losses/Incompletions):**

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**I will remember (Lessons):**

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**Congratulations!** We declare the past complete. We recommend that you take a break now before diving into the next two steps to create your future ahead!

# **\*BREAK\***

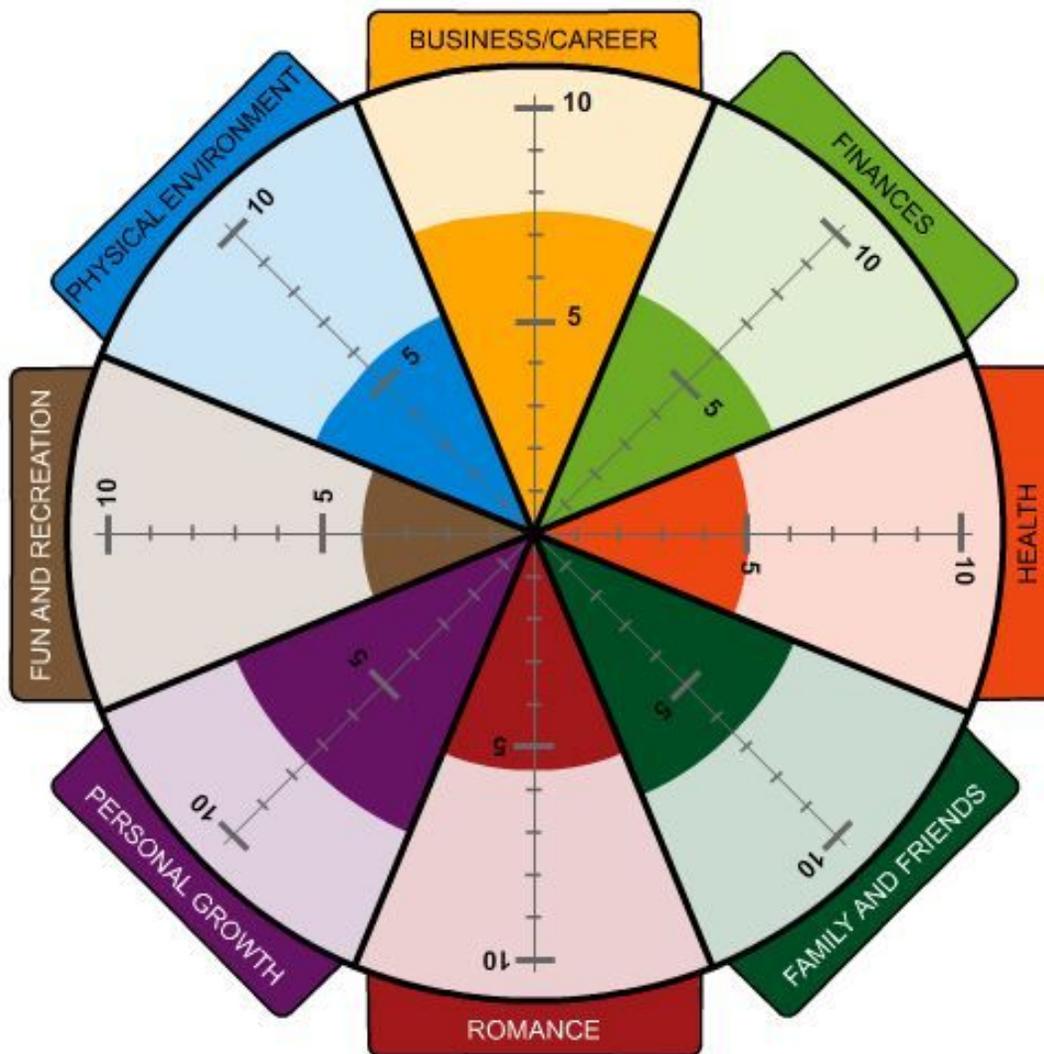
**(I recommend you take a break at this point in the work and come back ready to create the future.)**

## Step Two - Discover What Matters Most To You

The Wheel of Life measures satisfaction in each area of life. It is a snapshot of satisfaction at any given moment.

