

DONE

a simple method to achieve your personal goals

Barney Matthews

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DONE

INTRODUCTION

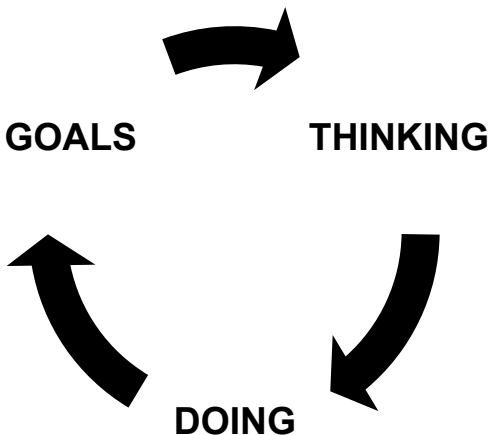
Much has been written on the topic of goals and “success” over the years; books like “Think and Grow Rich” by Napoleon Hill, speeches by successful business people like Steve Jobs, rules from investors like Warren Buffett, articles in magazines like Forbes and many blog posts have been written on the internet.

If you analyze all of the millions of words written and spoken about being successful you will find three recurring themes. When all this wisdom has been reduced to the fundamentals, it really is that simple. No matter what it is you are looking to achieve.

“DONE” explains the three themes in an easy to follow process. This process can be used for any personal goal - large or small. Do you want to lose weight? Do you want to run a 5k race? Do you want to learn a new skill or hobby? Do you want to start a side job? Do you want to have more money in the rainy day fund? Whatever your personal goal, “DONE” can help.

The process is the same, some goals just take a little longer to achieve than others. ^{DONE}

The three themes are: “Goals”, “Thinking” and “Doing.”



How do I know this will work? First, “DONE” is based on the principles shared by many, many, successful people. Second, I have personally tested this process and refined it until you have what is written here.

“DONE” will explain the three steps in a concise and easy to follow way. The first half of the ebook explains the theory and the second is a practical, easy to follow step-by-step process that anyone can follow to be successful.

Whatever your goal is, you can get it “DONE”.

Barney Matthews

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DONE

STEP ONE: GOALS

The very first step in the process is to have a goal. If you want to be successful, in whatever you want to achieve, you have to know what it is you are aiming for. You need to know what your goal is. A key difference between successful people and people who aren't successful is **successful people have goals**. If you ask any successful person I guarantee they have goals.

You need to have a **specific goal**, one with numbers in it. Vague goals can't be achieved because you don't really know what it is you are trying to do. **Set a deadline**, even if you end up having to move it, having a date to focus on is an antidote to procrastination. Make your goal S.M.A.R.T. (Specific. Measurable. Attainable. Realistic. Timely.)

Take for example a goal of *"I want to get fit."* How would you know when you've reached your goal? Or even as you are working

towards it how do you know how much progress you have made? “*I will run 2 miles in 15 minutes by September 31st*” is much better. It is specific. You know what you are aiming for and you will know when you have reached it. All good goals have numbers in them.

You should be able to **write your goal on a sticky note** sized piece of paper. (3 in x 3 in or 7.62 cm x 7.62 cm.) A goal that you can't explain easily in a small space is too complex, it's going to be difficult to achieve.

For example “*I will run 2 miles uphill in an average time of 15 minutes calculated over a one week period whilst maintaining a pulse of 85 BPM*” is too complex. There are too many things to focus on for you to possibly be able to attain them all. To “*run 2 miles in 15 minutes by September 30th*” is much better. Its simple, you can keep that in your head.

GOAL:

**I will run 2 miles in
15 minutes by
September 31st.**

It is important to note that writing your goal down is critical to your success. A 10 year Harvard study found that 3% of Harvard grads set clear goals. Those 3% earned twice as much as the other 97%. Another study discovered that of 31% of people the people they surveyed wrote their New Years Resolutions down on paper. And those 31% were the only ones still sticking to their resolutions 3 months later. You need to know where you are going in order to be successful.

