



5-STEPS

FIND YOUR FOCUS

REACH YOUR GOALS WITH ACTION

Presented by TrainFTW

Written by Cherie Chan

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WELCOME

WE, ARE TRAINFTW!

We believe in getting straight to work, taking the actions needed consistently and being laser-focused on what those actions are. Actions are what lead us to achieving our goals. Actions are the small steps taken every day and each week. We believe consistency is key, but knowing WHAT actions to do come before being consistent. When we schedule something it becomes real. If we know why we are doing something, we will be motivated. Mix motivation, scheduling, and consistently doing the right actions - now have the control.

If you're the type of person that wants no fuss, all action, then this is the goal building tool for you. Let's get started.





5 - STEPS

TAKE ACTION ON YOUR GOALS

- 1 Find your focus. What is it you are hoping to achieve? This is a rant.
- 2 Short and spicy, now write your goal in one sentence.
- 3 Create action. What will it take to get there?
- 4 Why? Why? Why? Why is this really important to you?
- 5 Schedule it and track it. If you don't schedule and track it, it's just a dream.



**KNOWING IS NOT
ENOUGH WE
MUST APPLY,
WILLING IS NOT
ENOUGH WE
MUST DO.**

- BRUCE LEE

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STEP ONE

FIND YOUR FOCUS

Pick just one thing you would like to accomplish in the next three months. Pick something that if you focused on it right now, in three months you would have made a change in your life you would be proud of - a change that brings you closer to the best you. Make it a rant on one thing.

Example:

I would like to have a morning routine that supports my new at home work environment, my mental health and my physical health. Including taking my vitamins, meditating, setting the schedule for the day, identifying meals, time to journal, time to write, no screen time and set a workout time for the day. I may need some prep time the night before. If I can set a routine I can accomplish more with my day and feel less stressed.

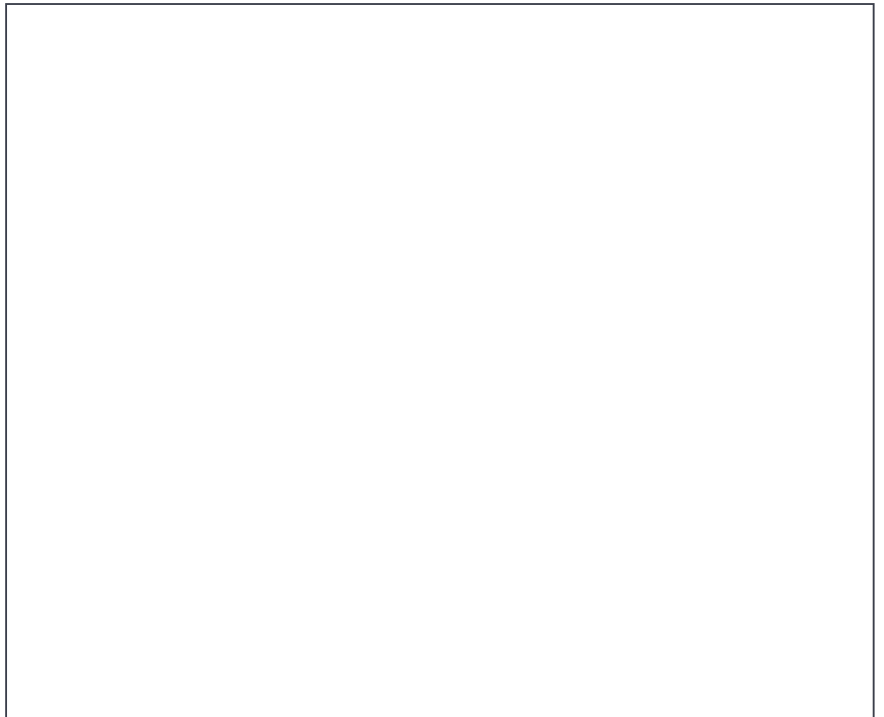
TIP

Pick only one thing, you can add others later. Trust us on this you, overachievers you!

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“
**OUTCOMES ARE
A LAGGING
MEASURE OF
YOUR HABITUAL
ACTIONS**

- UNKNOWN

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STEP TWO

SHORT AND SPICY

Write your "goal" in one very short sentence. This may seem redundant, but if you went on a rant above this cuts to the heart. By ranting we are able to narrow our focus. Then by narrowing, we are able to create action steps. Add a date that your goal will be achieved by.

Example:

I will have a detailed morning routine that is habitual by Jan. 3, 2021.

