



GUIDE TO EFFECTIVE GOAL SETTING

Goal setting can provide numerous personal and professional advantages; however, many of us fail to take advantage of this tool. Without goal setting, it can be difficult to attain your desires. It is far too easy to become distracted and sidetracked by outside forces. Goal setting gives you the discipline and control you need to harness your desires and use them to motivate yourself.

Ideally, goal setting should be performed on a routine basis. You have to personally decide what it is you want to accomplish, and then develop a step-by-step plan by which these goals can be obtained. Ultimately, goal setting allows you to develop a road map for where you want to go in life. Without goal setting, you are much more likely to wander around aimlessly.

Concrete goal setting requires real time and effort. You will also need to continuously update your goals, as old goals are accomplished and new desires form.

At first, you may not be able to see the difference goal setting can make in your life; however, sooner or later, the importance of goal setting will manifest itself. I like to refer to successful goal setters as "MEANINGFUL SPECIFICS." They know what they want, know exactly what they have to do to go after it. To those people who do not set goals, I refer to them as "WONDERING GENERALITIES." They float through life aimlessly towards each day living for the now, not the future.

Why Goal Setting is Important

With sharp, clearly defined goals you gain the ability to measure and take pride in what you have accomplished. By being able to take stock of all the hard work you have put into something, you can see the results of that work, which also serves to increase your self-confidence.

Likewise, goal setting gives you the ability to focus your attention and organize your schedule in order to make the most of your time. This powerful technique provides many advantages such as:

- ✓ Achieving more
- ✓ Improving performance
- ✓ Increasing your motivation to achieve
- ✓ Increasing your pride and satisfaction in your achievements
- ✓ Improving your self-confidence
- ✓ Eliminating attitudes that hold you back
- ✓ Eliminating unhappiness

Studies have indicated that people who use goal setting effectively ...

- ✓ Suffer less from stress and anxiety
- ✓ Concentrate better
- ✓ Show more self-confidence
- ✓ Perform better
- ✓ Are happier and more satisfied

The process of goal setting gives you the ability to see what you have accomplished as well as what you are capable of achieving. This translates into more confidence and a can-do attitude to achieve goals which appear to be difficult.



When beginning the process of goal setting, it is important to understand how goals work. If you are interested in setting goals to benefit you in school, your personal goal setting can benefit other people.

The goals you set should correlate with your personal values. Many people find it helpful to begin the goal setting process by defining their motivations in life. This is similar to a mission statement that most well-grounded companies and organizations undertake.

Stand out by writing down words and sentences that you feel describe what you want out of life, the principles which guide you through life and the things you want to achieve out of life.

Like most people, you probably fill more than one role in your life. These may be expressed as a parent, sibling, child, wife or husband, grandparent, professional, volunteer, etc. Your mission statement may reflect these roles accordingly.

Three Types of Motivation

I feel that it is important for you to understand how people are motivated. There are three types of motivation:

- √ **FEAR MOTIVATION** - If you miss this shot, your team will lose the game. I have found that Fear Motivation doesn't work very well because it can cause resentment if the athlete misses the shot.
- √ **EXTERNAL MOTIVATION** - "Holding a carrot in front of a donkey." You are rewarded for your efforts, possibly with a trophy or money. I have found that External Motivation works better than Fear Motivation, but it doesn't seem to be good over the long term.
- √ **INTERNAL MOTIVATION** - The drive inside you that pushes you to become something more than anyone ever felt you could be. It comes from within you; it is enhanced through focused Goal Setting. Internal Motivation will last over the long-term if the desire is present and goals are set for a constant reminder that there is something left to finish. Internal Motivation is what works best!

So many times I have seen athletes write down that they want to win a certain amount of games during the season. That is not a focused approach to setting

goals, because you are only in control of what you can do, not everyone else. Besides, if you look at the word "winning" for a moment, you will find that it is difficult to define "winning". If you cannot define something, it makes it hard to measure in terms of your goal setting. Take a more focused approach to setting your goals and you will see greater results over the long run.

Some people are talented at basketball, some at football, some at baseball, some at volleyball, some at wrestling, some at lacrosse, some at softball, etc. Then there are some people who are talented at driving nails, shaping clay, speaking before audiences, writing novels, skating, acting, sewing, cooking, medicine, law, entrepreneurship, teaching, management, etc.

EVERYONE IS TALENTED! We are just talented in different ways. If you want to succeed, identify the areas in which you are talented and commit to developing those talents to the fullest.