**1 = Very Dissatisfied**

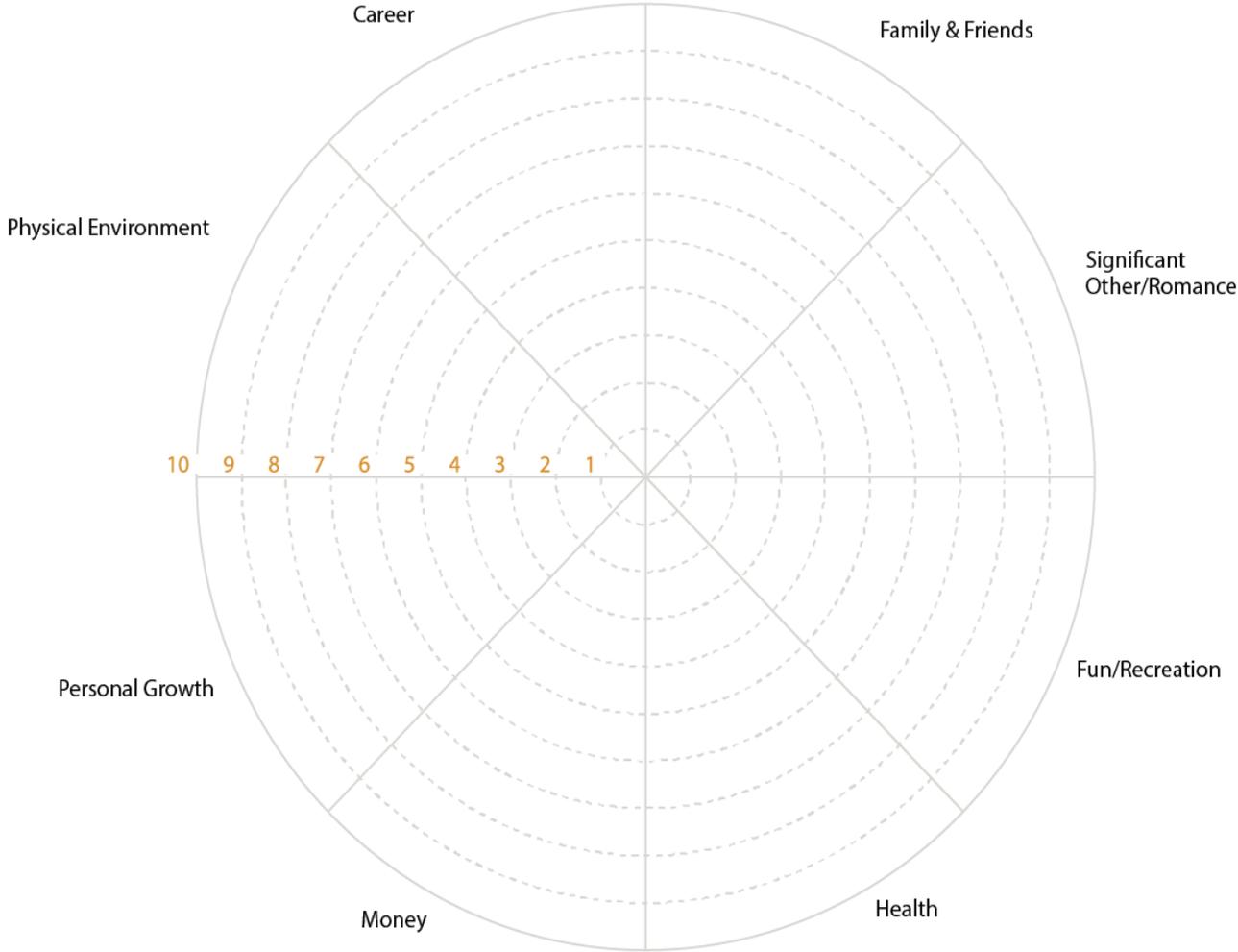
**10 = Very Satisfied**



Rank your satisfaction in each area of your life as represented by the wheel below.

