

# **How To Set And Achieve Your Goals.**

A close-up photograph of a person's hand writing the word "GOALS" in a spiral-bound notebook. The word is written in a bold, black, hand-drawn font and is enclosed within a hand-drawn oval. The hand is holding a black pen. The notebook is resting on a wooden surface. In the background, a white plate is partially visible.

**GOALS**

## **The Step By Step Process.**

**Cliff Turner**

**"If you don't design your own life plan, chances are you'll fall into someone else's plan. And guess what they have planned for you? Not much." – Jim Rohn**

The goals and dreams of individuals are unique and personal to them. This Goal Planner's purpose is to help you bring clarity to what is important to you in your own life. What the real priorities in your life are, what motivates you to act and it will help you make the tough decisions. It will also help you create a written plan. When done correctly a written plan will have a massive impact on your future.

## What Do You Want?

The goal setting process begins with a simple question, **"What do you want?"** When I ask that question to people, the majority have difficulty defining what they want in a specific, meaningful way. The common responses are:

- I want to be happy.
- I want to be successful.
- I want to be more confident.

Even though there is nothing wrong with these answers, their vagueness and lack of direction make it impossible to achieve happiness, success, respect, or any "better" that one desires. They are more a wandering generality than a meaningful specific. If you don't define what "happy" or "successful" actually means, then you are heading nowhere, or as Yogi Berra once said: "If you don't know where you are going, you may end up somewhere else." To determine what you truly want, you need to dig deeper and answer questions that help you define it in your terms. Here are some questions (or variations of them) to help you discover what you want:

# Goal Setting 2022.

- What does happiness mean to you?
- What does success mean to you?
- How will you know when you are successful or happy?
- How do you define respect?
- How will you know if you're a better parent, leader, spouse, or salesperson?

Defining your goals is the first step in goal planning. This is the most challenging step for most people, including me. Moving from general and vague dreams and "I want" to specific, tangible, defined goals requires work and reflection. However, it is the most critical step towards your dreams.

**Mark Twain is credited with saying this. The two greatest days in people's lives are, the day they are born, and the day they find out why.**

When faced with a decision, you may get stuck or feel hesitant. It happens to all of us. There's something more you want, and your current situation is untenable, but you can't put your finger on it. An outside perspective may help you gain clarity and point out what you want or, most importantly, if you find yourself in this situation. Ask your significant other, friends, manager, mentor, or coach for help. You'll often find that others are more than willing to help you sort out your feelings.

## Write it down and define it. .

The first step towards getting what you want is to define it and write it down. Specific, defined goals motivate you to take action. By setting clear, written goals, you also get the universe to work in your favor - attracting people and resources to your cause. Writing down goals makes you unstoppable. You can tap into a powerful motivational force when you write down your goals on paper. This force is absent when you only dream about your goals. It only manifests itself when you write them down. Among the exercises I conduct with students is to have them make a list of five goals they hope to accomplish in the next year. Then I tell them to fold up the paper and put it in their wallets. Having a written goal motivates you to take action. It becomes a driving force in your life. The goal you've written down tugs at you constantly, driving you towards your destination. It is in stone, and it cannot be ignored until it is achieved. However, writing down goals is risky. What are the risks? Failure is possible. This is why so few people write down their goals. Setting a written goal means being accountable to yourself - your harshest critic - just as they're afraid of falling on their faces. It is uncomfortable to step outside of your comfort zone and take that risk. Nevertheless, if you are genuinely committed to achieving your goals and reaching your targets, you must take that step.

## Basic Rules

There are a few basics to follow to write down goals and plan the next steps. Make sure your goals are as specific as possible. In addition, your goals should be time-bound - open-ended ones are ineffective. In other words, meaningful goals make your dreams tangible, something you can touch and feel. Your goals should also be attainable but not so attainable that you don't strive for them. Trying to reach the stars and ignoring the limits is essential, but you will become frustrated if too many of your goals are long shots. Getting regular wins keeps you motivated and on track. You must define Steps to Success (your plan) in the same way because big goals are consistently met through a series of small, measurable steps. Later on, I'll introduce you to the Goal Setting Sheet, which will assist you in the process.

