



Amazing Grace
Coaching & Counseling LLC

Master Your Goals

A Step-by-Step Workbook for Success

Transform Your Vision Into Reality Through
Focused Action and Proven Strategies

www.amazinggracemn.com

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01

Introduction

Discover how this workbook will guide you in transforming your dreams into actionable goals. Learn how to use the exercises and tools effectively to empower your journey toward success.

Workbook

Introduction

Goal setting is the cornerstone of personal and professional success. This workbook has been designed to guide you through the process of turning your aspirations into actionable steps. Whether you're looking to achieve personal growth, advance your career, or improve your overall well-being, the tools and exercises in this workbook will help you stay focused, organized, and motivated.

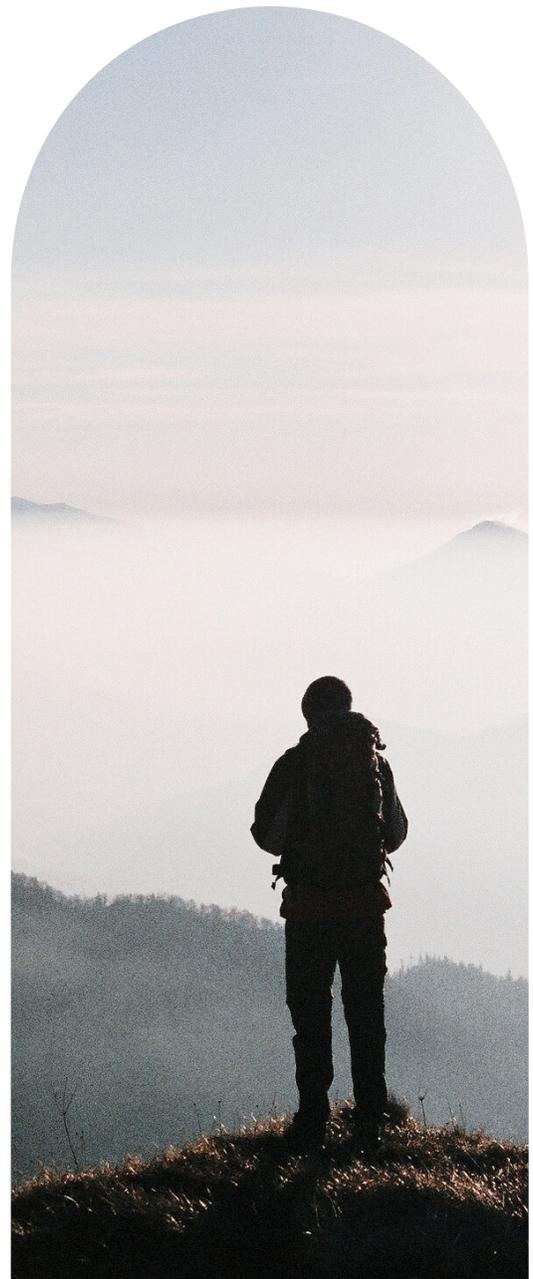
Why This Workbook is Different

Unlike generic advice or overwhelming strategies, this workbook offers a structured, step-by-step approach tailored to your unique needs. You'll not only learn how to set effective goals but also how to sustain the motivation and accountability needed to achieve them. Each chapter combines practical guidance with hands-on exercises to ensure your journey is as actionable as it is inspiring.

What You'll Gain

By the time you have finished this workbook, you'll have:

- A clear understanding of your values and priorities.
- Well-defined, actionable goals that align with your vision.
- A structured action plan to guide your progress.
- Tools to overcome roadblocks, stay motivated, and adjust when necessary.
- The confidence to celebrate achievements and set new aspirations.



How to Use This Workbook

This workbook is designed to be your companion throughout your goal-setting journey. Here's how to get the most out of it:

01 Go at Your Own Pace

Take your time with each chapter. Whether you work on it daily or periodically, progress at a pace that feels right for you.

02 Engage Fully

Be honest and open in your responses. Use the exercises to explore your true goals, challenges, and motivations without judgment.

03 Revisit and Reflect

Treat this workbook as a living document. Revisit sections as your goals evolve, refine your plans, and track your growth.

04 Celebrate Progress

Acknowledge every milestone, no matter how small. Each step forward is a reflection of your effort and growth.

05 Make It Your Own

Add notes, highlight insights, or include quotes that inspire you. Personalizing the workbook will help make it more meaningful and effective.

Setting the Tone

As you embark on this journey, remember: progress, not perfection, is the goal. Every small step you take brings you closer to the life you envision. Trust the process, embrace challenges, and celebrate every win - no matter how small.



02

The Power of Goal Setting

Explore why goal setting is essential for success, uncover the benefits of having clear objectives, and lay the foundation for achieving your aspirations.