**1 = Very Dissatisfied**

**10 = Very Satisfied**



# The 5 Wishes Worksheet

(Directly Edited from Gay Henrick's Five Wishes)

This process will help you to discover what truly matters to you. The question below will help you move from today's snapshot of satisfaction (Wheel of Life) into a life that scores "10" around the wheel.

## The Invitation

Transport yourself in your imagination to the end of your life. At CSE we suggest you imagine that the end was today: **If your life ended today, what would be your most emotionally charged regrets? About what would you say, "I wish I had..." or "I didn't get to..."?**

## The Question

I ask you: Was your life a complete success?

If you answer "No," ask yourself the main reason your life was not a total success, and write it down in the space below.

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*Example: The main reason my life was not a total success is because **I didn't** take enough risks and fail enough times. **I wish I had** cared less about what others thought of me and gone for what I wanted with gusto.*

Now write down four other reasons (more examples below):

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*Examples of four reasons:*

- 1. My life was not a complete success because I didn't take enough creative risks.*
- 2. My life was not a complete success because I didn't get over my imposter syndrome.*
- 3. My life was not a complete success because I didn't stop resenting others for their success.*
- 4. My life was not a complete success because I didn't create a flexible life that lets me travel more*

## Your Five Wishes

Now, turn those reasons into LIFE GOALS, by creating present tense positive statements of facts about circumstances as you wish them to be.

*Example: For my life is a complete success, I risk often and enjoy failures that bring me great wisdom, joy and ultimately greater success.*

### **Here are Melissa's LIFE GOALS:**

- Funded adventure for myself and others
- My children want to come HOME
- Right relationships, blissful love
- Healthy mind, body and spirit
- No creative regrets

### **Now write down your LIFE GOAL STATEMENTS:**

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***“Those who don't set goals are destined to work for those of us who do.”***  
***–Jack Fullerton***

# Step Three - Define Short Term Goals and a Clear Action Plan

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## The Goal Setting Game

At Creative Successful Entrepreneurs, we believe that creating goals should be like playing a game, a very powerful game but still a game. Imagination is where every valuable outcome begins. Nothing gets created without it. The goal setting game is powerful because it combines the creative energy of your imagination (The What: what do you want?) with the honing or shaping energy of specifics like When, Where, Who, and How. When considered together, these important questions become the perfect tool to help you create a life you love. We call goal setting a game, because it's all made up! Stay in your imaginative, open mind while creating goals and you will get more of what you really want. In fact, research shows that those who take the time to set specific goals drastically increase their wealth, health and happiness.

Finally, go for what you WANT, not what you think you can GET! While playing the goal setting game stay far, far away from what you think might be realistic or possible, at first. Once you've locked onto some 1 year goals that are really exciting, inspiring, and even challenging, you can begin to consider reality when making your action plan. Go for what you WANT not what you think you can GET!

So, are you ready for a little dreaming and getting? GREAT!

### **Let's Play!**

1. Make a list of goals you would like to achieve in four areas of your life in one year (For example: Career, Health, Finances, Home, Personal Growth, Family, Creative, Charitable etc.).

## The Goal Setting Game (cont'd)

2. For each area, list out the:

- **Tangible Goal** - What do I want this area of my life to **have** in one year. (For example: "My income increases to \$150k for the year." "I am debt free." "I pay my bills effortlessly and on time.")
- **Intangible Goal** - How do I want this area of my life to **feel** in one year? (For example: "I feel financially free and Independent." "I have 100% faith that money will continue to grow for me and my family.")

