

Introduction

I am writing this book, just for women, because I know that we have very little discretionary time for ourselves and for our dreams. I am going to teach you an easy and effective way to achieve your dreams with proper planning and time management.

In the Part I of this guide, I am going to go over some important basics about dreams and goals. In Part II, I will walk through how to write your dreams and set up an effective strategy for them. In Part III, you are going to learn how to manage your time and learn about *Dream Weaving*.

In Part IV, I provide a plethora of other useful tips. My inspiration for this guide was to provide a multitude of ideas that you can reference in your daily life, in an easy-to-read format. I hope that you will draw from this Part on a regular basis to help you stay motivated and find time in your life for your family *and* for your dreams.

Maintaining a strong family unit is a priority, for most, and I have found ways to keep my family strong and still find time for my dreams and goals; I want to share this information with you, with the hope that some of these ideas will work for you. Writing down your dreams and having a purpose to achieve them will benefit you, your family and everyone around you.

By using the quick and simple forms provided in this guide, you can begin the journey that will lead you to your dreams, committing as little as 10 minutes each day for *Dream Weaving*. This is an easy reference manual that will take you farther than you ever thought possible!

You deserve the best....now go get it!

✎ *Believe in yourself.*

You will succeed when you believe! ✎

Contents

Part I All About Dreams and Goals

1.	Dreams and Goals	8
2.	Why Setting Goals is Important	10
3.	Who Has Dreams and Goals	13
4.	Living a Balanced Life	15
5.	Start Today; Reach for Your Dreams	22

Part II Setting the Goal

6.	Clarify Your Dreams and Goals	24
7.	Writing Your Dreams and Goals	27
8.	Breaking Your Big Dreams into Smaller, Tangible Dreams	38
9.	Dream Steps	40

Part III Taking Action and Staying Motivated

10.	Dream Weaving and Your Commitment	48
11.	Planning and Time Management	55
12.	Affirmations and Incantations	59
13.	Visualization	62

Part VI A Compilation of Valuable Information and Useful Tips

14.	Finding and Creating Time	64
15.	Solutions to Common Obstacles	67
16.	Changing Your Habits	71
17.	Commitment and Persistence	75
18.	Eliminate Procrastination	77
19.	Believe in Yourself	79
20.	Have a Good Attitude	83
21.	Eliminate Negative Thinking; Be an Optimist	85
22.	You <i>are</i> Remarkable	87
23.	Gratitude	91

24.	Create Enthusiasm in Your Life	93
25.	Self Improvement	94
26.	Living a Healthy Lifestyle	96
27.	Marriage and Relationships	98
28.	Friends	100
29.	Building Your Circle of Influence	102
30.	Just For Fun	105
31.	Self Assessment	106

	NEVER GIVE UP!	108
--	-----------------------	-----

	About the Author	109
--	------------------	-----

	Words of Wisdom - Inspirational Quotes from Women	110
--	---	-----

	Extra Forms	117
--	-------------	-----

Additional forms can be found and printed at www.dustingoffdreams.com

Chapter Seven

Writing Your Dreams and Goals

"There is no chance, no destiny, no fate that can circumvent or hinder or control the firm resolve of a determined soul."

Ella Wheeler Wilcox

Now that you have clarity on your dreams, the next step is to write them down using the D R E A M S criteria and explore the possible obstacles and solutions for each.

The steps to setting effective goals are outlined in this chapter, and the *My Dream* forms are provided at the end of the chapter. Please read through the full chapter before you begin to fill out the *My Dream* form so you have a better understanding of the full process.

Step One: Writing the Dream

Choose one of the dreams you wrote down in the last exercise. You are going to reword and rewrite that dream in a present and positive state, along with using the principles in the acronym **D R E A M S**.

A present and positive state is best described as:

- Written as if you have already achieved the goal
- Written in first person
- Written with positive verbiage

Examples: I am debt free and I make _____ per month.
I am healthy and I weigh 140 pounds.
I go on a date every Friday night with _____.
My company's name is _____ and we market
_____. Our annual revenue is _____.
My children attend _____ University.

MORE IN THE BOOK

Chapter Fourteen

Finding and Creating Time

*“You will find the time to accomplish the things
that are truly important to you.”*

Shanna Beaman

“My life is so hectic! Where do I find more time?”

Generally, it is quite easy to make time for the urgent and necessary things in life.

