

# Power of Personal Goals

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**“The longer I live, the more firmly convinced I become that the essential factor that sets one person apart from another in terms of measurable success is commitment to a specific goal. Read all the great books on success and you’ll find this: after the mastery of fundamentals, the remainder consists entirely of dedication to one specific goal!”**

*~Ben Woodson*

**“The great tragedy of life does not lie in not reaching your goal, but in having no goal to reach. It is not a calamity to die with your dreams unfulfilled, but it is a calamity to never dream. It is not a disgrace not to reach the stars, but it is a disgrace to have no stars to reach for. God does not give you dreams to taunt you!”**

*~ Lewis R. Timberlake*

# Understanding Goals

A decorative graphic of a classical column with a fluted shaft and a capital, positioned on the left side of the page. The column is light gray and serves as a background for the text.

## **Six Reasons People Don't Have Goals:**

1. They don't know what they want
2. They don't believe goal setting works
3. They confuse working hard with working smart
4. They don't understand true functions of goals
5. They do the urgent instead of the important
6. They don't understand the difference between goals and wishes

## **Six Things Goals Will Do For You:**

1. Help you concentrate your efforts
2. Help you become enthusiastic
3. Help you develop self-confidence
4. Help you make decisions quickly
5. Help you recognize opportunities
6. Help you overcome defeats and road blocks

# Eight Elements Of A Goal

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1. **Goals must be Written:** This is the essential step in clarification. By writing your goal down, you are committing it to paper. It becomes solidified and is no longer just floating around in your mind.
2. **Goals must be Personal:** You can only set goals for yourself. They should satisfy a deep need you feel.
3. **Goals must be Continual:** Goal setting is not a one time thing. As you reach one goal, you should set another. In many cases, the achievement of a goal in one area of your life will lead to the development of a goal in another area. Never stop setting goals.
4. **Goals must be Encompassing:** Set goals for all 6 areas of your life. This will keep your *Circle of Life* in balance.
5. **Goals must be compatible:** When setting a goal for one area of your life, look at how it will affect the other areas. Is it compatible with your other goals? Will it create conflict? Will it make another goal impossible to reach?
6. **Goals must be Realistic:** You are the only person who can make goals for yourself. This is because you can't lie to yourself. If you haven't finished high school, then becoming a doctor within the next year is not a realistic goal. It doesn't mean you can't ever be a doctor - - but there are other goals to reach first such as graduation from high school and undergraduate education. Keep your goals real or you will be setting yourself up for disappointment.
7. **Goals must be Workable:** Get informed. Find out everything you need to know to reach your goal (How long will it take, what will I need to have, how much will it cost, etc.) Then list all obstacles and develop a plan to overcome each obstacle.
8. **Goals must be Specific:** For each goal there should be a *What, Why, When* and *How*. What exactly do you want? Why do you want it? When can you reasonably achieve it? How will you go about getting it? A picture and a plan - that is how you should approach goal setting. Picture what you want ...then set out a plan to make it happen!

# The Seven Steps You Use To Be Specific

**STEP ONE: DECIDE WHERE YOU ARE NOW**

Inventory Your Life

**STEP TWO: DECIDE WHAT YOU REALLY WANT**

The Number One Goal In Each Area Of Your Life

**STEP THREE: DECIDE WHO YOU WANT TO PROVE SOMETHING TO**

The Name Of The Person Who Is Right About You

The Name Of The Person Who Is Wrong About You

**STEP FOUR: DECIDE WHY YOU WANT THIS**

To Love Someone - Or Be Loved By Someone

To Feel Worthwhile To Yourself Or Somebody Else

**STEP FIVE: DECIDE WHEN YOU WILL GET IT**

A Specific Time For Long, Intermediate And Short Range Goals

**STEP SIX: DECIDE HOW YOU WILL SEE YOUR GOAL**

A Picture And A Plan - Make Your Goal Tangible

(Taste, Touch, Hear, See, Smell)

**STEP SEVEN: DECIDE ON A PLAN OF ACTION**

A Goal Is What You Want To Be - A Plan Is What You Must Do!

