



Goal Setting

The simple act of writing out your goals increases your chances of achieving your goals by 42%.

The ability to set goals and to make plans for their accomplishment is the master skill of all success. Developing this skill will do more to ensure your success than anything else you could ever do! Goal setting allows you to control the direction of change in your life, ensuring the change is predominately positive and self-determined. A great author in personal development Brian Tracy has a good analogy for this "A person without goals is like a ship without a rudder, drifting aimlessly and always in danger of ending up on the rocks. A person with goals is like a ship with a rudder, guided by a captain with a map, a compass, and a destination, sailing straight and true towards a port of his own choosing".

I believe creating and writing goals is the most important key to anyone's success in any facet of life. Goals have the ability to spark a burning desire within you, a driving force with endless possibilities. This is done by giving you the realisation of what is possible, and clearly defining what is needed to make your dreams a reality. I am telling you this in the hope that it will inspire you to write your goals and start getting the most out of your daily routines.



Appreciating what you have

Having and achieving goals will help you progress in life and be a big key to your happiness. But another big part of ensuring your happiness is being able to appreciate the good things you already have in life. Otherwise you can find yourself continually trying to find the pot of gold under the rainbow and you will never be completely happy in your life no matter what successes you have accomplished. So your first exercise before setting your goals will be to write down 10 things in your life that you are grateful for right now. Be specific. Consider the various categories of your life.

Attributes to success or failure

Attributes are the reason we give for success or failure: Internal attributes are those of the belief that one's own behaviour influenced the outcome (such as effort, and knowledge) and External attributes are those of the belief that one's outcomes are attributed to outside factors (such as lack of money, and luck). These attributes refer to the locus of a person's control. People with an internal locus of control persist in the face of failure, see themselves as being active, powerful, and take responsibility of their lives. Whereas people with an external locus of control tend to give up in the face of failure, be less persistent at tasks, do not feel in control of their lives, and do not take responsibility for their lives. So with the questions on your attributes, try and use more internal factors that have effected you, as this will help you feel more in control of you outcomes and greater help your progress.

What attributes do you have for not already being at your goal?

What can you do differently, or change, to overcome these attributes and improve your chances of success?

Setting your goals

We have already discussed the importance of setting goals to give you clarity in the direction of your future, but it is also important to identify **WHY** the successes of your goals are important to you. The reasons why the success of your goals is important to you is the key to your motivation in their completion.

Using the SMART goal strategy at the back of this booklet, write your 5 most important goals on the following pages. Your goals can be for any facet of your life, for example, relationship, financial, or fitness goals. Write your goal in order of importance, starting with your most important goal. Your most important goal should, if completed, should help improve all aspects of your life, and therefore need more of your focus. Under each of your five goals, write down 5 to 7 motivators for each of your goals. Ask yourself “why is the completion of this goals important?” what’s at stake both positively, and negatively?

Your motivators should also be written in order of importance, with the first motivator being the most important.

Goal 1. -

5-7 Key motivators –

Goal 2. -

5-7 Key motivators –

Goal 3. -

5-7 Key motivators –

Goal 4. -

5-7 Key motivators –

Goal 5. -

5-7 Key motivators –

Taking Action

The last step in the process is to now take action on your goals. The best way to do this is to figure out what the first step you can do to putting your goal in process by the end of the week. For example, if you want to lose 12 kgs in the next 6 months, your first step might be to visit a dietician to get a food plan organised. This first step is the most important to

getting the process of achieving your goals started. In the space provided, write down your goals, followed by the first step you are going to take to get you started on your journey.

Goal 1 -

First step –

Goal 2 -

First step –

Goal 3 -

First step –

Goal 4 -

First step –

Goal 5 -

First step –

I hope that this booklet will give you some clarity on the year ahead and you can make this the best year of your life. It is a good idea that on the completion of this booklet you share it with someone close to you, either your trainer, a friend, or family member. This will make you more accountable and again give you a better chance of success.

To finish I will leave you with a quote “The quality of a person’s life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavour” – Vince Lombardi.

All the best for the year ahead!!

SMART Goals

Specific

Measurable

Attainable

Realistic

Timely

Specific: A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six “W” questions:

*Who: Who is involved?

*What: What do I want to accomplish?

*Where: Identify a location.

*When: Establish a time frame.

*Which: Identify requirements and constraints.

*Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, “Get in shape.” But a specific goal would say, “Join a health club and workout 3 days a week.”

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set.

When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as.....

How much? How many?

How will I know when it is accomplished?

Attainable – When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

Realistic- To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress.

A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Timely – A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? "Someday" won't work. But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

T can also stand for Tangible – A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing.

When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.