The Power of Goal Setting

Why Goals Matter

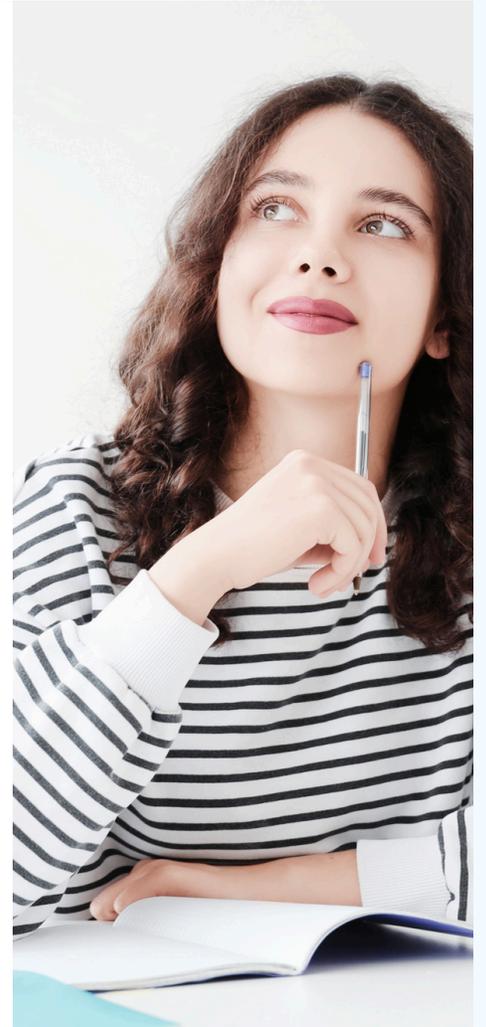
Goals are the foundation of personal and professional growth. They give your actions purpose, help you prioritize, and serve as a compass to guide you through life's complexities. Without clear goals, it's easy to feel overwhelmed, scattered, or unfulfilled. When you set goals intentionally, you're creating a roadmap to move from where you are to where you want to be.

Research consistently shows that people who set clear, actionable goals are more likely to succeed. Goals not only provide direction but also boost confidence, enhance focus, and improve decision-making. They transform abstract dreams into tangible achievements.

The Key Benefits of Goal Setting

Setting meaningful goals has profound effects on your mindset, motivation, and outcomes. Some of the most impactful benefits include:

- **Clarity and Focus:** Goals help you define what truly matters, eliminating distractions and unnecessary effort.
- **Motivation:** The process of setting and striving toward a goal ignites enthusiasm and energy to take action.
- **Measurement of Progress:** Goals provide benchmarks to track your success and make adjustments along the way.
- **Enhanced Decision-Making:** With clear objectives, it becomes easier to prioritize tasks and opportunities.
- **Sense of Accomplishment:** Achieving goals, no matter how small, fosters confidence and reinforces your ability to succeed.



How Goal Setting Impacts Your Life

When approached intentionally, goal setting can positively influence every area of your life:

- **Personal Growth:** Goals encourage you to challenge yourself, expand your horizons, and achieve your potential.
- **Professional Success:** Setting career goals provides direction and helps you navigate opportunities for growth and achievement.
- **Emotional Well-Being:** Working toward meaningful goals enhances your sense of purpose and reduces feelings of aimlessness.
- **Time Management:** Goals provide structure, enabling you to allocate time and resources effectively.



Goal Setting Fact:

Studies show that people who vividly describe or write down their goals are 1.2 to 1.4 times more likely to achieve them than those who don't. Writing your goals turns intention into commitment!

Exercise

Your Goal-Setting Reflection

Take a moment to reflect on the role goals have played in your life. Use the prompts below to explore your past experiences and aspirations.

1. What is a significant goal you've achieved, and how did it impact your life?

2. Have there been times when a lack of goals left you feeling stuck or unmotivated?

3. How would your life change if you were more intentional about setting goals?

Take 5-10 minutes to write down your thoughts. This exercise will help you understand how goal setting has shaped your past and prepare you for the journey ahead.

Final Thoughts.

Goal setting is more than just a productivity tool; it's a way to shape your life intentionally. By setting clear goals, you take control of your future, focusing your energy on what truly matters and creating a path toward success and fulfillment. Each goal you set is an opportunity to grow, learn, and push beyond your comfort zone.

Remember, no goal is too small if it brings you closer to the life you envision. The process of setting and achieving goals is as much about the journey as the destination. As you move forward, celebrate your efforts, embrace the lessons from setbacks, and stay true to the values that guide you.

In the next chapter, you'll take the first steps toward defining your vision, uncovering the core of what drives you, and laying the groundwork for meaningful progress. Take this moment to commit to your journey - you're already closer than you think.

03

Defining Your Vision

Clarify your long-term vision by identifying your core values and priorities. This chapter helps you connect with what truly matters and craft a powerful vision statement.

