



A Simple Guide To Setting Goals And Achieving Them

Goal Setting: is the process of identifying something that you want to accomplish and establishing measurable goals and timeframes. When you decide on a financial change to save more money and then set a certain amount to save each month, this is an example of goal setting.

7 REASONS WHY YOU SHOULD SET GOALS!

1. **Take Control of Your Life.** Many people today are sleepwalking through life. Even though they work hard, they don't see themselves getting what they want. They feel like life is passing them by. That's because they don't really have a direction of where they want to go, what they want to achieve.
2. **Get Clarity of Your End Vision.** What do you want to see in your life 1 year from now? 3 years from now? 5 years from now? When you set goals, you start thinking ahead, after which you can plan your life accordingly.
3. **Creates Laser Focus.** Goals give you focus. Whereas having a life purpose gives you a broad direction to move toward, your goals give you laser focus as to what exactly to spend your time and energy on.
4. **Creates Accountability.** Having goals make you accountable. Rather than just talk, you are now obligated to act. This accountability is accountability to yourself, not anyone else.
5. **Motivates You.** When you set goals, you connect yourself with your innermost desires. They help motivate you and give you something to strive for. Your goals help to remind you of the things you love, to redirect your focus away from the negative obstacles, and to reconnect you with your innermost desires.
6. **Be The Best You Can Be.** Goals help you achieve your highest potential. Without goals, you default to a routine of activities in which you feel safe and comfortable. But this familiarity is the nemesis of growth. It prevents you from growing. It denies you from tapping into your infinite potential.
7. **Live Your Best Life.** Goals ensure that you get the best out of life. Whether you want this or not, time will pass in your life. Goals with specific measures and deadlines ensure that you are maximizing your experience on earth.
<https://personalexcellence.co/blog/why-set-goals/>

5 FACTS ABOUT GOAL SETTING

1. **Specific, realistic goals work best.**
When it comes to making a change, the people who succeed are those who set realistic, specific goals. "I'm going to recycle all my plastic bottles, soda cans, and magazines" is a much more doable goal than "I'm going to do more for the environment." And that makes it easier to stick with.
2. **It takes time for any change to become an established habit.**
It will probably take a couple of months before any changes (like getting up half an hour early to exercise) become a routine part of your life. That's because your brain needs time to get used to the idea that this new thing you're doing is part of your regular routine.
3. **Repeating a goal makes it stick.**
Say your goal out loud each morning to remind yourself of what you want and what you're working for. (Writing it down works too.) Every time you remind yourself of your goal, you're training your brain to make it happen.
4. **Pleasing other people doesn't work.**
The key to making any change is to find the desire within yourself, you have to do it because you want it, not because a girlfriend, boyfriend, coach, parent, or someone else wants you to. It will be harder to stay on track and motivated if you're doing something out of obligation to another person.
5. **Roadblocks don't mean failure.**
Slip-ups are actually part of the learning process as you retrain your brain into a new way of thinking. It may take a few tries to reach a goal. But that's OK – it's normal to mess up or give up a few times when trying to make a change. So remember that everyone slips up and don't beat yourself up about it. Just remind yourself to get back on track.
<http://kidshealth.org/en/teens/goals-tips.html>



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GOAL SETTING AND PLANNING

HOW TO WRITE A SMART GOAL...



S
Specific
What do I want to accomplish?
Why do I want to accomplish this?
What are the requirements?
What are the constraints?

M
Measurable
How will I measure my progress?
How will I know when the goal is accomplished?

A
Attainable
How can the goal be accomplished?
What are the logical steps I should take?

R
Realistic
Is this a worthy goal?
Is this the right time?
Do I have the skills to accomplish this goal?
Is this goal in line with my long term objectives?

T
Time Based
How long will it take to accomplish this goal?
When is the completion of this goal due?
When am I going to work on this goal?

Once you've written a SMART goal...

The challenge comes in creating and following a plan to make those goals a reality. During the initial days of setting a goal, enthusiasm drives motivation to achieve results. But it isn't long before it's life as usual and the goal is a distant memory. Research suggest that less than 10 percent of people feel they achieve their goals. If you're ready to realize your goals, you need a plan. Here's how to create one.

Work backwards to set milestones...

A challenge to reaching goals is that often the due date is so far away, many people put off taking action until it's too late. Instead, looking at the amount of time you have and the goal you want to reach, create mini-goals that move you toward the big goal.

Break down your goal into smaller tasks here:

1. Make a list of 1-6 tasks you need to do to reach your goal.
2. Put these tasks in a chronological order as to when each task needs to be done.
3. Now set a "do by" date for each task listed, these should be in line with your overall smart goal time line. Try to limit yourself to only working on 1-2 tasks at a time.
4. Next, put those tasks into your schedule by making daily plans. These are the tasks you're currently working on each day to move you toward getting your tasks done.
5. Review your progress daily and stay focused!

Get back on track...

You'll know you're on or off track when your "do by" dates comes and you've hit or missed your task. Here's how to get back on track!

1. Based on the task you missed, make a list of everything that kept you from getting it done.
2. Now make a list of actions you can take to alleviate the issues from the list you made above.
3. Repeat for every task missed.

Stay Motivated...

Reward yourself. Success is the best reward, but when it takes too long to see success, it can get discouraging, leading to feelings of failure and deciding to quit. One way to get through this is to set up rewards. Initially, set up frequent rewards to keep you motivated. As you progress and you start seeing results, you'll need fewer rewards.

Start over, if necessary. Most people start the New Year gung-ho about their resolutions, working on them every day for a week or so. But then something happens. They miss a day for whatever reason and that's it, they don't go back to it. If you fall off the SMART goal wagon, you have to get back on ASAP. If you don't all your momentum and progress will be lost.

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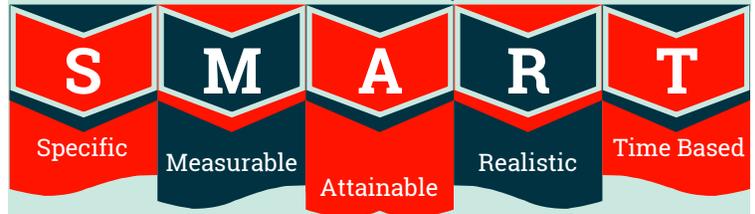
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