If there is a will, there is a way. The secret is in these six steps:

STEP ONE: DECISION

Decide what you want in life. Make a decision that comes from deep inside you. This means getting to know yourself. Identify the things you do well and the things you enjoy doing. Get familiar with the way you respond to your environment and why you respond that way. Learn where you are strong and play to your strengths. When you have defined yourself, you can also define the success you want – and you can begin the journey toward your dreams.

STEP TWO: COMMITMENT

It is one thing to decide what you want. It is another thing to make a commitment. A commitment is like your signature on a contract. Your signature binds you to a course of action. When you make a deep commitment to a goal, powerful forces come into play, propelling you toward that goal. The power comes from within you. It is there, and you may not even know it!

STEP THREE: PLANNING

Here is where one three-letter word separates losers from winners. That word is HOW. Losers ask, "Can I do it?" Winners ask "How can I do it?" Losers are guided



by what's impossible. They see barriers and they stop in their tracks. Winners are guided by what's possible. They see possibilities and then build upon them. By devising a strategy one possibility at a time, they achieve their goals.

STEP FOUR: PREPARATION

Once you know where you want to go, your next step is to prepare yourself for the journey. Preparation involves acquiring the physical, mental/emotional, social and spiritual balance you will need to keep yourself on course, and the motivation to provide you with the energy to carry it out.

STEP FIVE: EXECUTION

Executing your life's plan involves three phases: 1) Action; 2) Learning; and 3) Applying. A good coach knows that a brilliant game plan is no good without proper execution. The team has to act upon the plan. It is the same with your success plan. It is not enough to simply have one. You have to implement it through positive action. Coupled with the action must be a learning process that allows you to profit from your inevitable mistakes. We never know whether a specific action will be successful until we have tried it. Once we have tried it, we can observe the results, learning what works and what doesn't. Winners expect to make mistakes, but they use them as lessons. They apply what they learn toward implementation of the plan.

STEP SIX: RECOMMITMENT

When you have achieved the last goal in your action plan, don't stop. Your life is not at an end. You are at a new beginning – unless you plan to die as soon as your vision is fulfilled. Successful people know that life is a continuously unfolding process, and they remain in control of the unfolding. When they reach that long-sought plateau, they immediately create their next vision. They move on to new plateaus, making new decisions and new commitments, planning, preparing and executing until the new vision is achieved. Success builds upon success.

If you follow these six steps, you will succeed – not because there is magic in the formula but because there is power in you – the power to accomplish whatever you want to accomplish. And with God's help, you can do it.

General Principles

How you set goals strongly affects their effectiveness. In other words, goal setting is both an art and a science; the process matters. The following broad guidelines apply to setting effective goals:

- ✓ **BE POSITIVE:** express your goals positively: 'Execute this technique well' is a much better goal than 'don't make this stupid mistake'.
- ✓ **BE PRECISE:** If you set a precise goal, putting in dates, times and amounts so that achievement can be measured, then you know the exact goal to be achieved, and can take complete satisfaction from having completely achieved it.
- ✓ **PRIORITIZE:** Where you have several goals, give each a priority. This helps you to avoid feeling overwhelmed by too many goals and helps to direct your attention to the most important ones.
- ✓ **WRITE EACH ONE DOWN, EVERY TIME:** Write goals down to avoid confusion. Writing goals down changes the dynamics and inner force.
- ✓ **SHARE:** You should share your goals with people who will take an interest in helping you achieve them.
- ✓ **REVISIT:** It is imperative that goals are revisited regularly to assess progress.
- ✓ **CELEBRATE:** Goals must be celebrated when they are achieved.

Set Performance, Not Outcome Goals

This is very important. You should take care to set goals over which you have as much control as possible – there is nothing as dispiriting as failing to achieve a personal goal for reasons beyond your control such as bad business environments, poor judging, bad weather, injury or just plain bad luck. Goals based on outcomes are extremely vulnerable to failure because of things beyond your control.

If you base your goals on personal performance or skills or knowledge to be acquired, then you can keep control over the achievement of your goals and draw satisfaction from them. For example, you might achieve a personal best time in a race, but still be disqualified as a result of a poor judging decision. If you had set an outcome goal of being in the top three,



then this will be a defeat. If you set a performance goal of achieving a particular time, then you will have achieved the goal and can draw satisfaction and self-confidence from its achievement.

Another flaw is where outcome goals are based on the rewards of achieving something, whether these are financial or are based on the recognition of colleagues. In early stages these will be highly motivating factors; however, as they are achieved, the benefits of further achievement at the same level reduce. You will become progressively less motivated.