Defining Your **Vision**

Creating a Clear Picture of Success

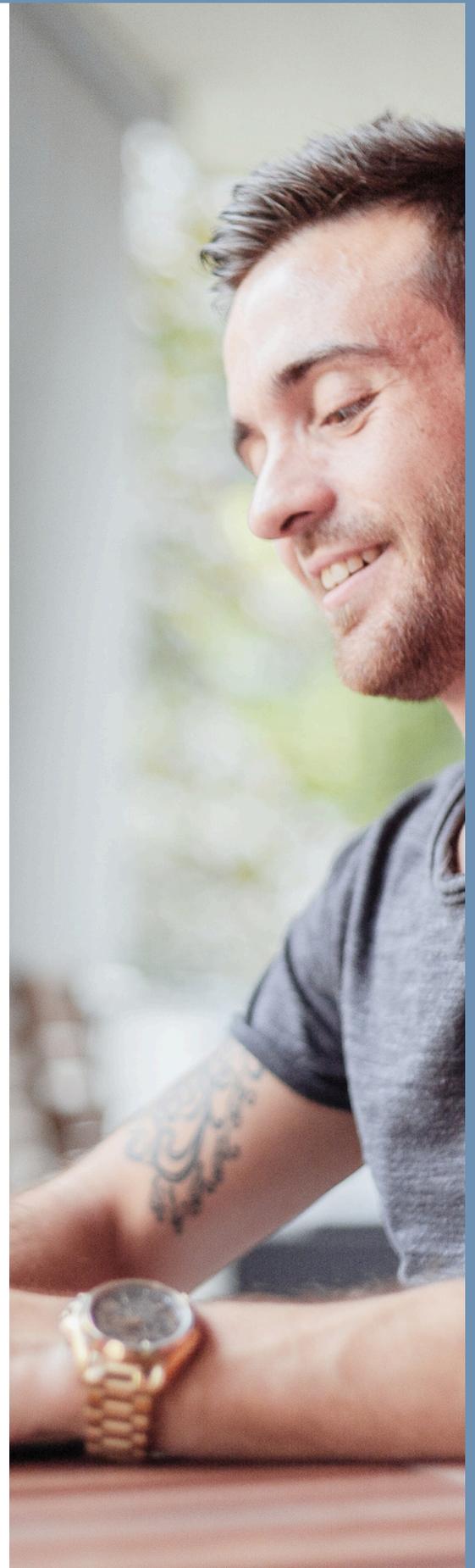
A strong vision is the foundation of meaningful goals. It's the image of the life you want to create, rooted in your values, passions, and priorities. Defining your vision allows you to focus your energy on what truly matters and provides a sense of purpose to guide your decisions.

Without a clear vision, it's easy to drift through life reacting to circumstances rather than shaping your future. By clarifying what success looks like for you - whether in your career, relationships, health, or personal growth - you can set goals that align with your authentic self. Your vision doesn't have to be perfect; it simply needs to reflect your hopes, desires, and aspirations.

The Role of Values in Shaping Your Vision

Your values are the principles that guide your actions and decisions. They're what you stand for, what you believe in, and what makes your life meaningful. Aligning your vision with your core values ensures that the goals you pursue bring genuine fulfillment rather than fleeting satisfaction.

Take a moment to reflect on what's most important to you. Is it family, creativity, freedom, health, or personal achievement? Defining these values will act as a compass, helping you stay on course as you work toward your goals.



Exercise

Your Personal Vision Statement

A personal vision statement is a concise summary of what you want to achieve and who you aspire to be. It serves as a guiding light for your goals, helping you stay aligned with your values and priorities. Use the steps below to create your own vision statement:

1. **Reflect on Your Values:** What principles guide your decisions and bring you joy?

2. **Imagine Your Ideal Life:** What does success look and feel like to you in areas such as career, relationships, health, or personal growth?

3. **Summarize Your Vision:** In 2-3 sentences, write a statement that captures your aspirations.

Example: “I envision a life where I prioritize personal growth, nurture meaningful relationships, and pursue a fulfilling career that allows me to make a positive impact. My choices will reflect balance, creativity, and authenticity.”

Take your time with this exercise. Your vision statement doesn't have to be perfect - it's a work in progress that will evolve as you do.



Building a Vision That Inspires Action

A powerful vision inspires action by being both aspirational and achievable. It should excite you about the possibilities while remaining grounded in reality. Think of your vision as the “why” behind your goals - a source of motivation that keeps you focused even when challenges arise.

To make your vision actionable:

- Break it into smaller, tangible goals.
- Regularly revisit and refine it to ensure it reflects your current aspirations.
- Use it as a benchmark to evaluate decisions and opportunities.

The Balance Between Aspiration and Realism

While your vision should stretch your imagination, it's important to stay realistic about what's achievable within your current resources and timeline. Start where you are, use what you have, and trust the process. Incremental steps build momentum and turn your vision into reality over time.

Myth: "You need to have everything figured out before creating your vision."

Truth: Your vision doesn't have to be perfect or final. It's a starting point that evolves as you grow, offering guidance and inspiration along the way.

Final Thoughts.

