



Life Clarity Toolkit

REFLECTION AND GOAL-SETTING
EXERCISES FOR REAL RESULTS

Thank you for partnering with Rector Leadership to add value to your life. This workbook will provide you the Life Clarity Wheel exercise with 12 reflection questions, a goal planning worksheet, and habit worksheet to help you clarify your vision of success, and identify clear SMART goals. We hope this resources helps you grow and thrive.

www.rectorleadership.com

Move From Frustration to Freedom



Leadership is rewarding but it can also be exhausting. After 15+ years in leadership roles and serving people, I've seen countless leaders burn out because they lacked clarity and carried too much alone. That happened to me.

This workbook is designed to give you a simple framework to pause, reflect, and reset your priorities so you can lead with renewed energy.

Take some time to use this resource to clarify your goals and identify areas of your life and leadership you want to intentionally invest in. I believe in you and I know this tool will help you take the next step in the right direction.

Cheering you on,

A handwritten signature in black ink that reads 'Jon Rector'.

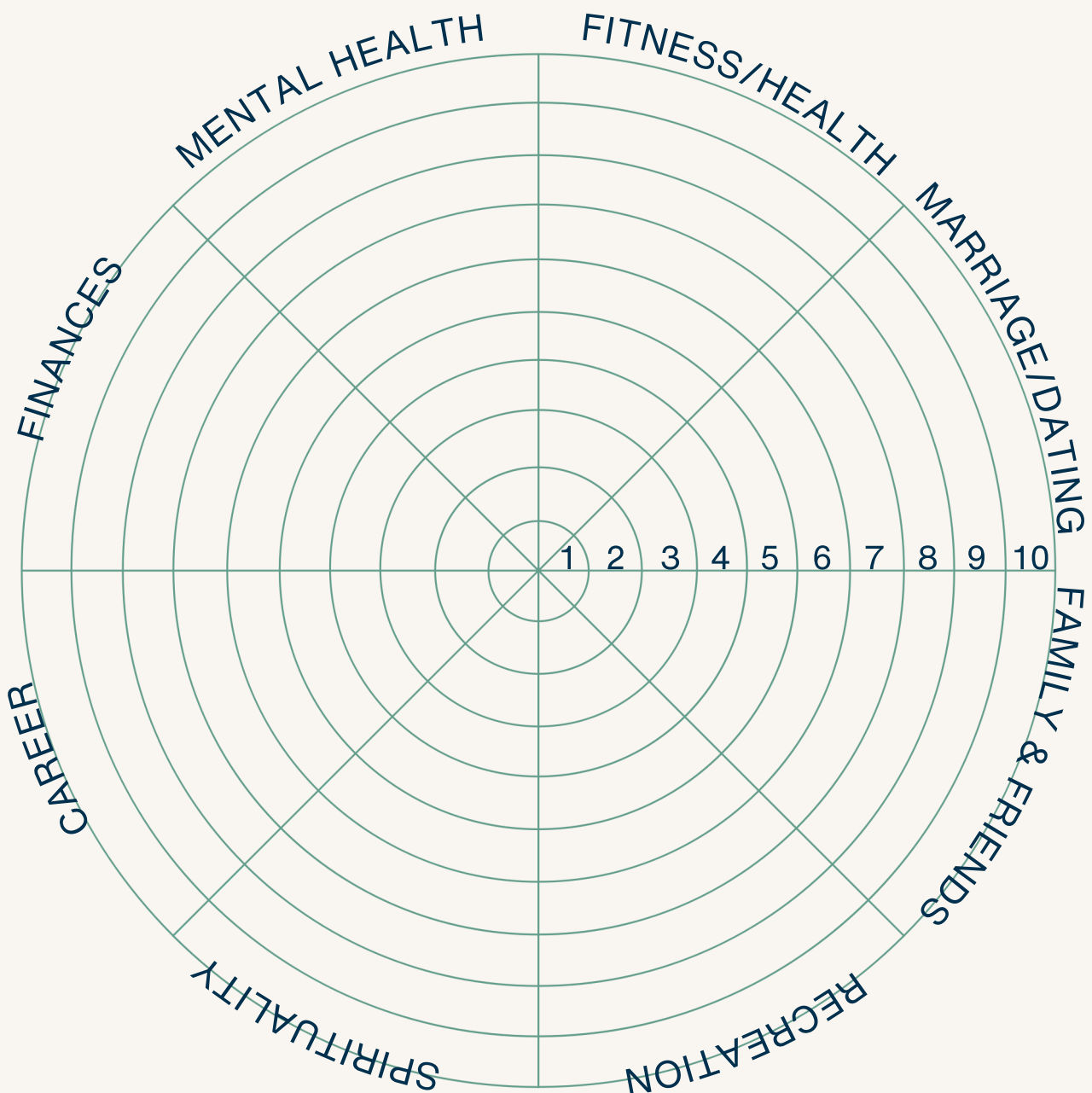
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Executive Coach | Maxwell Certified Leadership Coach, Speaker, Trainer, and Behavioral Consultant

Life Clarity Wheel

The Life Clarity Wheel is an exercise that will help you see your whole life in a snapshot and help you identify where you need to focus your time, energy, and resources for growth.