Set Specific Goals

Set specific, measurable goals. If you achieve all conditions of a measurable goal, then you can be confident and comfortable in its achievement. If you consistently fail to meet a measurable goal, then you can adjust it or analyze the reason for failure and take appropriate action to improve skills.

Set Realistic Goals

Goals may be set unrealistically high for the following reasons:

- ✓ **OTHER PEOPLE:** Other people (parents, media, society) can set unrealistic goals for you based on what they want. Often this will be done in ignorance of your goals, desires and ambitions.
- ✓ **INSUFFICIENT INFORMATION:** If you do not have a clear, realistic understanding of what you are trying to achieve and of the skills and knowledge to be mastered, it is difficult to set effective and realistic goals.
- ✓ **ALWAYS EXPECTING YOUR BEST PERFORMANCE:** Many people base their goals on their best performance, however long ago that was. This ignores the inevitable backsliding that can occur for good reasons and ignores the factors that led to that best performance. It is better to set goals that raise your average performance and make it more consistent.
- ✓ **LACK OF RESPECT FOR SELF:** If you do not respect your right to rest, relax and enjoy the pleasures in life, then you risk burnout.

Setting Goals Too Low

Alternatively, goals can be set too low because of:

- ✓ **FEAR OF FAILURE:** If you are frightened of failure you will not take the risks needed for optimum performance. As you apply goal setting and see the achievement of goals, your self-confidence should increase, helping you to take bigger risks. Know that failure is a positive thing: it shows you areas where you can improve your skills and performance.
- ✓ **TAKING IT TOO EASY:** It is easy to take the reasons for not setting goals unrealistically high as an excuse to set them too low. If you're not prepared to stretch yourself and work hard, then you are extremely unlikely to achieve anything of any real worth.

Setting Goals at the Right Level

Setting goals at the correct level is a skill that is acquired by practice.

You should set goals so that they are slightly out of your immediate grasp, but not so far that there is no hope of achieving them: on one will put serious effort into achieving a goal that they believe is unrealistic; however, remember that the belief that a goal is unrealistic may be incorrect. Such a belief can be changed by effective use of imagery.

Personal factors such as tiredness, other commitments and the need for rest, etc. should be taken into account when goals are set.

Now review the goals you have set and then measure them against the points above. Adjust them to meet the recommendations and then review them. You should now be able to see the importance of setting goals effectively.

Thinking a Goal Through

When you are thinking about how to achieve goals, asking the following questions can help you to focus on the sub-goals that lead to their achievement:

- ✓ What skills do I need to achieve this?
- ✓ What information and knowledge do I need?
- ✓ What help, assistance or collaboration do I need?
- ✓ What resources do I need?
- ✓ What can block progress?



- √ Am I making any assumptions?
- √ Is there a better way of doing things?

“The difference between a goal and a dream is being committed to writing it down and beginning the process.”

S	=	Specific
M	=	Measurable
A	=	Attainable
R	=	Realistic
T	=	Timely

Specific

Goals should be straightforward and emphasize what you want to happen. Specifics help us to **focus our efforts** and **clearly define what we are going to do**.

Specific is the What, Why and How of the SMART model.

WHAT are you going to do? Use action words such as direct, organize, coordinate, lead, develop, plan, build, etc.

WHY is this important to do at this time? What do you want to ultimately accomplish?

HOW ARE YOU GOING TO DO IT? (By what date?)

Ensure the goals you set are very **specific, clear and easy**. Instead of setting a goal to lose weight or be healthier, set a specific goal to lose 2 cm off your waistline or to walk five miles at an aerobically challenging pace.

Measurable

If you can't measure it, you can't manage it. In the broadest sense, the whole goal statement is a measure for the project; if the goal is accomplished, there is a success. However, there are usually several short-term or small measurements that can be built into the goal.

Choose a goal with measurable progress, so **you can see the change occur**. What will you see when you reach your goal? Be specific! “I want to read three chapter books of 100 pages on my own before my

birthday” shows a more specific target to be measured. “I want to be a good reader” is not as measurable.

Establish concrete criteria for measuring progress towards 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 goals.

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 that attitude, ability, skill and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You probably won't commit to doing goals you set which are too far out of your reach. Although you may start with the best of intentions, the knowledge that it is too much for you means your subconscious will keep reminding you of this fact and will stop you from even giving it your best.

A goal needs to stretch you slightly so you feel you can do it and it will need a real commitment from you. For instance, if you aim to lose 20 pounds in one week, we all know that isn't achievable. But setting a goal to lose one pound and when you achieve that, aiming to lose another one pound will keep it achievable for you.

The feeling of success which this brings helps you to remain motivated.