Don't make your goal too small. It should be realistic but don't aim too low. If you have a

goal of losing 10 lbs you are very unlikely to lose 20 lbs. On the other hand, if you have a goal of saving \$100,000 by next month and you only earn a fraction of that at the moment, you are unlikely to achieve that goal. **Make it a stretch goal** but not so much so that you will snap!

It also needs to be a goal that you want to do, not one that you feel you should do.

If it's a "should" goal your heart won't be in it, you won't persevere and your chances of success are slim. Only **set goals that you have a strong desire to achieve.**

Lastly, and this is very important, you should only have **one goal at a time**. There is an old saying - *"If you chase two rabbits, you catch neither."*

SUMMARY

- Have one goal.
- Have a specific goal.
- Make it a stretch goal.
- Make it a “want” goal.
- Write the goal on a sticky note.

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STEP TWO: **THINKING**

The next step in “DONE” is to think about your goal. The notion that you should be able to write your goal on a post-it isn’t just a suggestion; it’s the next step. **Write out your goal on a post-it note** (or three).

Then **read your goal at the beginning and the end of every day**. Earl Nightingale said, “*We become what we think about.*” If you read your goal to yourself twice a day you will start to ponder it, and soon enough you will start to get ideas on how you can make your goal happen. It is important to your success that you read your goal to yourself twice a day, morning and night.

Put your up goal in different places that you will see it throughout the day. Stick it on the kitchen cupboard, on your lunchbox, on the fridge, inside your wallet, on your computer monitor, in your car - as many

places as possible. Keep your goal at the front of your mind.

At the same time you are reading your goal to yourself you need to **tell yourself that you can do it**, that you will do it. **A positive attitude is really important** in everything you do because it determines how hard you try and it determines how many times you try. In the words of Henry Ford "*Whether you think you can or whether you think you cannot - you are right.*" He was right.

Ways to help maintain a positive attitude:

Start the day off right. The beginning of the day sets the tone for the rest of the day. Get some positive input in the first hour. Read or listen to something inspiring. Exercise - get those endorphins flowing. Keep the television news off - it is 90% negative and won't help your attitude. Think about your exciting goal.

Pick a positive attitude. Your attitude is always a choice and it has a big impact on

the end result. Your attitude is like a self-fulfilling prophecy. Pick a positive attitude - decide when you start that you will be successful and immediately your chances have doubled. Focus on the outcome that you actually want.

Watch your self-talk. The more your mind hears something the more it believes it to be true. This is how brainwashing works. Who's voice do you hear the most? Your own! The average person has over 20,000 thoughts a day. Even if 90% of those thoughts are "operational", that is still 2,000 opportunities to brainwash yourself. Are you telling yourself you can do it or are you telling yourself it will be difficult? Your mind will believe whichever one you tell it.

Why not decide to think about what will help you?

Maintaining a positive attitude will help you be able to persist in achieving your goal.

Don't just tell yourself you can do it, **imagine yourself doing it**. Picture yourself doing it in your mind's eye. Your brain can't distinguish between something you imagine and reality. Imagining yourself already doing it will give you confidence to pursue your goal; it will also help you come up with ways to achieve your goal. **Make a goal poster** with pictures of success. Pictures of the fit body you are working towards. Pictures of the mountain you want to climb. Pictures of the side job you want. This will help you stay motivated and help keep the goal real.

Make a plan. "A goal without plan is just a wish." This is as important as having a goal. You don't have to plan every step necessary to complete your goal but you do need to know your definite next step. If you have no idea where to start - find someone who has already done what you want to do and learn from them. Google them, read their story online. Ask your friends, find someone locally

who has already done it and go talk to them.
Why re-invent the wheel?

Break your plan into milestones. You don't have to have a complete plan on day one; you should have a plan on how to reach your first milestone though. **Break your milestones into actionable steps.** Have a **maximum of 5 milestones.** It is important to **write your plan down.** Anything that is written is more real. Use the medium that works best for you, a Word document on your computer, an Evernote note, a Moleskin notebook, the back of an old envelope - whatever works best for you.

Milestones

GOAL:

To run 2 miles in 15 minutes by
September 31st.