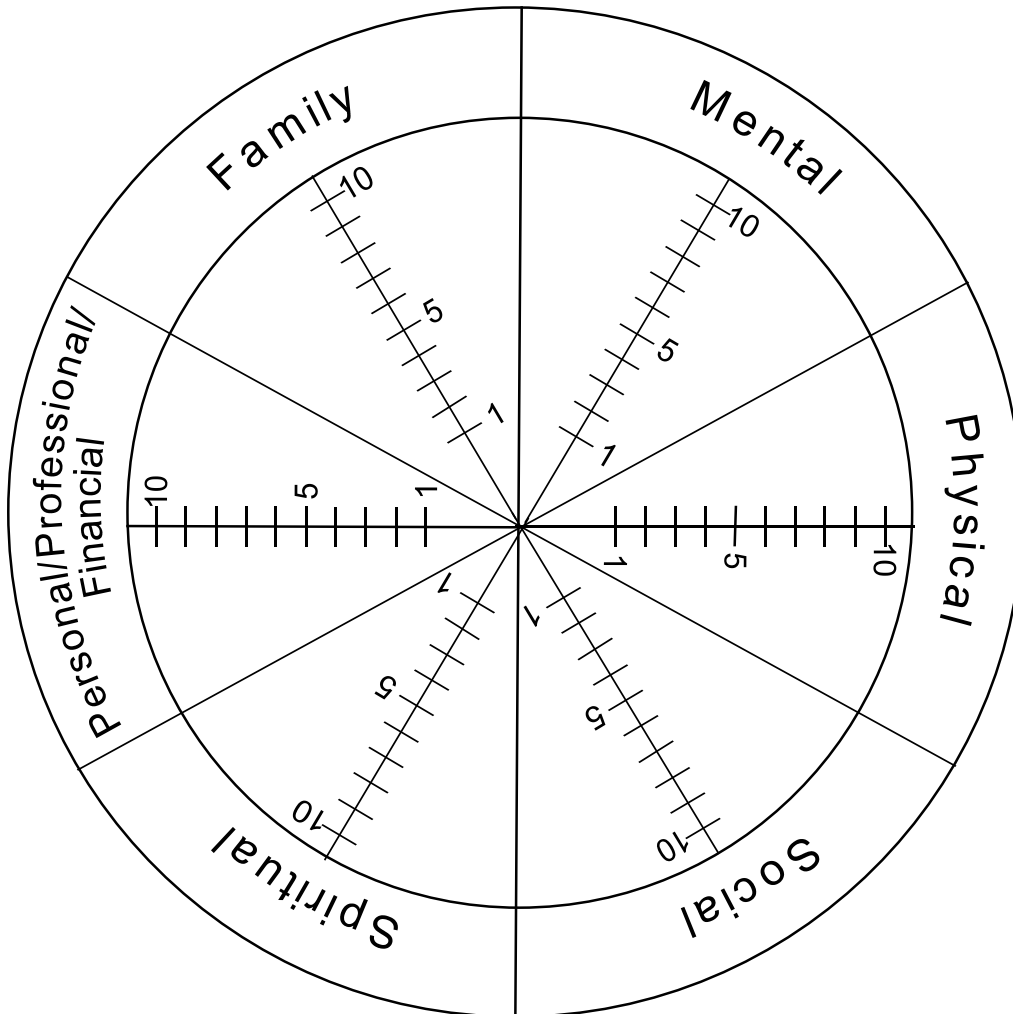
List Every Obstacle And Develop A Plan To Overcome Each One!

***“People who have goals and plans dictate to others,  
while people who have no goals and plans are dictated to.”***

***~Lewis R. Timberlake***

# The Circle of Life

**Instructions:** Rate yourself in every area of life. Plot the numbers in the corresponding sections on the circle below. (one being low to ten being high). Complete your map by connecting the dots. This map gives a picture of where you currently are. You will use this to see how far you have to go to achieve a “Balanced Life.”