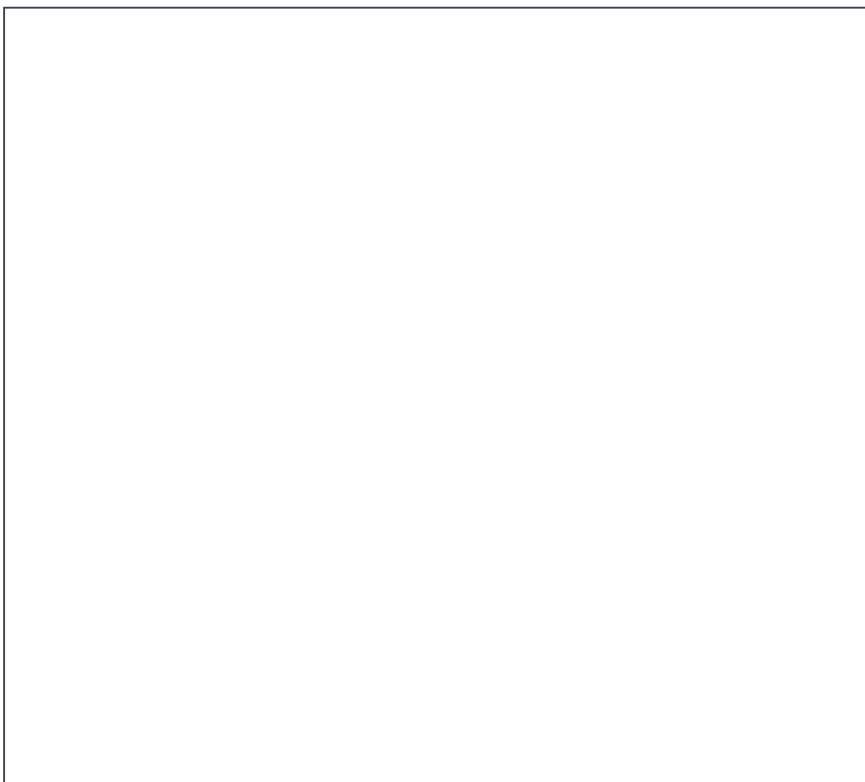
TIP

Step two distills the previous rant into the meat of the goal - what do you want to accomplish and when? Keep it simple.

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TIP

Step two distills the previous rant into the meat of the goal - what do you want to accomplish and when? Keep it simple.

STEPHARE



CREATE ACTION

What would you need to do each week to make this goal a reality? Answer the following questions to guide the creation of your action for the coming months. Small actions regularly are how we achieve our dreams.

WHAT SPECIFIC ACTION DO I NEED TO DO EACH WEEK TO ACCOMPLISH THIS GOAL?

Example:

Have my routine written out and wake up when my alarm goes off to accomplish this before anything else.

HOW MUCH TIME DO I NEED EACH WEEK AND WHERE CAN I FIND THAT TIME?

Each day I will need 1 hour and 40 minutes. If I wake up at 6am that means I'm done by 7:40/7:50 am. This may not be possible when waking up super early on trips.

IS THAT REALLY ENOUGH TIME AND HOW CAN I FIT THIS INTO MY SCHEDULE?

It will take 83 minutes, here is the breakdown: 8oz H2O/it, 1min. Coffee & dogs, 15min. Meditation, 24min. Cold shower, 7min. Write/create, 60min. Schedule + most important things, 5min. When food/workout, 4min. Morning shake, 7min. Total: 83min (1 hours and 23 minutes). I am padding this time with 20 minutes while testing it out.

IS THIS GOAL AND TIME FRAME REALISTIC? BE HONEST!

Absolutely realistic 90% of the time. My goal will be to do this five times a week for three months to see if it is working for me and adjust accordingly.

HOW LONG WILL IT TAKE TO ACCOMPLISH MY GOAL? A WEEK, MONTH, YEAR?

They say it takes 21 days to make a habit. This has not been true for me, so I am sticking to it for three months.

ACTION ITEM

Wake up at 6am (1 hour 40 minutes) to complete my detailed morning routine. Five days a week for three months.

STEP THREE

CREATE ACTION

What would you need to do each week to make this goal a reality? Answer the following questions to guide the creation of your action for the coming months. Small actions regularly are how we achieve our dreams.

WHAT SPECIFIC ACTION DO I NEED TO DO EACH WEEK TO ACCOMPLISH THIS GOAL?

HOW MUCH TIME DO I NEED EACH WEEK AND WHERE CAN I FIND THAT TIME?

IS THAT REALLY ENOUGH TIME AND HOW CAN I FIT THIS INTO MY SCHEDULE?