Defining your vision is a powerful step toward creating a purposeful and fulfilling life. By clarifying what success looks like for you and aligning it with your core values, you lay the groundwork for meaningful progress. Your vision serves as your guiding light, keeping you focused and motivated as you move forward.

In the next chapter, you'll learn how to translate your vision into actionable goals using the SMART framework. With your vision as your foundation, you're ready to take the next step on your journey toward success.

04

Setting SMART Goals

Learn the SMART framework for setting goals that are Specific, Measurable, Achievable, Relevant, and Time-bound. Break down big ideas into actionable, realistic goals.

Setting SMART Goals

Breaking Down the SMART Framework

Setting goals is one thing, but ensuring they're structured in a way that sets you up for success is another. This is where the SMART framework comes in. SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound. These criteria help you create clear, actionable goals that are both realistic and motivating.



The SMART Framework:

Specific

Take your time with each chapter. Whether you work on it daily or periodically, progress at a pace that feels right for you.

Measurable

Be honest and open in your responses. Use the exercises to explore your true goals, challenges, and motivations without judgment.

Achievable

Treat this workbook as a living document. Revisit sections as your goals evolve, refine your plans, and track your growth.

Relevant

Acknowledge every milestone, no matter how small. Each step forward is a reflection of your effort and growth.

Time-bound

Add notes, highlight insights, or include quotes that inspire you. Personalizing the workbook will help make it more meaningful and effective.

Examples of SMART Goals

Here are two examples to help you understand how to apply the SMART framework:

Vague Goal	SMART Goal
"I want to start exercising more."	"I will attend three yoga classes per week for the next three months to improve my flexibility and reduce stress."
"I want to save some more money."	"I will save \$200 per month for the next six months by cutting back on dining out and unnecessary subscriptions."
"I want to read more books."	"I will read two books per month for the next six months by setting aside 30 minutes each evening for reading."
"I want to spend more time with family."	"I will schedule a weekly family game night every Friday evening for the next three months to strengthen our bond and spend quality time together."

Why SMART Goals Work

The SMART framework transforms vague ideas into structured plans, making them easier to achieve. By clarifying what you want and how you'll get there, SMART goals eliminate uncertainty, improve focus, and boost motivation. They help you measure success and celebrate progress, which reinforces your confidence and determination.



Exercise

Writing Your SMART Goals

Now it's time to put the SMART framework into action. Use the prompts below to create a SMART goal for one area of your life:

Specific: What exactly do you want to accomplish?	Example: "I want to run a 5K race."
Measurable: How will you track your progress?	Example: "I'll track my runs weekly using a fitness app."
Achievable: Is this goal realistic for you?	Example: "Yes, I can run three times a week and gradually increase my distance."
Relevant: Why does this goal matter to you?	Example: "Running a 5K will improve my health and give me a sense of accomplishment."
Time-bound: What is your deadline?	Example: "I will run the 5K in 10 weeks."
Write down your final SMART goal here: 	

Take 10-15 minutes to create at least one SMART goal for yourself, focusing on an area of life where you want to see progress.

Final Thoughts.

The SMART framework is a simple yet effective way to turn your aspirations into actionable goals. By making your goals specific, measurable, and time-bound, you create a clear path to success. Each goal you set using this method brings you closer to realizing your vision and achieving meaningful progress.

In the next chapter, you'll take your SMART goals one step further by developing detailed action plans that break them into manageable steps and ensure consistent progress. Together, these strategies will empower you to bring your goals to life.

05

Action Planning for Success

Turn your identified goals into a concrete action plan. This chapter guides you in breaking down goals into manageable steps while addressing potential roadblocks.

Action Planning for **Success**

Designing a Roadmap to Achieve Your Goals

Once you've set a SMART goal, the next step is creating a detailed action plan to bring that goal to life. An action plan breaks down your larger objectives into smaller, manageable steps, making it easier to stay focused and organized. Think of it as a roadmap: each step moves you closer to your destination.

Creating an action plan helps you:

Avoid overwhelm by
focusing on one step at a
time.

Stay motivated by
celebrating progress along
the way.

Build momentum through
consistent, achievable
actions.

The more specific your plan, the more likely you are to follow through and achieve your goals.