**Area #1** \_\_\_\_\_

Tangible Goal (What do I want this area to look like?):

\_\_\_\_\_

Intangible Goal (How do I want this area to feel?):

\_\_\_\_\_

**Area #2** \_\_\_\_\_

Tangible Goal (What do I want this area to look like?):

\_\_\_\_\_

Intangible Goal (How do I want this area to feel?):

\_\_\_\_\_

**Area #3** \_\_\_\_\_

Tangible Goal (What do I want this area to look like?):

\_\_\_\_\_

Intangible Goal (How do I want this area to feel?):

\_\_\_\_\_

**Area #4** \_\_\_\_\_

Tangible Goal (What do I want this area to look like?):

\_\_\_\_\_

Intangible Goal (How do I want this area to feel?):

\_\_\_\_\_

## Working with a Goals Chart

In this step, you will transfer your goals onto the CSE Goals Chart on the next page. We use the Goals Chart method so that you can create an action plan for an entire year through the process of reverse engineering. Its as if you are on the top of a mountain looking down at how you got to the top versus standing at the bottom of the mountain, wondering how you will get to the top.

**Follow the steps below to fill out your goals chart** (You will find it helpful to see our examples on the Sample Goals Chart on page 25). Do the goals for one area of your life at a time. Then repeat the process for each additional area until the whole chart is completely filled in:

1. The first row that you will fill out is the LIFE GOALS row at the BOTTOM of the chart.
2. The next row that you will fill out is the 1 year row for each of the four categories of your life. The *top of the mountain* so to speak. Make sure to include both your tangible and intangible goal for each area of your life. Write your answer in the chart.
3. Third, choose one column to backtrack.
4. Now, ask yourself, If I am going to be at (insert your one year goal here) in one year, what needs to be in place in 6 months? Write your answer in the chart.
5. Then, If I am going to be at (insert your six month goal here) in six months, what needs to be in place in 3 months? Write your answer in the chart.
6. Finally, if I am going to be at (insert your 3 month goal here) In three months, what needs to be in place In 1 month? Write your answer In the chart.
7. Continue this process until all the cells on your chart are complete. Write your answer In the chart.

**You now have a one-year action plan!**

We recommend that you post your completed CSE Goals Chart in a place where you will see it often. In fact, it is wise to map out time each month to go over your goals chart and see how you are progressing.

## Commit to Your Goals

Time Frame				
1 Month				
3 Months				
6 Months				
1 Year				
LIFE GOALS				

***“Write it on your heart that every day is the best day in the year.”***

***–Ralph Waldo Emerson***

## Sample Goals Chart

Time Frame	Personal (Health, Spirituality, Fun)	Career (Purposeful work)	Financial	Relationship (Family, friends, lovers)
<b>1 Month</b>	Investigating exercise options & partners; deciding on new food plan/grocery list. Practicing body acceptance. Breathe.			
<b>3 Months</b>	Researching spiritual practices and trying some out. Trust/Divinely Lead is on my mirror.  I've scheduled self-care into my book. I have identified overwhelm and have reneged or gotten help. I use my life wheel when making appointments to ensure balance.			
<b>6 Months</b>	I love how I feel in my body. I feel strong, energized and flexible. I have found an exercise plan that works for me. Healthful eating is a habit.  I have a spiritual practice that grounds me.  I am Divinely Lead. I have balance in my life, I socialize and make time for self-care regularly. My life breathes easily.	I have left XYZ Bad Work Scenario and am in a job that is inspiring. I make a difference and love to go to work. I have retained positive working relationships with old colleagues.  I am embracing a new challenge at work that is honing my muscles for more impact outside of my department.	I have \$5000 in my travel fund.  I am debt free.  I contribute 10% of my income.  I have money in my mind, in my future, in my pockets, in my wallet, in my safe, in my bank accounts, in my biz, my investments, and wherever it keeps growing.  I know where my money is and use it well.	I have found a wonderful person to share life with; we are adding to each other's lives enormously.  I like my friends and they like me; we regularly support each other.  My colleagues support me and I support them.  I have cleared up the trouble with cousin Sue and we are better for it.
<b>1 Year</b>				
<b>LIFE GOALS</b>			Funded adventure for myself and others	

## Step Four - Align Your Mind and Behavior

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You are now embarking on Step Four of this workbook - the place where we will ask you, “Who is it you need to BE in order to accomplish these goals?”