Rate each category from 1 (being miserable) to 10 (being your ideal success). Feel free to color in each area for full visual effect. The **two lowest areas might be the place you start to focus on**. Take a few minutes and rate each now:



Reflection Questions

Here is a list of reflection questions to help you process and clarify your goals and vision of success. **We recommend to use each question for every area of the life in the Wheel of Clarity exercise (above).** Write down your thoughts below:

1) What feels most urgent or important for you to focus on in this season of your life?

2) If coaching could help you achieve just one breakthrough, what would it be?

3) What will happen or be different once you have achieved these goals? (How would it feel)

4) Who do you want and/or need to help you accomplish these goals?

5) What specific actions do you need to take now to move closer to your goals?

6) When do you want to take the next step towards your goals?

Reflection Questions

7) How might achieving these goals positively affect other areas of your life?

8) What obstacles have slowed you down or gotten in the way before?

9) What skills, gifting, or strengths do you already have that will help you?

10) What new tools, skills, or support would make pursuing these goals easier?

11) What first step(s) will you commit to taking this week?

12) How will you hold yourself accountable to stay consistent?

Crafting Your Vision

Take a moment and think 1–3 years ahead. If everything in the wheel was a 10, what does your ideal life or vision of success look like? Feel like? Before writing your vision, filter out distractions. Ask your self:

1. What truly matters most in this season of life?
2. What activities produce the greatest results and fulfillment?
3. Where do I want to focus my time, energy, and leadership?

Now combine your reflection + clarity filter into a clear vision. Write a detailed vision using:

- **Write in present tense (as if it's already happening)**
- **Use clear, positive, powerful language**
- **Focus on what you are moving toward**
- **Make it personally meaningful and motivating**

This image shows a single page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Goal Writing

Now that you've identified the areas you want to focus on, it's time to write S.M.A.R.T. Goals. Feel free to use A.I. To help write your goals, but we suggest practice writing them first. Here is a SMART goal sheet to guide your goal writing.

S

What *specifically* do you want to achieve?

M

How do you know that you have achieved your goal or that you are on the right path?

A

Is this anywhere from 65%-80% attainable? What steps do you have to take to accomplish the goal?

R

Is this relevant? Why is this goal important to you? How does this impacts others?

T

When will you accomplish the goal? What's the timeline?

Priority Matrix

Now identify what actually moves the needle. for your goals. What activities give you the greatest results? What key actions align with your vision and goals? What creates momentum or growth? What activities can you directly influence?

List Your Top 3-5 High Impact Activities Below:

FOCUS: High impact + aligned with goals → Your top priorities

DELEGATE: Important but doesn't require YOU → Give it to someone else

ELIMINATE: Not important. Not aligned. No return. → Stop doing it.

Protect Your Priorities:

- What will I say NO to today?
- What distractions must I eliminate?
- What boundaries do I need to set?

Write out your answers below. Be specific. Think about your average week, month, year.

Move Goals Into Habits

Dr. John Maxwell says, “**Motivation gets you going, discipline keeps you growing.**” Once your goals are identified and your written SMARTly, you must make the intentional choice every day to move forward.

In the lines below write the goal and what actions, thoughts, and/or behaviors you are going to commit to **daily**. The secret to achieving your dreams is to simply take the next step.

Goal 1: _____

I am committing to: (Example: *Exercise 1 hour a day at 7am*)

-
-
-
-
-

Goal 2: _____

I am committing to: (Example: *Join a community group that meets weekly*)

-
-
-
-
-

Goal 3: _____

I am committing to: (Example: *Create a new budget and review on Mondays*)

-
-
-
-
-



GET REAL RESULTS



After helping hundreds of people navigate life transitions, personal and career obstacles, and take their life back from burn out, I believe these tools are just the beginning to help you thrive in life and leadership. Rector Leadership offers personal and Executive Coaching packages that will guarantee to give you the right tools to succeed.

3 EASY NEXT STEPS

1

**Schedule A complimentary
15-30 minute call to share
your desired goals**

2

**Receive a customized
plan to help you
succeed**

3

**Experience
transformation and
ongoing support**

**Schedule your *FREE* call today or learn more
about our coaching packages at
rectorleadership.com or scan the QR Code Now.**