Realistic

This is not a synonym for “easy.” Realistic, in this case, means **“do-able.”** It means that the learning curve is not a vertical slope, that the skills needed to do the work are available; that the project fits with the overall strategy and goals of the organization. A realistic project may push the skills and knowledge of the people working on it but it shouldn't break them.

Devise a plan or a way of getting there which makes the goal realistic. The goal needs to be realistic for you and where you are at the moment. A goal of never again eating sweets, cakes or chocolate may not be realistic for someone who really enjoys these foods.



For instance, it may be more realistic to set a goal of eating a piece of fruit each day instead of one sweet item. You can then choose to work towards reducing the amount of sweet products gradually as this feels realistic for you.

Be sure to set goals that you can attain with some effort! Too difficult and you set the stage for failure, but too low sends the message that you aren't very capable. **Set the bar high enough for a satisfying achievement!**

Timely

Set a timeframe for the goal: for next week, in three months, by fifth grade. Putting an end point on your goal gives you a clear target to work towards.

If you don't set a time, the commitment is too vague. It tends not to happen because you feel you can start at any time. Without a time limit, there is no urgency to start taking action now.

Time must be measurable, attainable and realistic.

DREAM KILLERS

In the world of goal setting, there are four reasons people do not set goals.

- 1. **FEAR** – Overcoming fear is essential for success. Courage is resistant to fear: mastery of fear, not absence of fear.
- 2. **POOR SELF-IMAGE** – Self confidence and assertiveness are two skills that are crucial to success in life. If you don't feel worthy and you don't know how to express your self-worth, life can be very painful and unfulfilling.
- 3. **NEVER BEEN SOLD ON GOALS** – You have never been taught the importance of goal setting and it's relevant value to a purposeful life of balance and security.
- 4. **DOESN'T KNOW HOW** – Those uneducated about the goal setting process were not taught how to dream, think big and think small. They have never written down a bucket list of life's challenges and desires. Do not come from a history of success and are products of their environment. **MENTAL MIDGETS!!!**

Strategic Goal Setting for Success

Personal success is a result of two factors:

- 1. You must know exactly what you want.
- 2. You must determine the price you will have to pay to achieve it.

Absolute clarity regarding your goals is essential to high performance.

Begin with your values; what are the three most important values, qualities, factors in your life today?

- 1) _____
- 2) _____
- 3) _____

What would you do, how would you change your life if you received \$1,000,000 cash today?

- 1) _____
- 2) _____
- 3) _____

What would you do, how would you change your life if you learned today that you only had six months to live?

- 1) _____
- 2) _____
- 3) _____

What sort of work or activity gives you your greatest feeling of importance and personal satisfaction?

- 1) _____
- 2) _____
- 3) _____

What have you always wanted to do but been afraid to attempt?

- 1) _____
- 2) _____
- 3) _____

If you could make any significant changes in your life today, what would they be?

- 1) _____
- 2) _____
- 3) _____



What one great thing would you dare to dream if you knew you could not fail? _____

To achieve greatly in life, you need to be clear about your goals in the seven main areas of life:

- | | |
|----------------------|--------------|
| 1) Personal | 5) Education |
| 2) Family | 6) Health |
| 3) Business & Career | 7) Social |
| 4) Financial | 8) Religion |

When you set your goals, imagine you have no limitations.

1. List your three most intensely desired personal goals:

- 1) _____
- 2) _____
- 3) _____

2. What are your three most important family and relationship goals?

- 1) _____
- 2) _____
- 3) _____

3. List your three most important business and career goals:

- 1) _____
- 2) _____
- 3) _____

4. What are your three most important financial goals?

- 1) _____
- 2) _____
- 3) _____

5. What are your three most important goals in regards to education, personal, and professional development?

- 1) _____
- 2) _____
- 3) _____

6. What are your three most important health goals — physical fitness, sports, weight?

- 1) _____
- 2) _____
- 3) _____

7. What are your three most important social goals? What contributions do you want to make to your community?

- 1) _____
- 2) _____
- 3) _____

8. Without referring to your answers in the previous goal-setting questions, make a list of 10 goals you would like to accomplish in the next 12 months:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

9. Imagine you could be absolutely guaranteed of success in any of your goals, which one goal would you choose?

Take this one major goal and follow the twelve steps below:

Write out your goal in detail — make it clear, specific and measurable: _____



Set a deadline for completion: _____

List the main obstacles and limitations that stand between you and your goal:

- 1) _____
- 2) _____
- 3) _____

List the additional information, knowledge and skills you will require to achieve your goal:

- 1) _____
- 2) _____
- 3) _____

List the people whose help, support and cooperation you will require to achieve your goal:

- 1) _____
- 2) _____
- 3) _____

Make a list of everything you can think of that you will have to do to achieve your goal.

