

8 STEPS TO

Manifest

YOUR VISION

**From Organize Yourself For Success
by James Earl with Dr. Ray Blanchard**

**Organize Yourself for Success and
Consistently Hit Your Targets**





INTRODUCTION

It's one thing to have our vision written down and our goals set, but what's even more important is coming up with a game plan on how to accomplish those goals that we set up for ourselves.

What we need is a step-by-step plan on how to hit our goals. When we create this plan and act consistently in alignment with these goals, we create results.

We fail to meet our goals when we skip the planning process, begin to take shortcuts or skip over the details, or fail to follow through altogether.

However, if you ask most people what process they used in order to hit a goal, they would probably not be able to tell you. This is why a process -- a formula -- for manifesting success is so important.

If you've got a vision for your life, and goals that you're clear you want to accomplish, then following these **8 Steps for Manifesting Your Vision** will get you the results you've been waiting for.

The length of time it will take to set up your game plan will depend upon the complexity of the project and the number of detailed steps that you feel are needed to hit your target.

It's suggested that you choose a smaller project or goal to practice these steps, then as you learn the intricacies, move to larger or more detailed projects.

Essentially, this process begins by taking a project and breaking it down into doable steps, working backward.

First, ask yourself: "What is the desired end result that I want to create?"

Then keep asking yourself what has to happen in order to move on to the next task. This way, you can break even the most complex project down into smaller tasks. After breaking down the project, focus on only one task at a time. This will enable you then to gradually complete the project, step by step, without missing any steps or components of the project.





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ENVISION

Step One: Envision the result or outcome you want to manifest

Come up with a clear vision of what you want to accomplish. Give this mental image a picture with as many details as possible. Envision yourself going through your plan and accomplishing your tasks each week, and then visualize the end result.

Close your eyes and actually visualize yourself creating that result. Get in touch with the people around you, the feeling, the sight, the touch, the smell. Once you've done that, write down what you envisioned in vivid detail.

The better you are able to visualize this end result, the clearer the details, and the more vivid the picture, the closer you will be to manifesting that vision. As you accomplish your day-to-day tasks, begin each day with this visualization.

Remember what it is you're putting in all the hard work for.

CATEGORIZE

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Step Two: List the categories (areas of focus) for your vision

Identify the major categories associated with your vision. These are the major or "must-do" things that must get done for your vision to come to fruition.

For example, if your vision includes a **luxurious destination wedding in Costa Rica**, your categories will include: **securing finances, choosing the venue, booking travel, setting a guest list, booking vendors, getting wedding attire**, etc.

As you can see, these are "must happen" areas of focus for making a luxurious destination wedding happen in Costa Rica.

Of course, there will be more specific tasks or things that must get done within these major categories, and we get to that in Step 3.

For your dream, vision, or goal, decide what the major categories are. You can have one or two, or many, like the example above, depending upon your vision or goal.





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SPECIFY TASKS

Step Three: Brainstorm the tasks associated with each specific category

Once you have identified the categories your goals fall into, it is now time to brainstorm the tasks that may be involved in order to accomplish the goal. Remember that when you're brainstorming, you're just writing down anything that comes to mind. Later, you can eliminate things that you don't need to do or things that you decide won't actually get you closer to your goal.

For example: Your dream is to travel, specifically to Paris, Athens, Rome, and London, and maybe a few other places along the way. You have decided it's time for you to live your dream, so you declare that you will be taking that dream vacation in the next two years. You've envisioned it and can really see yourself traveling from place to place: sightseeing, eating wonderful foods, and shopping in local markets. Now, it's time to plan it out and manifest that vision for yourself.

The **categories** for your dream vacation will include: destination/itinerary, finances (money), travel arrangements, adventures/excursions, prepare home & work, etc.

Although taking that dream vacation may seem like just a dream - you're closer than ever to having that dream come true!

For each category, brainstorm each and every task that you can think of that is related to that category. Write down everything you can think of.