Steps to Build an Effective Action Plan

Step 1: Break Down Your Goal into Steps

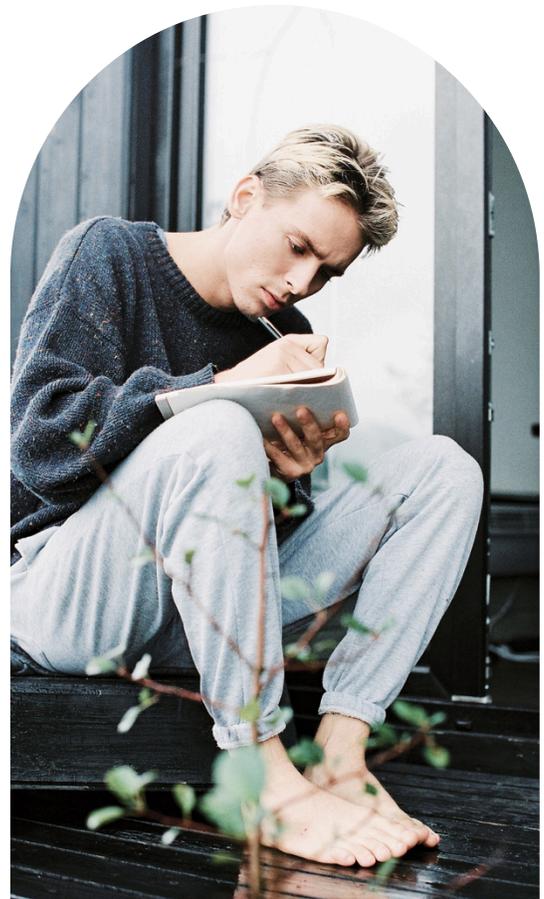
Start by identifying the smaller tasks or milestones needed to achieve your goal. For example, if your goal is to run a 5K in 10 weeks, your steps might include choosing a training plan, scheduling runs, and gradually increasing your distance.

Step 2: Set Deadlines for Each Step

Assign realistic deadlines to each task to ensure you maintain progress. Deadlines add urgency and keep you accountable.

Step 3: Identify Resources and Support

Determine what tools, skills, or support systems you'll need. This might include apps, training programs, or encouragement from friends or family.



Step 4: Anticipate Challenges

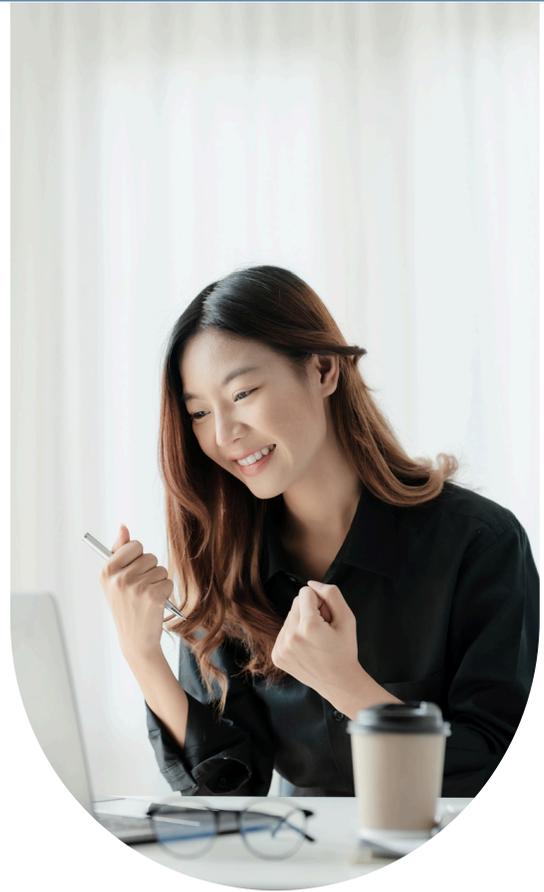
Think ahead about potential obstacles and how you'll overcome them. For example, if time is a barrier, plan shorter, more flexible tasks.

Step 5: Create a Daily or Weekly Routine

Incorporate your steps into your schedule. A consistent routine helps you build habits that make progress feel natural and automatic.

Why Action Plans Work

An action plan bridges the gap between intention and execution. Without a plan, even the most well-defined goal can feel overwhelming or unclear. Action plans give you clarity and structure, helping you prioritize tasks and track progress. They also provide a sense of control, which is crucial for staying motivated and resilient when challenges arise.



Staying Flexible with Your Action Plan

While action plans provide structure, life can sometimes throw unexpected challenges your way. Staying flexible is key to maintaining momentum without feeling discouraged. A good action plan isn't rigid - it evolves as your circumstances or priorities change.

Tips for Staying Flexible:

Re-evaluate Regularly: Check in with your action plan weekly or monthly. Are the steps still realistic? Do they align with your current needs and timeline?

Learn from Setbacks: Treat obstacles as opportunities to refine your plan. Adjusting doesn't mean failing - it's a sign of resilience and growth.

Celebrate Progress, Even Small Steps: Acknowledge each completed task as a win. This keeps you motivated even if the timeline shifts.

Adjust Deadlines if Needed: If you encounter setbacks, don't be afraid to shift deadlines. Progress matters more than perfection.

By staying adaptable, you ensure that your action plan remains a useful tool rather than a source of stress. Flexibility allows you to maintain focus while accommodating life's inevitable twists and turns.

Exercise

Creating Your Action Plan

Now it's time to create an action plan for the SMART goal you developed in the last chapter. Use the below to break your goal into actionable steps and set yourself up for success:

My SMART Goal:

My SMART Goal Action Steps:	Step Deadline:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Resources Required to Achieve Goal:	Plan for Addressing Obstacles:
1.	
2.	
3.	
4.	
5.	