Priority Sequence

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

9. Imagine you could be absolutely guaranteed of success in any of your goals, which one goal would you choose?

Take this one major goal and follow the twelve steps below:

Write out your goal in detail — make it clear, specific and measurable: _____

Set a deadline for completion: _____

List the main obstacles and limitations that stand between you and your goal:

- 1) _____
- 2) _____
- 3) _____

List the additional information, knowledge and skills you will require to achieve your goal:

- 1) _____
- 2) _____
- 3) _____

List the people whose help, support and cooperation you will require to achieve your goal:

- 1) _____
- 2) _____
- 3) _____

Organize your list by:

- a) Priority: What is most important?
- b) Sequence: What must you do before something else?

A list organized by priority and sequence is a PLAN.

Assign responsibility for carrying out your plan. What exactly is going to be done by who? (Yourself? Others?) What? Who?

- 1) _____
- 2) _____
- 3) _____

Set deadlines on the actions you are going to take:



Actions Deadlines

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____

9. Imagine you could be absolutely guaranteed of success in any of your goals, which one goal would you choose?

Take this one major goal and follow the twelve steps below:

Write out your goal in detail — make it clear, specific and measurable: _____

Set a deadline for completion: _____

List the main obstacles and limitations that stand between you and your goal:

- 1) _____
- 2) _____
- 3) _____

List the additional information, knowledge and skills you will require to achieve your goal:

- 1) _____
- 2) _____
- 3) _____

List the people whose help, support and cooperation you will require to achieve your goal:

- 1) _____
- 2) _____
- 3) _____

Take action: What one task are you going to complete immediately? _____

Resolve to do something every day toward the achievement of your major goal. What one thing should you do each day? _____

Action-orientation is the most important single quality of high performing men and women.

Your willingness and ability to take immediate and continuous action toward your goals is the key determinant of your success.

Begin now!

Do something every day to achieve your goals and never give up.

Need Help? Have a Question?

Call Greg's "Wonder Woman" assistant Christal. She will assist you in with booking information or answering your questions. Call her at 304.400.4703

**Find Your
Passion
Chase Your
Dreams**



LIFE LONG PLANNING

This is where you get to D~R~E~A~M! List your life-long desires and goals.

Dream Big! Conceive, Believe, Achieve!

Name: _____ Date: ____/____/____

- | | |
|-----------|-----------|
| 1. _____ | 36. _____ |
| 2. _____ | 37. _____ |
| 3. _____ | 38. _____ |
| 4. _____ | 39. _____ |
| 5. _____ | 40. _____ |
| 6. _____ | 41. _____ |
| 7. _____ | 42. _____ |
| 8. _____ | 43. _____ |
| 9. _____ | 44. _____ |
| 10. _____ | 45. _____ |
| 11. _____ | 46. _____ |
| 12. _____ | 47. _____ |
| 13. _____ | 48. _____ |
| 14. _____ | 49. _____ |
| 15. _____ | 50. _____ |
| 16. _____ | 51. _____ |
| 17. _____ | 52. _____ |
| 18. _____ | 53. _____ |
| 19. _____ | 54. _____ |
| 20. _____ | 55. _____ |
| 21. _____ | 56. _____ |
| 22. _____ | 57. _____ |
| 23. _____ | 58. _____ |
| 24. _____ | 59. _____ |
| 25. _____ | 60. _____ |
| 26. _____ | 61. _____ |
| 27. _____ | 62. _____ |
| 28. _____ | 63. _____ |
| 29. _____ | 64. _____ |
| 30. _____ | 65. _____ |
| 31. _____ | 66. _____ |
| 32. _____ | 67. _____ |
| 33. _____ | 68. _____ |
| 34. _____ | 69. _____ |
| 35. _____ | 70. _____ |

!! THINK BIG !!



GOAL WORKSHEET

Name: _____

PHYSICAL

1. _____
2. _____
3. _____
4. _____

MENTAL

1. _____
2. _____
3. _____
4. _____

SOCIAL

1. _____
2. _____
3. _____
4. _____

FINANCIAL

1. _____
2. _____
3. _____
4. _____

FAMILY

1. _____
2. _____
3. _____
4. _____

SPIRITUAL

1. _____
2. _____
3. _____
4. _____

ATHLETIC

1. _____
2. _____
3. _____
4. _____

RELIGIOUS

1. _____
2. _____
3. _____
4. _____

COMPETITIVE GREATNESS: Being at your best when your best is needed!