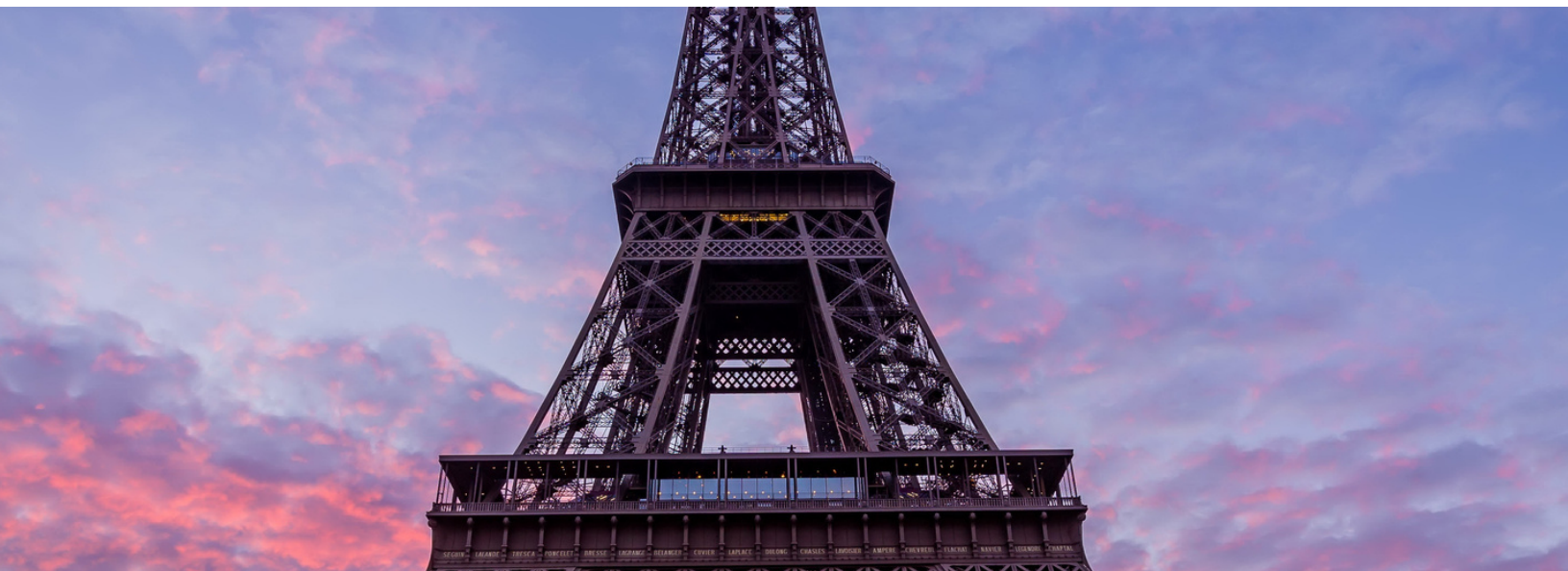
Since this is a brainstorming session, don't worry about whether or not you actually know how to get the task done; just write it down. Even if you're not sure whether it needs to get done, write it down. You can always go back and clean up your list of tasks later.

Let's start with the category of **travel arrangements** for our example. Some of the tasks under this category may include:

1. renew passport
2. talk to a travel agent
3. decide length of trip
4. decide dates of trip
5. decide - going alone or with a friend or group?
6. book flights
7. book hotels
8. book excursions or adventures

Once you have completed a category, move on to the next one. Don't spend too long on each category; you can always come back to it later and add more. Get what you can down on paper so that you can begin to work with that.

Now, your task is to take your category and brainstorm the associated tasks for your goal or dream.





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SEQUENCE

Step Four: Put the tasks in sequential order

The order of tasks is important. Using our previous example, you won't be able to actually book your flights and hotels without deciding exactly where you want to go and when.

Now that you have brainstormed your list of tasks, it's time for a clean-up! Go through and eliminate any duplicate tasks, tasks that have already been completed, or tasks that are actually unnecessary, if applicable.

Go through and order the tasks sequentially, in order of what needs to be completed first, then second, then third, and so on. If you come up with tasks that may not have occurred to you when you brainstormed the first time, that's ok. Just add them into the sequence where they apply.

Do this for all the tasks in each category.

ACTION PLAN

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Step Five: Set dates and times for the start and end of each task

The Action Plan not only answers the question: "By when will you have this task completed?" but "When will you start?" and "How long will it take?"

So many people miss this crucial step of detailing out their action plan. Making a plan of action can include start dates, estimated time of completion, and end dates.

Let's go back to the category of **travel arrangements** for our example. Let's add "by when" (due dates) and estimated times to complete, as needed. It may look something like this:

1. **decide (going with friends)** - done: already decided!
2. **decide length of the trip** - by Friday (February 3, 2023)
3. **decide dates of the trip** - by February 15, 2023
4. **talk to a travel agent** - by March 1, 2023
5. **decide on excursions/adventures** - by March 10, 2023
6. **renew passport** - by June 1, 2023
7. **book flights** - by July 1, 2023
8. **book hotels** - by July 20, 2023
9. **book excursions or adventures** - by August 1, 2023

While it may seem like a lot to think about, the more detailed you are at the onset, the more successful you will be in the long run!