Take 15-20mins to build your action plan for the SMART goal you developed in Chapter 4. Once complete, keep it visible as a daily reminder of your commitment and next steps.

Final Thoughts.

Breaking your goals into manageable steps is a powerful way to turn your aspirations into achievements. By creating an action plan and addressing potential challenges, you build a clear and structured path to success. Your action plan serves as your guide, keeping you organized, focused, and prepared as you move forward.

In the next chapter, you'll explore strategies to maintain motivation and build accountability, ensuring you stay on track and make consistent progress toward achieving your goals.

06

Staying Motivated & Accountable

Discover strategies to stay focused, build habits that support your goals, and create systems of accountability to maintain momentum.

Measuring Progress and **Adjusting**

Tracking Your Success

Tracking your progress is essential for staying motivated, maintaining focus, and ensuring you're consistently moving closer to your goals. By regularly monitoring your efforts, you gain valuable clarity on what's working, what isn't, and how far you've come. Progress tracking isn't just about accountability - it's a chance to celebrate your wins, however small, and build the momentum needed to sustain long-term success.

How to Track Effectively:



Use Tools That Work for You

Select tracking methods that align with your preferences and lifestyle. Digital tools like apps and spreadsheets can provide detailed insights and reminders, while journals or physical planners allow for more personal and reflective tracking. The key is finding a system you enjoy using consistently.



Set Yourself Milestones

Break your larger goal into smaller, achievable checkpoints. These milestones provide measurable progress markers, helping you stay motivated and focused. Each milestone reached serves as a moment to celebrate and reassess the next steps, keeping the journey manageable and rewarding.



Review Regularly

Schedule dedicated time at regular intervals such as weekly or monthly to reflect on your progress. Look at what's working, identify any obstacles, and decide if adjustments are needed. Regular reviews keep you accountable and ensure you stay on track, even if circumstances change or challenges arise.

Recognizing When Adjustments Are Needed

Even with the best-laid plans, unexpected obstacles or changes in priorities can arise. Recognizing when adjustments are necessary ensures you stay aligned with your goals without becoming frustrated or discouraged.

Signs You May Need to Adjust Your Goals:

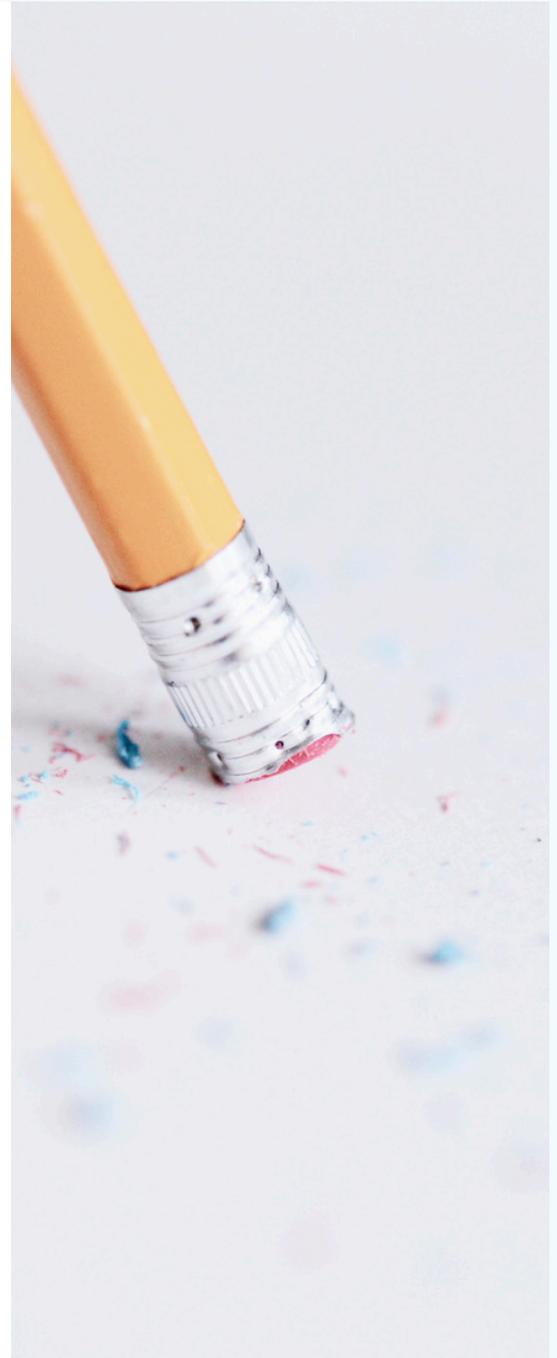
- **Your circumstances have changed**, making the original goal unrealistic. For instance, if new responsibilities arise, your timeline or expectations may need to shift.
- **You're consistently falling behind**, even with your best efforts. This may indicate that your goal is too ambitious or requires a fresh approach.
- **The goal no longer aligns with your values or priorities.** As life evolves, what once felt important may lose relevance, and that's perfectly okay.