### Take a STAND

Your STAND declares how you will walk In the world in the pursuit of your mission or goals. It is literally a description of a behavior and perspective you adopt. It will have you step out of your normal behavior & patterns, thus allowing you to BE in the world differently. Your STAND must be something you do NOT know how to do. It must be a stretch for you, something that will pull you out of your comfort zones and demand that you BE different In the world. Your STAND should feel a bit naughty and maybe even blasphemous. And It must be something that will make a difference in your life and help you achieve your goals.

For example, if you are a person that puts everyone else before yourself, *Me First* or *Selfishness* would be a great STAND for you to choose. If you are a person that is great at starting projects, but never completes them, *Finish Line* or *Completion* would be a great STAND for you. Below you'll find a list of stands that people have chosen over the years in our workshops. Feel free to choose one of these, or create your own stand.

## Take a STAND (cont'd)

### Sample STANDS:

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"><li>● Wonder</li><li>● Innovation</li><li>● Celebrity</li><li>● Baby Steps</li><li>● Messiness</li><li>● Yes!</li><li>● Finish Lines</li><li>● Forgiveness</li><li>● Peace</li><li>● Wake up call</li><li>● Learning</li><li>● Stepping Out</li><li>● Big</li><li>● Believing</li><li>● Selfishness</li><li>● Me First</li><li>● Being in the moment</li><li>● Gratitude</li></ul> | <ul style="list-style-type: none"><li>● 100% Me</li><li>● Appreciation</li><li>● Faith</li><li>● Joy</li><li>● Hot ticket</li><li>● Surrender</li><li>● Freedom</li><li>● Sexy</li><li>● Action</li><li>● Kindness</li><li>● Unconditional love</li><li>● Radical</li><li>● Self</li><li>● Acceptance</li><li>● Abundance</li><li>● Letting Go</li><li>● Faith</li><li>● Trust</li></ul> | <ul style="list-style-type: none"><li>● Passion</li><li>● Love</li><li>● Possibilities</li><li>● Hot Stuff</li><li>● Living Large</li><li>● Truth</li><li>● Loving some of me</li><li>● Gut Instinct</li><li>● Awe</li><li>● Just do it!</li><li>● Right place. Right Time.</li><li>● Stand up for myself</li><li>● Miracles</li><li>● Magic Health</li><li>● Appreciation</li><li>● Worth it</li></ul> |
|--|--|---|

**This year I STAND For:** \_\_\_\_\_

## What Will You Say Yes to and No to?

Now that you've chosen your STAND for the year ahead, we must make it more concrete. What will you need to say Yes to and No to in order to reach your goals? What will have you thrive in this year? What will keep you from thriving? For example, if you are someone who experiences anxiety and doubt and you recognize, that in order for you to achieve your goals you must drop that habit, you may choose the STAND *Trust*. Your Yes and No list could look something like this:

<b>I will say -</b>	
<b>Yes! to:</b>	<b>No! to:</b>
Positive thinking	Doubt
Meditation	Anxiety
Exercise and healthy foods	Asking for my mother's advice
Confidence	Caffeine

Fill out your Yes and No chart for your STAND below. You can include tangible things and feelings on your list:

**This year I STAND For:** \_\_\_\_\_

<b>I will say -</b>	
<b>Yes! to:</b>	<b>No! to:</b>

***“Commitment is healthiest when it is not without doubt, but in spite of doubt.” –Rollo May***

## The Creation Ritual

Now you are ready to commit completely to your goals and this new way of being in the world. The CSE Creation Ritual will help you “lock in” the change you wish to see in your world. Ritualizing your STAND and goals is an excellent way to embed true commitment. At Creative Successful Entrepreneurs, we like to say that up until now while doing this work you have been solidly *In The Land of Good Ideas*. This ritual invites you to step into *The Land of Commitment*.

