

# The $R^3$ Vision

## *Workbook*

## The Emcee Life ©

This workbook is intended for your sole use. Unauthorized copying (or other use) of this workbook is strictly prohibited.

If you are interested in using this workbook for training purposes, please contact us at [www.RefreshRefocusRebuild.com](http://www.RefreshRefocusRebuild.com) to make a request.

# Terminology

Before you begin to work through this workbook, make sure you are familiar with these terms.

***Available Time*** – any time slot in your weekly schedule that is not relegated to an existing routine activity

***Goal*** – an established parameter for achieving a specific, measurable outcome

***Need*** – an item that helps you significantly function or progress in some distinct aspect of your life

***Objective*** – a specific outcome that you want to (or need to) focus your time and energy toward in the present season

***Practice*** - A single action (or series of actions) adopted routinely to improve efficiency on a specific goal or task

***Strategy*** - An action that is used as needed by an individual to maximize the time that he or she has allotted for certain activities (i.e., goals and tasks)

***Vision*** - how you see yourself making an impact in the world

***Wasted Time*** - any time that cannot be directly attributed to a desired result

## What is My “One Thing?”

A strategy for simplifying our objectives is to figure out if there is one thing that we should be focusing on at the juncture in time. Maybe for you it is writing a book. Or maybe it is finances. Whatever the case, chances are that you can probably identify that one thing.

A large, empty rectangular box with a thin black border, intended for the user to write their answer to the question "What is My 'One Thing?'".

# Vision Statement

In the space below, write out your vision statement.

I want to make an impact by...

# Objectives

Write out two objectives. Remember, your objectives should be in alignment with this season of your life.

## Objective #1

In this season of my life, I want to...

## Objective #2

In this season of my life, I want to...

# Goals

## **How do you know if you have a goal?**

- It must be time-oriented (have a deadline or benchmark)
- Must affect how you use your time
- Must have an anticipated, measurable impact

## **“Good” Goals:**

- Align with your vision
- Are believable to you
- Can be committed to

# The 3 Goal Types

	<b>Short-term</b>	<b>Long-term</b>	<b>Ancillary</b>
<b>Effects on Your Life</b>	These goals have an immediate impact and bring clarity and closure	Have a large impact with major quality of life improvements	Support continuous personal and professional development
<b>Description and Requirements</b>	Strict time constraints that typically demand concentrated focus for a short period of time	Align closely with vision and typically encompass phases and strategic planning over years	No specific time constraints but have benchmarks and minor steps
<b>Implementation</b>	Necessary time should be worked in as a routine part of your weekly schedule	Time should be planned around existing obligations, needs, and long-term goals	Should be worked in where it is convenient but as routinely as possible
<b>Example (High school student)</b>	Improving a 'D' average in a course to an 'A' average	Earning a college scholarship	Researching what you might be interested in for a career
<b>Example (Working Professional)</b>	Landing a new job	Earning a certification that will unlock opportunities for promotion	Reading a book that helps you improve your finances



# List some goals and action steps below:

Goal Description	Action Steps	Deadline/ Benchmark	Hours per Week
Short-term #1:	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>		
Short-term #2:	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>		
Long-term #1	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>		
Long-term #2	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>		
Ancillary #1	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>		
Ancillary #2	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>		

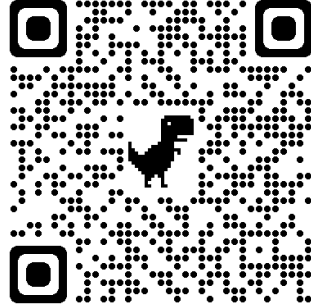
# Goals/Tasks Monitoring Sheet

Week of \_\_\_\_\_

<b>Goal/Task Name</b>	<b>Allocated Hours per Week (From previous page)</b>	<b>Logged hours</b>

## Online courses

[www.TheEmceeLife.com](http://www.TheEmceeLife.com)



## Planning resources

[www.RefreshRefocusRebuild.com](http://www.RefreshRefocusRebuild.com)