MILESTONES:

- Get running shoes
- Read book on how to run
- Find running route
- Run regularly
-

As you go along the journey towards your goal unexpected things may crop up, that's OK. **Change your plan**, but **never give up**. Keep a positive attitude. It is inevitable that you will achieve your goal so keep trying.

Occasionally you may not be able to work on your goal at your scheduled time. Either find another time to work on your goal, or if you have to miss a day, make sure you work on your goal the next day. **Never, ever, miss more than one day in a row.**

SUMMARY

- Write your goal on a post-it note sized piece of paper.
- Read your goal every morning and every night. Post your goal in different places.
- Pick a positive attitude.
- Imagine yourself already being successful.
- Make a plan.
- Break your plan into milestones and your milestones into actionable steps.
- Write your plan down.

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STEP THREE: DOING

The final step is “doing”. Knowing your goal, believing you can do it and having some sort of plan are important - but they will be for nothing if you don't follow the last step.

You need to take action for your goal to actually come to fruition. This is the step most people skip and ultimately the reason they are never successful. They don't do anything towards their goal.

You must **do one thing towards goal every single day.** You need to take repeated action.

Make it a habit to work on your goal everyday. You only need to do 10 minutes a day. Sometimes you will be tired and that is all you will do, other days you will be inspired and do lots more. Worst case you do 70 minutes towards your goal. 70 minutes is progress. Best case you will do much more. If your goal is that important to you, 10 minutes is nothing to spare.

Tips to create a habit of working on your goal:

- Schedule it at the same time every day.
- Commit to doing it for 30 days.
- Start small. Build up later.
- Write it down. Set reminders.
- Be consistent. Do it the same way every time.
- Link it to something you already do.
- Accept hiccups. One mishap doesn't mean you can't start again tomorrow.
- Tell someone else what you are doing.
- Eliminate distractions.
- Work on one new habit at a time.

Mark an “X” on a chart for everyday you work on your goal. It will keep you motivated to continue.

GOAL: To run 2 miles in 15 minutes by September 31 st .						
I work on my goal every day at 7.00am						
1 X	2 X	3 X	4 X	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	WWW.BARNEY.ME				

If you come up against roadblocks, and you inevitably will, research how others have overcome the roadblock, **ask someone else for help**. If you can, ask someone who has done it before, if not, ask someone you trust. Two minds are better than one. You will come up with a way to do it. Ask how you can overcome the obstacle - you will always come up with an answer.

Never, ever, give up. Be like the Little Engine That Could - think you can - and you will! Ask anyone who was ultimately successful and they will tell you they had many hiccups along the way, they had to change their plan, they had to work really hard to persevere - but this is what ultimately made them successful - they never gave up. It took Thomas Edison over 10,000 attempts to make a light bulb that worked.

SUMMARY

- Do one thing everyday towards your goal.
- Work towards your goal at the same time everyday.
- Mark each day you work towards your goal.
- Ask for help.
- Always keep trying.

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30 DAY GUIDE

It may take you more than 30 days to be successful in achieving your goal. However, it takes 30 days to develop a habit. If you can make working towards your goal a habit you will keep working on it until you are successful.

This 30 day guide is to help you get started on your way to achieving your personal goal. Simply **follow the directions one day at a time** and before you know it you will be on your way to being “DONE” with your goal.

Write your goal on a post-it note. If you do not have a post-it note you can print out the “sticky notes” at the end of “DONE”.

Pick a 10 minute goal time to work towards your goal each day. Write this on a monthly calendar if you have one. Alternatively print out the 30 day chart at the end of “DONE.”

Decide how you are going to make your goal time a habit.

Mark your first day of progress on your chart.

“What would you attempt to do if you knew you could not fail?” Robert H. Schuller

At your goal time start list the milestones you need to accomplish to achieve your goal. List a maximum of 5 milestones for your goal. Use a word doc, an Evernote note, a notebook or print out the “milestones” list at the end of “DONE”.

Mark your second day of progress on your chart.

*“A goal without a plan is just a wish.”
Antoine de Saint-Exupery*

At your goal time break your first milestone in to actionable items. Use a word doc, an Evernote note, a notebook or print out the “milestone action items” list at the end of “DONE”.