Finding time for the non-urgent things seems to be an obstacle in most women’s lives. Since most dreams seem to fall into this category, I am dedicating this chapter to helping you find time for your dreams.

Below are some ideas that may work for you:

- Recognize your discretionary time and schedule an appointment with yourself, blocking out that time slot right away
- Learn how to say "No" to requests and offers that do not benefit you
 - A nice way to decline an offer is to say “I’m sorry. I already have plans for that time.”
- Do not take on extra tasks that take you further from your goals, and agree to only the necessary favors for others
 - Ask yourself this phrase “Will this take me closer to or farther away from my dream?”
- Plan a regularly scheduled day and time with a babysitter
- Plan a consistent babysitting trade schedule with someone you trust
- Plan a daily or weekly ‘movie time’ for your children
- Substitute your TV time for dream achievement time
- Unsubscribe to unnecessary emails and conscious of your time on the web
- Take a 15, maybe 30 minute ‘bathroom break,’ with the door locked, and do some planning, writing, or phone calls (not necessarily in the bathroom)
- Consolidate like tasks and complete them simultaneously or consecutively

MORE IN THE BOOK

Chapter Sixteen

Changing Your Habits

“The universe has no favorites. Those who succeed have created good habits and taken steps toward their goals.”
Shanna Beaman

When you have habits that are not conducive to making you productive, it makes dream achievement burdensome. Bad habits make so many tasks seem like chores, but when you have good habits many of those ‘chores’ simply happen automatically and get done on autopilot.

With a small amount of initial time and discipline, you can actually create good habits that will require little effort to maintain. I have provided a form at the end of this chapter that will help you shape new habits and eliminate the habits that you don’t want.

Many studies confirm that it only takes 21 consecutive days of effort to form a new habit. Commit to 21 days of conscious behavior, plan your attack against your bad habits and apply your energy toward creating strong, productive habits. Reaching your dreams will be considerably easier when innate behaviors work for you and not against you.

It is important to take some time to recognize which habits are holding you back and decide what new habits you need to create.

✎ Create good habits and have the ‘Do it now’ attitude. ✎

Use the form on the next page to help you change your habits

Chapter Nineteen

Believe In Yourself

Focus more on your desire than on your doubt, and the dream will take care of itself. You may be surprised at how easily this happens. Your doubts are not as powerful as your desires, unless you make them so.”
Marcia Wieder

We haven't discussed how important it is to believe in yourself. You are the only person who has control over your thoughts. You must empower yourself to think positive thoughts about yourself and your abilities. In order to reach your dreams, you must believe in yourself.

It is essential to focus on your dreams and not your doubts. You can be, do and have the things you want in life...and you deserve it. What you think and say will change how you feel. Your life and your attitude will improve when you let go of limiting beliefs.

Below are examples of how to reshape your thoughts, giving you the power to enrich your life.

Limiting Belief	vs.	Empowering Belief
I don't have the time.	to	I have plenty of time to do the things that are truly important to me.
I am depressed.	to	I have total control over how I feel every day; I choose to be happy.
I'm not smart enough.	to	I am intelligent and I can learn anything that I desire.
It's too late to start.	to	I am starting today or It's never too late to start.
It's a bad habit that I can't kick.	to	I am in control of my habits.
I don't deserve _____	to	I am a good person and I always put my best foot forward; I deserve _____.
I can't depend on others.	to	I am capable and I depend on myself.

I am selfish wanting more; I should be happy with what I have.	to	It is not selfish to want more. I deserve to have the things in life that I strive for, and with the personal growth I will experience, I will be able to give more to others.
--	----	--

Below are tips and things you can do to help you overcome limiting beliefs:

- Say positive affirmations daily
- Take baby steps outside of your comfort zone
- Don't speak or think negative words (chapter 21)
- Commit to saying only positive, uplifting things
- Empower yourself; take charge of your beliefs
- Always be at your best
- Believe that you can, *and you can*, do anything

Below are the things that I believe contribute to limiting beliefs:

- A fear of something
- A lack of confidence
- A past event
- A prior failure
- A past relationship (parent, teacher, spouse, etc)

If any of these things are holding you back from achieving your dreams, add them as obstacles on your *My Dream* form and figure out a solution for them.

Limiting beliefs create an enormous burden on you emotionally, physically and spiritually. Surround yourself with people who believe in you and keep believing in yourself.

☞ Focus on your dreams ☞

Use the form on the next page
to help you create empowering beliefs