How to Make Adjustments:

- **Revisit Your Vision:** Check if your goal still reflects your larger aspirations. If not, refine your vision to ensure it's aligned with your current values and long-term plans.
- **Adjust Deadlines:** Life doesn't always go as planned, and timelines can shift. Give yourself permission to extend deadlines or restructure your schedule to make progress more achievable.
- **Refine the Steps:** Break tasks into even smaller, more manageable milestones. This can make the journey feel less overwhelming and help you regain momentum.

Adjustments aren't a setback:

they're a way to keep your goals relevant, actionable, and aligned with your current circumstances.



Exercise

Progress Reflection

Take 15 minutes to reflect on your progress so far. Use the prompts below to assess how well you're moving toward your goals and identify areas for improvement.

What successes have you achieved so far?

1.	
2.	
3.	
4.	
5.	

What challenges have you faced, and how did you handle them?

1.	
2.	
3.	

Are there any adjustments you need to make to your action plan?

1.	
2.	
3.	

Tip: When reflecting on your progress, focus on growth rather than perfection. Small, consistent improvements add up to significant results over time.

Final Thoughts.

Measuring progress and making adjustments are essential for staying connected to your goals and vision.

Regular reflection allows you to track your growth, identify areas for improvement, and refine your approach as needed. Celebrating your achievements, no matter how small, keeps you motivated and reinforces your commitment to success.

In the next chapter, you'll discover strategies to maintain motivation and build accountability. These tools will help you stay focused and consistent, ensuring you continue moving forward on your journey toward achieving your goals.

07

Measuring Progress & Adjusting

Learn how to consistently track your progress, recognize when adjustments are needed, and ensure your goals evolve with you over time.

Staying Motivated and **Accountable**

The Role of Motivation in Achieving Goals

Motivation is the driving force behind any successful journey. It keeps you energized, focused, and resilient, even when challenges arise. However, motivation isn't something you can rely on to be constant - it ebbs and flows. The key to long-term success is learning how to reignite your motivation when it dips and maintaining forward momentum through consistent action.

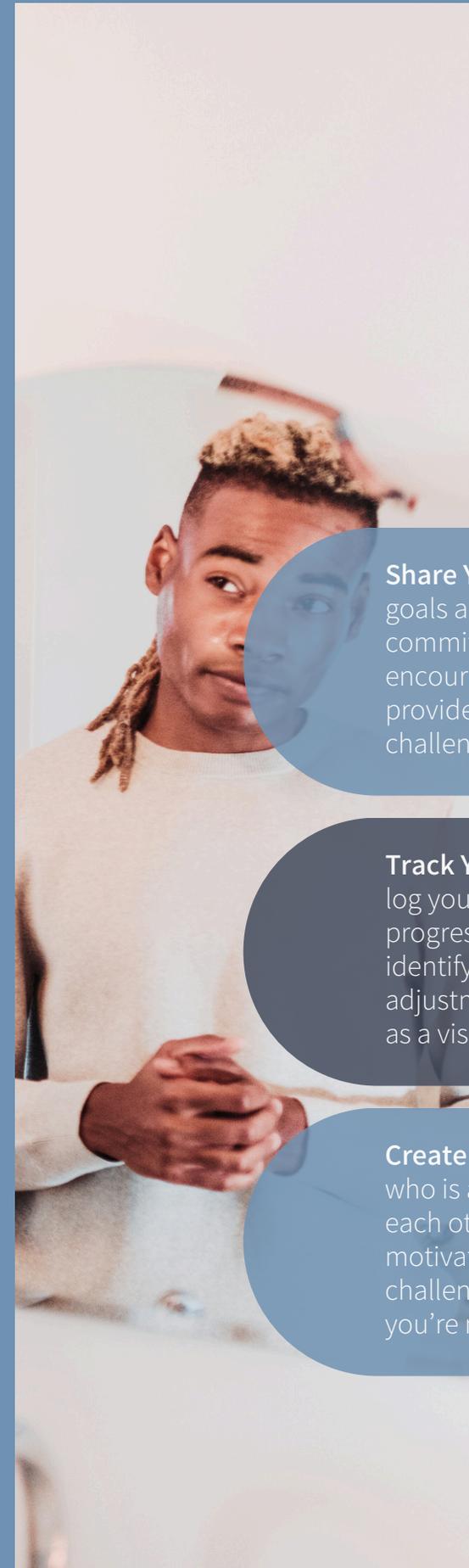
How to Sustain Motivation:

Reconnect with Your Why: Regularly revisit your vision and remind yourself why your goals matter. Reflecting on the deeper purpose behind your efforts helps to reignite your passion and determination, especially during times when progress feels slow. When you stay connected to your “why,” your actions feel more meaningful, and your motivation naturally grows.

Celebrate Small Wins: Every milestone, no matter how small, is a step forward. Acknowledge and reward yourself for these achievements to boost your confidence and sustain momentum. Celebrating small wins helps reinforce the belief that you're capable of achieving your larger goals and keeps you energized for the next steps in your journey.