IS THIS GOAL AND TIME FRAME REALISTIC? BE HONEST!

HOW LONG WILL IT TAKE TO ACCOMPLISH MY GOAL? A WEEK, MONTH, YEAR?

ACTION ITEM

5 STEPS FOR

WHY?

Time to uncover the reasons for your goal. When you have to make hard choices, reflect on this reason. Then when things get tough come back here and find your strength.

**HOW WILL THIS POSITIVELY IMPACT MY LIFE?
WHY DO I WANT TO FOLLOW THROUGH?**

Example:

I have been wanting a structured morning routine for several years. I believe it will bring me clarity, focus and organization to my days/weeks/years. Additionally, it help me eliminate chronic procrastinating.

WHY? USE YOUR ANSWER AND ASK WHY AGAIN.

Why would I have more clarity, focus and organization? Because currently my mornings are peaceful but wasted.

WHY? USE YOUR ANSWER AND ASK WHY AGAIN.

When I waste my time, I feel less than what I could be. I know I can be more. but I keep disappointing myself.

WHY? USE YOUR ANSWER AND ASK WHY AGAIN.

I am tired of disappointing myself in this way. It erodes at my self belief. I can show up better to this life for myself and my family.

WHY? USE YOUR ANSWER AND ASK WHY AGAIN.

I don't want to live a life where I am not the best version of myself. Then I can't give the best version of myself to my family, friends and others. It creates the feeling that I don't deserve them. If I can do things that improve my well being, productivity, mental health and wellness, there are no excuse that matters. Just do it.

MY WHY

I want to live a life where I am the best version of myself, for not only myself but my loved ones. I have the tools, do it!

STEP FOUR

WHY?

Time to uncover the reasons for your goal. When you have to make hard choices, reflect on this reason. Then when things get tough come back here and find your strength.

HOW WILL THIS POSITIVELY IMPACT MY LIFE?
WHY DO I WANT TO FOLLOW THROUGH?

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MY WHY



STEP FIVE

SCHEDULE IT

We now have a tangible action item to include in our daily and weekly life. We also know why we want to do it. Let's make it real and schedule it. Right now, put it in your calendar and print a tracking sheet.

Circle the days you will do your action. Once you have done the action, add a check mark. Start with only one to three actions. Overachieving is a sure way to become overwhelmed and that leads to inaction. Keep it simple. Once your actions become new habits or your goal is achieved, build new ones.

ACTION:

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TIP

Use the boxes as incremental completion, hours, days or fractions if needed. You can be creative on how you track, but tracking is essential to success. Print either the one action or four action tracking sheet, write your action, circle your days, put it on the fridge and get started. Don't fret if you miss a week or do one action that week instead of two. Perfection is not the goal, consistency is the magic. Small actions every day, every week, every year are what lead to big outcomes.

ACTION TRACKER

MY ACTION:

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HOW TO

Write your action item, circle the days you will do this action. Put a check mark when the action is complete.



ACTION TRACKER

MY ACTION:

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ACTION TRACKER

MY ACTION:

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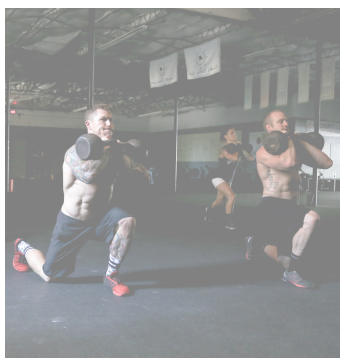
LET'S STAY IN TOUCH!

Now that you are off and running, we would LOVE to hear how you used this tool and if it worked for you. We can be reached by e-mail at, info@trainftw.com. Visit our website at www.trainftw.com. Via Instagram at [@train_ftw](https://www.instagram.com/train_ftw).

We are so grateful you found us, come connect.

Train For The Win





TRAIN FTW THRIVE

A no fuss, just results workout program delivered on your phone. Each week there are five workouts, one recovery workout, and one rest day recipe. Easy access to coaches and other athletes with community texting feed, video submission, and leaderboard. A program for the everyday hero, looking to stay healthy, get stronger, fitter, and faster!

SIGN UP: www.trainftw.com/train-with-a-titan



1-ON-1 NUTRITION COACHING

TrainFTW nutrition coaching is a personally designed program for individuals looking for what to focus on and accountability. While there are universal guiding principles in nutrition, there is not a one size fits all. We believe in the right quality, the right quantity, and the right timing of nutrients for each individual.

E-MAIL US HERE: info@trainftw.com



JOURNAL

Check out our blog for more resources and information.

CHECK IT OUT HERE:
<https://www.trainftw.com/journal>

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