We recommend that you read this aloud as a proclamation of your STAND for the year; perhaps even read it aloud to a loved one to create more commitment. Many of our clients then post their STAND in a place where they will be reminded of their commitment for the year (car, bathroom mirror, office, closet etc.).

**This year I STAND For:** \_\_\_\_\_

**In order to honor my STAND and achieve my Goals...**

**I will say YES to:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**I will say NO to:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

***“To succeed, we must first believe that we can.” –Michael Korda***

## Step Five - Practice (and Make Good on the Promise of Your Life)

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You are now embarking on the final step of this workbook and the key to translating a good process into a great life.

### LET'S TALK PRACTICES!

The *Seize Your Dream* steps mirror the CSE Success Practice Cycle:

- **DREAM**
- **BELIEVE**
- **COMMIT**
- **EMBRACE**

The minutiae of life can pull us off the course of our goals and dreams. A regular **Morning Practice** trains your brain to see safety, abundance and your strengths, while focusing you on the daily priorities. Your morning practice will help you **train toward the future:**

1. **GRATEFUL** - Focusing on what is working in your life, what you are thankful for own strength/skills
2. **RELEASE** - Filled w/gratitude you'll be more easily able to see what's holding you back, and let go of it on the spot.
3. **RECEIVE** - From this fresh place, what do you NOW want? Ask for it, even if you don't know how it will come.
4. **DELIVER** - What are the 1-3 things you will take action on today?

## THE POWERSPECTIVE DECK

We all have negative perspectives that we unconsciously attach to events in the past. These negative beliefs are perpetuated every time the conscious mind focuses on a similar event or tries to consider a different outcome than what we remember from the past. For this reason, despite a strong willpower to do otherwise, we often continue to struggle without success. If you want to experience more success and new results, you will need better thoughts, stories, and beliefs to direct your automatic focus and conscious actions.

Create a “flipdeck” with flashcards and a key ring. Then write some new thoughts/stories that you think a powerful, successful, enlightened person – your “best self” or someone you greatly admire, for example - would have when faced with your disappointments and failures, or with the task of meeting your life goals. These new thoughts are called, “Powerspectives.” Write your new Powerspectives on flashcards and continue to capture new ones as needed.

**Sample Powerspectives** - Powerspectives are present tense and in the first person:

- “My heros started out just like me!”
- “I am a masterpiece in progress.”
- “I am a financial whiz. Money comes easily and effortlessly to me.”
- “I am healthy and vibrant.”
- “I am a GRACEFUL CEO”
- “I stand for FINISH LINES”

### **How to use your new Powerspective Notebook:**

On each page write down one message to yourself - a powerspective, LIFE GOAL, a personal STAND you’re taking for yourself, and so on. Then, flip through your Powerspective Deck daily, weekly, or monthly to retrain your brain towards the future you want.

# Congratulations!

You have now completed the proven five step goal-setting process in *The Seize Your Dream Workbook*. Here's an interesting tip to keep you on track:

The American Society for Training and Development released this study on goal completion.

- Of people who consciously decide to set a goal, 25% achieve their goal.
- Of people who decide when they will do it, 40% achieve their goal.
- Of people who plan how they will do it, 50% achieve their goal.
- Of people who commit to someone else they will do it, 65% their achieve goal.
- Of people who have a specific accountability appointment with the person they committed to, 95% achieve their goal!!!

Ensure that you are in the 95% bracket *Creative Successful Entrepreneurs* is committed to providing accountability, support and coaching tools to you.

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**Imagine what you could do with a little extra help:**

## **Support Yourself with CSE Clarity Coaching Sessions**

With these two 45-minute sessions we will take a look at...

...where you are

...the goals you worked on in this workshop

...the STAND you are taking

...and help you Seize Your Dream faster!

**Text CLARITY to (818) 210-4341**

**Or go to [bit.ly/cse-clarity-coaching](http://bit.ly/cse-clarity-coaching)**

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