Surround Yourself with Positivity: The people, environments, and resources around you have a powerful impact on your mindset. Surround yourself with individuals who encourage and inspire you, and seek out uplifting content like motivational books, podcasts, or affirmations. Positive influences create an environment that supports your growth and reinforces your belief in your ability to succeed.



A young man with short dreadlocks, wearing a light-colored sweater, is looking off to the side with a thoughtful expression. The background is a soft, out-of-focus indoor setting.

The Importance of Accountability

Accountability is the structure that ensures you follow through on your goals and remain committed to achieving them. It's what turns good intentions into tangible results by keeping you focused, consistent, and motivated, even when challenges arise. Whether you hold yourself accountable or involve others for support and encouragement, this practice can dramatically increase your likelihood of long-term success and fulfillment.

Ways to Build Accountability:

Share Your Goals: Tell a trusted friend, mentor, or coach about your goals and plans. Sharing your intentions creates a sense of commitment and gives others the opportunity to support and encourage you. Knowing someone else is aware of your goals can provide that extra push to stay on track, especially during challenging moments.

Track Your Progress: Use tools like planners, apps, or journals to log your actions, milestones, and reflections. By reviewing your progress regularly - whether daily, weekly, or monthly - you can identify patterns, celebrate successes, and spot areas that may need adjustments. Tracking not only keeps you organized but also serves as a visual reminder of how far you've come.

Create an Accountability System: Find an accountability partner who is also working on their own goals. Regularly checking in with each other - through calls, messages, or meetings - helps you stay motivated and provides a space to share updates, discuss challenges, and celebrate wins. This mutual support system ensures you're not alone in your journey and reinforces consistency.

Exercise

Your Accountability Plan

Use the prompts below to create a personalized and effective accountability plan that aligns with your goals and priorities:

Who will you share your goals with?

Example: “I will share my goals with my best friend, who has always been supportive and encouraging.”

How will you track your progress?

Example: “I will use a habit-tracking app to log my daily tasks and review my progress weekly.”

When and how will you check in?

Example: “I’ll schedule a 15-minute call with my accountability partner every Friday to discuss wins and challenges.”

What rewards or incentives will you use to celebrate your progress?

Example: “I’ll treat myself to a relaxing evening or a favorite activity after completing each milestone.”

Spend 10-15 minutes writing your plan, and commit to implementing it immediately. Accountability keeps you moving forward, even when motivation dips.

Final Thoughts.

Staying motivated and accountable are key to achieving your goals. Motivation provides the energy to start, while accountability ensures you keep going. Together, these tools help you navigate challenges, celebrate progress, and maintain steady momentum.

In the next and final chapter, you'll reflect on your journey, celebrate your growth, and set intentions for the future. This will mark the beginning of a new chapter in your goal-setting success.

08

Conclusion

Reflect on your growth, celebrate your achievements, and set your sights on new aspirations as you continue your journey of success.

Workbook

Conclusion

Reflecting on Your Journey

Congratulations on completing this workbook! By taking the time to define your vision, set SMART goals, create action plans, and build accountability, you've made meaningful strides toward achieving your dreams. This journey wasn't just about setting goals - it was about uncovering your potential, staying true to your values, and developing the tools to navigate challenges with confidence.

Take a moment to reflect on the progress you've made. What have you learned about yourself through this process? How have your goals evolved as you gained clarity and momentum? Every step you've taken is a testament to your commitment and growth.

Looking Ahead

Goal setting is not a one-time activity - it's an ongoing journey. As you move forward, remember that your goals and vision may evolve, and that's a natural part of growth. Embrace the flexibility to adjust your plans, refine your aspirations, and celebrate your progress along the way.

Key tips to carry with you:



Regularly revisit your vision to ensure it reflects your current priorities and values.



Use your action plans and accountability systems to stay focused and consistent.



Celebrate both the small wins and the big achievements to keep your motivation alive.

Each goal you accomplish builds the confidence and skills needed to take on new challenges and embrace new opportunities. Trust the process, stay committed, and believe in your ability to create a fulfilling, purpose-driven life.

Final Thoughts.

This workbook was designed to empower you with practical tools to turn your aspirations into reality. By completing each chapter, you've not only developed a roadmap for success but also cultivated habits and skills that will serve you for years to come. The journey doesn't end here - each goal achieved is a stepping stone to greater possibilities.

As you close this chapter, take pride in the progress you've made and look forward to the opportunities ahead. You have everything you need to continue building a life aligned with your vision, values, and purpose. Your next success starts today.



Achieve your dreams with the guidance and tools in this workbook.

Learn how to set clear goals, create actionable plans, and stay motivated on your journey to success. With practical strategies for overcoming challenges and building accountability, you'll gain the confidence to turn your vision into reality. Empower yourself to take control of your future and live a purposeful, goal-driven life filled with accomplishments and growth.

Amazing Grace
Coaching & Counseling LLC

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