Mark your third day of progress on your chart.

“Life is not a matter of chance...it is a matter of choice.” Ka

At your goal time start working towards the first milestone.

Work on your goal for at least 10 minutes.

Write your goal on another sticky note size piece of paper and stick it somewhere you will see it every day.

Mark another day of progress on your chart.

“Success is the sum of small efforts, repeated day in and day out.” Robert J. Collier

At your goal time continue working on your idea from yesterday.

Work on your goal for at least 10 minutes.

Mark another day of progress on your chart.

*"You miss 100% of the shots you don't take."
Wayne Gretzky*

At your goal time continue working on your idea from yesterday.

Work on your goal for at least 10 minutes.

Mark another day of progress on your chart.

"If you can dream it, you can do it." Walt Disney

At your goal time continue working on your idea from yesterday.

Work on your goal for at least 10 minutes.

Mark another day of progress on your chart.

**CONGRATULATIONS ON BEING ONE WEEK
CLOSER TO YOUR GOAL!!!**

"We become what we think about." Earl Nightingale

Think about your goal for 3 minutes before you get up in the morning. Read your goal from one of your post-it notes. Think about the progress you have made. Think about what else you might possibly be able to do to achieve your idea. Write down any ideas.

At your goal time assess your progress. Is your idea working? Is so, continue. If not brainstorm another way to reach your milestone.

Work on your goal for at least 10 minutes.

Mark another day of progress on your chart.

"The best time to plant a tree was 20 years ago. The second best time is now." Chinese Proverb

Think about your goal for 3 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think of the name of somebody you can contact who has already achieved your goal.

Mark another day of progress on your chart.

“Each new friend gives rise to the possibility of anything!” Stephen Richards

Think about your goal for 3 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Arrange some time to talk with the person who has already achieved your goal.

Mark another day of progress on your chart.

“Don’t wait. The time will never be just right.”
Napoleon Hill

Think about your goal for 3 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Make a goal poster with pictures of success on.

Mark another day of progress on your chart.

“Either you run the day, or the day runs you.”
Jim Rohn

Think about your goal for 3 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Mark another day of progress on your chart.

“Even a snail will eventually reach its destination.”
Gail Tsukiyama

Think about your goal for 3 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Mark another day of progress on your chart.

“Whether you think you can or you think you can’t, you’re right.” Henry Ford

Think about your goal for 3 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night. Ask yourself what else you can do to help achieve your goal.

Mark another day of progress on your chart.

“The more I want to get something done the less I call it work.” Richard Bach

Think about your goal for 3 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night.

Mark another day of progress on your chart.

“When faced with a hurdle then give it all you've got to jump over it because it can't be done in two stages.” Stephen Richards

Think about your goal for 3 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night.

Mark another day of progress on your chart.

“Goals are the fuel in the furnace of achievement.”

Brian Tracy

Think about your goal for 3 minutes before you get up in the morning.

Decide on one new way to start your day right – and do it.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night.

Mark another day of progress on your chart.

“The difference between try and triumph is a little umph.” Anonymous

Think about your goal for 3 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night. Ask yourself what else you can do to help achieve your goal.

Mark another day of progress on your chart.

“Do not let what you cannot do interfere with what you can do.” John Wooden

Think about your goal for 3 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night.

Mark another day of progress on your chart.

“Believe you can and you’re halfway there.”
Theodore Roosevelt

Think about your goal for 3 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night.

Mark another day of progress on your chart.

“Once you choose hope, anything’s possible.”
Christopher Reeve

Think about your goal for 3 minutes before you get up in the morning.

Imagine yourself already having achieved your goal for 2 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night.

Mark another day of progress on your chart.

“Success seems to be largely a matter of hanging on after others let go.” William Feather

Think about your goal for 3 minutes before you get up in the morning.

Imagine yourself already having achieved your goal for 2 minutes before you get up in the morning.

Read about someone who has been successful for 5 minutes.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night.

Mark another day of progress on your chart.

"When you have exhausted all possibilities, remember this: you haven't." Thomas Edison

Think about your goal for 3 minutes before you get up in the morning.