***“The only limit to our realization of tomorrow,  
will be our doubts of today.”***

***~Franklin Delano Roosevelt***

# AN INVENTORY OF YOUR LIFE

On a separate sheet of paper write out in detail your answers to the following.  
Then, evaluate each area based upon your current condition.

## A. WHERE ARE YOU NOW?

1. What one thing do you like best about yourself and why?
2. What is the one thing you most dislike about yourself and why?
3. Do you have any plans to change what you don't like about yourself. If yes, why?
4. List your four main strengths in order of importance.
5. List three achievements you have made and explain why you are proud of them.
6. If there is one thing you would like to be remembered for, what would it be and why is this important to you?
7. Of all the things you have ever done, what were you doing when you were the happiest, and why did this make you so happy?
8. If you were to discover you had only six months to live - list those things you would do in order of priority. Then, explain your ranking.

## B. PERSONAL/PROFESSIONAL/FINANCIAL

1. Do you really like the work you do? Why or why not?
2. Is there something you would prefer to do? If so, what?
3. List three things you can do now to get you in a position you really want to be in.
4. Do you know and understand the goals of your company? If so, what are they?
5. Do you have a plan that will help you reach your goal as well as your company's goals? If so, what is it?

## C. FAMILY AREA

1. Is your family important to you?
2. Do you tell them often that you love them? If not, why?
3. Is the time you spend with them "quantity time" or "quality time"?
4. Do you listen attentively to each family member when they talk to you?
5. Have you discussed your personal goals with them?
6. Have they discussed their personal goals with you?
7. Do you have family goals?
8. Does your family have "family nights" or some time to spend together on a regular basis?
9. Does your family plan "family vacations"?

**D. MENTAL AREA**

1. Do you ever spend time just thinking about yourself and your life?
2. Are you continuing your education (formal or otherwise?)
3. Are you keeping up with the latest developments in your industry?
4. Do you have a personal program for “skills” development?
5. Do you read inspirational literature on a consistent basis?
6. Do you use your spare time to listen to educational or motivational tapes?

**E. PHYSICAL AREA**

1. Do you eat a balanced diet?
2. Do you exercise regularly?
3. Do you have regular physicals and dental examinations?
4. Is it easy for you to relax?

**F. SOCIAL AREA**

1. Do you like being around people?
2. Do you have trouble showing your feelings towards others?
3. Would you like you as a friend?
4. Do you talk too much?
5. Are you a good listener?
6. On the whole, do you look for the good in people?
7. Do you try to bring out the best in others?
8. Are you involved in your community?

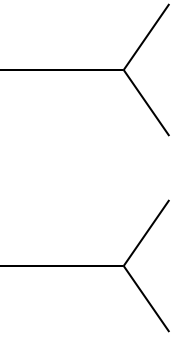
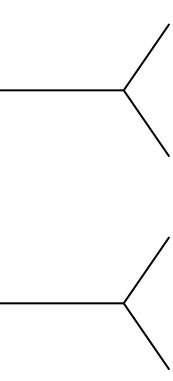
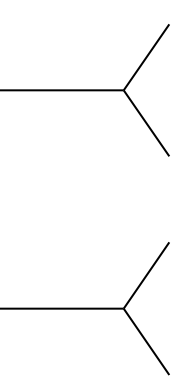
**G. SPIRITUAL AREA**

1. Do you believe in God or a Higher Being?
2. If so, is this important to you?
3. Do you fully understand your beliefs and convictions?
4. Are you doing anything to increase your understanding and belief?
5. Do your friends and family members see spiritual strength in you?

# Goal Worksheet

(Use this as a template and make copies for each area of your life)

(I) AREA OF LIFE: \_\_\_\_\_

<u>(II) Goal</u>	<u>(III) Obstacles</u>	<u>(IV) How I'll solve them</u>	<u>(V) Start Date</u>	<u>(VI) Stop Date</u>
Short		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Intermediate		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Long Range		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>