**The journey of a thousand miles begins with one step. - Lao Tzu**

## Setting Specific Goals

Setting unambiguous goals require courage. The more precise, clear, and exact your goals are, the more emotionally attached you will be to the result. Fear of failure is one of the reasons why most people keep their goals vague and general. For example, it is relatively easy to say that you want to be successful. Although it sounds good and feels good, it isn't very meaningful in reality. To define what true success means to you - in your heart and mind - you must work hard, be accountable, and be emotionally committed to your success. Setting specific goals is a powerful strategy. Achieving specific, clear goals may also require you to let go of old dreams and attachments that may be preventing you from achieving the success you desire. This guide forces you to prioritize and choose what is most important. As you let go of old attachments, you have the freedom to pursue the dreams that will make you happy and have the most impact on your life.

## Making Goals Tangible

Achieving goals requires a degree of self-motivation. Being motivated to work on a goal is usually reasonably easy after you've just set the goal. However, when you run into roadblocks when you don't see direct evidence that your hard work is paying off, you are tired or ready to give up, remaining driven and motivated in the face of this adversity becomes difficult.

One of the problems with goals – especially goals far into the future – is that they are not real yet. Your goals exist only in your imagination. When you can't touch or feel (tangibility), it is much easier to give up on it when the going gets tough. This is why the most successful people work hard to make their goals tangible. When you make a goal tangible, you describe it in vivid detail that paints a picture in your mind's eye so accurately you can experience the emotion of being there when your goal comes to fruition. Some people pin pictures of goals like houses, cars, or trips in a prominent place to see them each day to make goals tangible. One young business professional that wanted a promotion went so far as to have a business card made up with his new title on it. He carried the card in his wallet and motivated him to work hard to reach his dream. The key to setting a tangible goal is to be both specific and descriptive. When you set tangible goals, you begin to visualize the end result as you set them. When you visualize your goals, they become more meaningful and real to you. By touching, feeling, and seeing your goals in advance, you unleash powerful forces that will drive and motivate you to do whatever it takes to succeed

**“A dream is just a dream. A goal is a dream with a plan and a deadline.” — Harvey MacKay**

### Deadlines Drive Urgency

After you have defined exactly what you want, the next question is, "When?" Napoleon Hill said that a goal is a dream with a deadline. If there is no deadline, there is no urgency, so your dreams and desires will always be out of reach. It is defining "when" that makes your actions more urgent. Both long-term and short-term goals require urgency. You must focus on the little steps that lead to the larger goal when you have long-term goals. Short-term goals force action, overcoming complacency and procrastination by harnessing your desire.

### The Law of Congruency

According to the Law of Congruency, what you want and what you are willing to pay (the actions you are ready to take) to achieve it must be in sync. Often, people are more than willing to set goals but unwilling to put in the effort. Their goal is too expensive, and sometimes for a good reason. Let's say that you dream of getting a big promotion, but you also value your time with your family. In the case of a promotion that would require more travel and many nights away from your family, perhaps the price is too high, and you should choose a goal more in line with your values.

Spending time on goals, you are unwilling to pay for hinders your progress and leaves you frustrated and feeling like a failure. As you become aware that your goals and actions must be congruent, you will become more realistic about the price you are willing to pay to achieve your goals. Reality will assist you in prioritizing and helping you to develop the self-discipline you need to succeed. It's Like Magic Specific, written, congruent goals with deadlines attract people and resources to your cause.