Imagine yourself already having achieved your goal for 2 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night.

Mark another day of progress on your chart.

“Energy and persistence conquer all things.”
Benjamin Franklin

Think about your goal for 3 minutes before you get up in the morning.

Imagine yourself already having achieved your goal for 2 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night.

Mark another day of progress on your chart.

“What keeps me going is goals.” Muhammad Ali

Think about your goal for 3 minutes before you get up in the morning.

Imagine yourself already having achieved your goal for 2 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night.

Mark another day of progress on your chart.

“Your own resolution to success is more important than any other one thing.” Abraham Lincoln

Think about your goal for 3 minutes before you get up in the morning.

Imagine yourself already having achieved your goal for 2 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night.

Mark another day of progress on your chart.

“Fall seven times and stand up eight.”
Japanese Proverb

Think about your goal for 3 minutes before you get up in the morning.

Imagine yourself already having achieved your goal for 2 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night.

Mark another day of progress on your chart.

“If the wind will not serve, take to the oars.”
Latin Proverb

Think about your goal for 3 minutes before you get up in the morning.

Imagine yourself already having achieved your goal for 2 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Write down what you have accomplished towards your goal in the last 28 days.

Think about your goal for 3 minutes before you go to sleep at night.

Mark another day of progress on your chart.

“It does not matter how slowly you go as long as you do not stop.” Confucius

Think about your goal for 3 minutes before you get up in the morning.

Imagine yourself already having achieved your goal for 2 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night.

Mark another day of progress on your chart.

“Do what you can, where you are, with what you have.” Teddy Roosevelt

Think about your goal for 3 minutes before you get up in the morning.

Imagine yourself already having achieved your goal for 2 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night.

Mark another day of progress on your chart.

**CONGRATULATIONS ON BEING 30 DAYS
CLOSER TO ACHIEVING YOUR GOAL!!!**

*“Nothing is impossible, the word itself says,
‘I’m possible!’” Audrey Hepburn*

(EVERYDAY AFTER) ^{DONE} DAY 31

Think about your goal for 3 minutes before you get up in the morning.

Imagine yourself already having achieved your goal for 2 minutes before you get up in the morning.

Work on your goal for at least 10 minutes at your goal time.

Think about your goal for 3 minutes before you go to sleep at night.

Continue working towards your goal every single day.

Celebrate reaching milestones.

Plan on how to reach the next milestone.

Keep trying.

SUMMARY

Here is a brief summary of the “DONE” method:

GOALS

- **Have one goal with numbers.**
- **Write down your goal.**

THINKING

- **Make a plan.**
- **Read your goal daily.**

DOING

- **Work towards your goal everyday.**
- **Never give up.**

DONE

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PRINTABLE RESOURCES

Print out the tools on the following pages to help you follow “DONE” and achieve your personal goals.

Goal “sticky notes”

1. Print out the goal “sticky notes” below.
2. Cut out the “sticky notes” and write your goal on them.
3. Use the “sticky notes” as suggested in “DONE”.

30 day chart

1. Print out the 30 day chart below.
2. Write your goal in the “goal” box.
3. Write when you will work on your goal each day in the next box.
4. Each day you work towards your goal mark it on this chart. Never miss more than one day in a row.

Milestones

1. Print out the “milestones” list below.
2. Write your goal at the top of the list.
3. List the 5 major milestones you will need to complete in order to achieve your goal.

Milestone action items

1. Print out the “milestone action items” below.
2. Write out the first milestone.
3. List the action items required to meet this milestone.

Goal “sticky notes”

GOAL:



30 day chart**GOAL:****I work on my goal every day at:**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	WWW.BARNEY.ME				

Milestones

GOAL:

MILESTONES:

-
-
-
-
-

Milestone action items

MILESTONE:

ACTION ITEMS:

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BARNEY MATTHEWS

Barney Matthews is a writer, speaker and cookie lover. Using ebooks, talks and web posts he likes to inspire people with positivity. Originally from England he now lives in Vermont, USA with his family.

Find him on the web at:

www.barney.me

twitter.com/barneymatthews

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