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IDENTIFY OBSTACLES

Step Six: Identify potential obstacles or problems that may come up

One of the potential problems you may face when working through your plan is not giving yourself enough time to accomplish a task. Nothing is more frustrating or disappointing than getting so far off your plan that you can't see your way back.

It is especially important when setting up your week that you schedule out how long a task is expected to take. For example, if you decided that you're going to work 20 hours this week on getting specific tasks completed, and you come up with 40 hours worth of work, you know you have a problem.

Give yourself a few "grace periods" or schedule "catch-up" days for finishing up lingering or unfinished tasks. Then get right back to your schedule, as scheduled.

If you find yourself overcommitting and getting off-task regularly, you may need to delegate, change deadlines, or work more hours.

It's also important to look through your entire plan to identify potential issues so that you can plan out how to deal with those issues ahead of time.

If you know you need to come up with \$10000 to take your dream vacation, you can start to save up from the very start. Set up amounts, dates, and even automatic transfers flagged for "Dream Vacation" in your bank account each week. For example, if you know you're going to book your flights by July 1 (about 6 months from now) and need to have \$5000 to pay for those flights, you may want to schedule a transfer of about \$200 per week into a special savings account starting now!

Dealing with these potential problems now will save you a huge headache later. Plus, you will feel confident knowing that you're managing it all, rather than guessing, wondering, or worrying that you're forgetting something.

What problems or issues might you potentially face when completing your action plan? List them all out now and make up with a plan (with dates!) to deal with those obstacles or problems.





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SCHEDULE

Step Seven: Schedule Everything!

Once you have worked out all the details, including dates, times, and duration of all of your tasks, take the time to add them to your calendar or planner.

Depending upon the complexity of the goal, you may need to schedule tasks one week at a time. Break everything down into scheduled appointments and personal and business tasks by day as appropriate.

Try to add as much as you can to your calendar so that you can stay on track to completing your projects. If you only complete one week at a time, be sure to schedule a day in your week to set up your tasks for the following week.

Don't forget to also include in your plan (including dates, times, and duration) for dealing with those potential problems or obstacles you identified in Step Six.

DISCIPLINE YOURSELF

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Step Eight: Discipline yourself to do what you say you'll do

Keep your word to yourself and others. Discipline yourself to do what you've planned in order to achieve that goal that you set up for yourself.

If you've followed this formula, everything is well on its way to being completed. Now all you have to do is have the tenacity, fortitude, and discipline to perform consistently and persistently to reach your goals!

Remember to check off each activity as it's completed for the energy, power, and momentum to complete those projects and the week that you're working on.

Keep your word to yourself and others, and you'll hit any goal that you've set out to accomplish!





ABOUT RAY BLANCHARD

Dr. Ray Blanchard is a master international trainer, seminar designer, corporate consultant, and founder of Ray Blanchard Training Systems and Blanchard Consulting Group. He was educated in psychology and education at Washington University in St. Louis and received a Ph.D. from the University of Oregon in education and counseling psychology.

For the last 50 years, Dr. Blanchard has traveled the world, delivering training and consulting programs to more than 200,000 people with lasting impact for success worldwide and has developed or delivered programs for a host of international companies, including TOMMY BAHAMAS, AT&T, the Universiti Pertanian Malaysia Faculty of Economics and Management, and other companies challenged by change on the global playing field.

Dr. Ray Blanchard is an educator and thought leader with global acclaim as a master trainer. One of the select leaders in the transformation space for decades, he is known for his impeccable reputation as a professional. He now serves on the Board of Directors for the esteemed Transformational Leadership Council.



For conscious individuals, business leaders, and entrepreneurs who want to improve relationships and business results, Dr. Blanchard is keen to help ambitious achievers to refresh their mindsets and shift their growth practices so that they dream big and reach their goals. He specializes in Client-centered Coaching and is available on a limited basis.

Using his multi-faceted background in training, counseling, consulting, and curriculum design, Dr. Blanchard is the Master Trainer for Life Design Education and is their Chief Curriculum and Programs Designer.

Access Dr. Ray's schedule to book a coaching or consulting call at <https://bookdrray.as.me/schedule.php>.