

GOAL SETTING

Date _____

- 1) a) Purpose: To plan your life rather than take life as it comes. It helps you focus and discover what you really want in life and lays out a plan to accomplish your dreams.
b) General Overview: Write down goals and second, you have to lay out your plan of actions that will determine how to reach them. Once you have set your long-term goals, then set up short-term goals that you should complete if you are to reach your lifetime plan.
- 2) Ascertain the control you do have over your life.

On a piece of paper, list the past 5 years and next to each year, list the most important event that occurred in your life during that year. Examine the percentage of control or influence you had over those events. Too few individuals take the time to reflect on their influence, allowing themselves to drift into believing that external forces really do chart the course. Seeing how much control you personally exert over your life helps you to realize that you really are in charge and that you can chart a course for success.

Year	Event	%

3) Steps to goal setting

Use the wheel of life to measure your average degree of satisfaction and to identify areas that you might benefit from goal setting. On a scale of 1 to 10 (1 is low and 10 is high), ask yourself how satisfied you are with 6 sections:

- Financial situation and career
- Social and cultural
- Spirituality and ethics
- Family and home
- Mental and educational

- Physical well-being and health

Financial and Career 1 2 3 4 5 6 7 8 9 10

Enjoy work – are you making a contribution to society? – are you living up to your potential? Have you achieved a good standard of living? Have you planned for kids’ education – retirement?

Social and Cultural 1 2 3 4 5 6 7 8 9 10

Does your circle of friends enrich your life and contribute to your sense of fulfillment and well-being? Is there at least one person with whom you can discuss important life experiences? Do you have interests outside of your career and family?

Spiritual and Ethical 1 2 3 4 5 6 7 8 9 10

Have you ever articulated specific personal values to yourself? Are you living up to those personal values? Is religion important to you? Are you happy with the way you are practicing religion?

Family and Home 1 2 3 4 5 6 7 8 9 10

Have you realized your dreams in terms of your home and family relationships? Be sure to use your own personal standards rather than society’s standards.

Mental and Educational 1 2 3 4 5 6 7 8 9 10

Did you accomplish the educational goals you set for yourself following high school? Do you invest in continuing education?

Physical and Health 1 2 3 4 5 6 7 8 9 10

How satisfied are you with your current level of health? Are you living up to your own standards in terms of diet and exercise? Are you fit enough to do the things you want?

4) **SMART** system to design goals –
SPECIFIC - MEASURABLE – ATTAINABLE – REWARDING – TIMELY

SPECIFIC

The more specific the goal, you can clearly see what you want to achieve and program your subconscious mind to work for you.

Example: 2 different goals

Reduce your unnecessary expenses at home versus reducing personal monthly long distance telephone costs to \$45 by July 1st

MEASURABLE

Criteria to measure progress that will tell you when you can stop and the goal is achieved.

ATTAINABLE

See a reasonable path to achievement. They must be challenging and ambitious, but still reachable.

REWARDING

Clear reasons why you want to reach the goal. Every time you get stuck and don't feel motivated enough, read your reasons to help through difficult moments and not quit.

TIMELY

Precisely set dates and amounts so they are real. Have specific time limits. This will protect you from procrastination and perfectionism.

Set a 5-year, 1 year, 6 month and 1 month plan of progressive goals. Also do a weekly or daily list of to do items to assist in working toward goals.

Review goals often and update to do list daily/weekly.

5) **CHART** Goals

Identify the individuals and groups you need to work with to reach your goals. List the skills and knowledge required to reach your goals. What do you need to know? Develop a plan of action to reach your goals.

Just as patients turn to doctors when their health falters, turn to a professional coach should the wheel of life become critically misshaped. Once you have identified the weakness or problem, seek expert advice in that area.

Look at goals listed and choose the 3 most important goals

1. _____
2. _____

3.

Financial situation/career			
Goals	Steps to Attaining Goals	Barriers to Goals	Strategies to Overcome Barriers
Social and Cultural			
Goals	Steps to Attaining Goals	Barriers to Goals	Strategies to Overcome Barriers

Family and Home			
Goals	Steps to Attaining Goals	Barriers to Goals	Strategies to Overcome Barriers
Mental and Education			
Goals	Steps to Attaining Goals	Barriers to Goals	Strategies to Overcome Barriers