## Steps to Success

After defining your specific goals, committing to a deadline, and writing them down, the next step is to develop a plan of action. Using the Goal Setting Sheet process is an excellent way to capture these Steps to Success in written form. In the workbook that follows, I'll show you how. Setting goals without a plan is the most common and limiting mistake people make. The Goal Setting Sheet is designed to help you develop the right plan for yourself. It has three core parts:

- 1. My Goal:** your defined, specific, tangible.
- 2. My Deadline:** your deadline for achieving your goal.
- 3. My Steps to Success:** your measurable plan of action

For instance, if you are in business and want to double your turnover, you can follow the Steps to Success because they are based on activities that result in higher turnover. Typically, these activities include calls (by phone and in-person), referrals, networking events, first-time visits, return visits, proposals, and product demonstrations. There may also be other levers that can impact your income, such as the size of the deals you sell, product mix, re-orders, gross margins, etc. Whatever your goal may be - going back to school, saving for the future, starting a business, advancing in your career, losing weight, paying off debt, buying a house, etc. - You will have measurable Steps to Success leading to your goal. Developing the right plan and path is crucial. It should be a plan that you can commit to, and that is flexible enough to allow you to adjust as circumstances change and as time passes without losing sight of your ultimate goal.

Goal Setting Sheet Workbook Set winning goals for 2022 in 45 minutes or less. The following is a straightforward goal planning workbook that walks you step-by-step through the goal-setting sheeting process. We designed this workbook to help you move from general hopes, dreams and wants to specific, measurable, and congruent goals. As soon as you have defined your goals, you will write them down on a Goal Setting Sheet, along with your steps to success. There is a choice to be made. Act now or procrastinate. You can put the goal planning guide aside for another day, or you can start right now changing your life for the better. I hope you'll continue to move forward, take the next important step, and build a real plan for achieving success in 2022

## Step One: Start with a Written Goal

There are lots of reasons people don't do this, including fear of failure, procrastination, lack of tools or knowledge. Any activity that involves fear or commitment is challenging, but it becomes easier after you have taken the first step.

**Write Three Goals You Want to Achieve this Year.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Step Two: Make Your Goals Specific and Tangible.

You now need to clarify those goals and make them specific and tangible.

When you develop specific goals you are required to question yourself so you can move from vague and general to specific and tangible. To be effective goals need to be expressed in exact, clear, precise, and unambiguous terms. The more real the goal the more powerful it is as a motivator. That motivation drives you to take action. Take five minutes to make each goal as specific and tangible as possible.

**Rewrite Your Three Goals in Specific, Tangible Terms**

Goal #1 \_\_\_\_\_

Goal #2 \_\_\_\_\_

Goal #3 \_\_\_\_\_

## Step Three: The Price You Are Prepared to Pay. (How Badly Do You Want It)

It is a waste of time setting goals that you are not prepared to sacrifice or work to achieve. The next step is to take those three goals you have written down and define the cost (time, cost, training, work) you are prepared to pay to achieve each goal. The you ask yourself the question, "Am I prepared to pay the price?".

Define the price you will have to pay to achieve each of your three goals.

## Step One: Start with a Written Goal

Goal #1 \_\_\_\_\_

The Price: \_\_\_\_\_ Will I pay the cost?

Goal #2 \_\_\_\_\_

The Price: \_\_\_\_\_ Will I pay the cost?

Goal #3 \_\_\_\_\_

The Price: \_\_\_\_\_ Will I pay the cost?

## Step Four: Steps to Success

Goals particularly big goals are always achieved with a series of small steps. The number one mistake made when setting goals is, the failure to plan these small steps.

When you plan the small steps, it helps you answer these questions:

- How do I achieve this goal?
- What steps do I need to take?
- In what order do I need to take the steps?
- How will I measure my progress?

You must make each step specific, attainable, time sensitive and measurable.

Now, take one of the goals and list the steps you will need to take to achieve each goal. Focus on each step you need to take, give each step a deadline date and show how you will measure your progress.

# Goal Setting 2021.

The steps required to achieve my goals.

My Goal #1: .....

The steps needed to take to achieve my goal:

1. ....

2. ....

3. ....

4. ....

5. ....