



Unit 2

Evaluate your Goals

Learning Outcomes

By the end of this unit the learner will be able to:

- ✓ Explain what your dreams and goals are for both the short and long term
- ✓ Use motivating techniques to help you reach your goals
- ✓ Understand how to deal with setbacks

made in terms of saving for the future, and providing for my family helps me to do the best work that I can.”

My specific dreams might include:

- Set up an organized home office.
- Start my own consulting business.
- Learn how to do yoga and practice it daily.
- Climb Mount Everest.
- Save one million dollars.

Remember to check back with your bucket list!

Now, clearly some of these are achievable in the short term while others will take longer. Some will obviously take more work than others. That’s why it’s important to have a plan.

Stretch Goals and Risk Taking

When it comes to setting goals, you need to select things that motivate you and make you **stretch**. Sometimes, stretch goals happen because our employer sets a goal for us that makes us feel a little out of our element. Other times, this is a goal that we set for ourselves.

When you set a goal that forces you to stretch, your mind becomes more interested in what is going on and in the discomfort that it creates. This is our mind and body getting into alignment. Getting out of our comfort zone helps us create the circumstances that we need in order to get what we want.

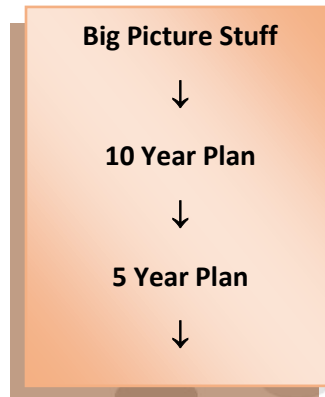
For example, say that your goal is to **purchase a new car**. You do not want to take on any kind of debt, so you decide to pay cash for the car. If you are financially well off and have access to lots of cash, you might be able to walk into a car dealership and pay for your car without issue. Therefore, this is not much of a goal for you. It surely did not require you to stretch in any way!

However, if you do not have much money saved, and want to avoid the debt, then you will have to come up with a plan to earn that extra money to purchase your car. Doing so will mean making changes in what you earn (so that you can bring in more money). You will also have to save the money (which might also require that you make changes to your spending habits). That means continually making decisions to direct money to your savings until you have enough set aside to pay for the car.

Selecting easy goals won’t excite you and motivate you to go them. If your goal is to get from here to there, it really depends on what is in your way (and whether you feel challenged by the barriers that are present), or whether there is nothing in your way and you can get there easily.

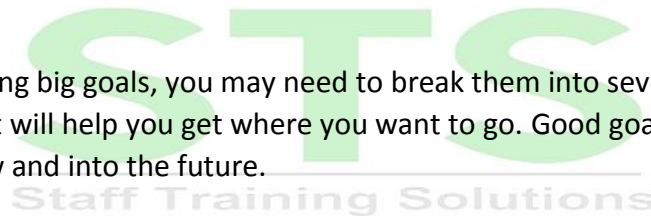
If you want real change to take place, you've got to be willing to take some risks and go after what you want. The degree of risk that you can live with will dictate how much stretch is in your personal goals. Setting some goals that scare you a bit will add enough excitement and adrenaline to help you move toward them.

If you take a few moments and close your eyes, **can you see the big picture** for your life overall? Not everyone can, so they may start with a shorter plan (the 10 year or 5 year or 2 year projections) and then set up short term goals to help them along the way.



Goals with SPIRIT

When you are creating big goals, you may need to break them into several small, achievable objective or goal statements that will help you get where you want to go. Good goals have SPIRIT as you look at the things you want now and into the future.



Specific

Be specific about what you want or don't want to achieve. The result should be tangible and measurable. "Look gorgeous" is pretty ambiguous; "Lose 20 pounds" is specific.

Prizes

Reward yourself at different points in the goal, particularly if it's long-term. If your goal is to clean up the backyard to prepare for winter, you might treat yourself to a special meal cooked outside when you are all finished. For bigger goals, check your bucket list to see if there are things on there that could be good rewards!

Individual

The goal must be something that you want to do. If your spouse wants you to lose 20 pounds but you think you look fine, you're not going to want to work towards the goal. When your boss is setting targets for you at work, try to find an aspect of it that is meaningful to you and that you can connect to. (This is where working with people and organizations that have similar values to you is helpful.)

Review

Review your progress periodically. Does the goal still make sense? Are you stuck? Do you need to adjust certain parts of it?

Inspiring

Frame the goal positively. Make it fun to accomplish. For example, you could make a poster of the end result, frame it, and post it on the wall.

Time-Bound

Give yourself a deadline for achieving the goal. Even better, split the goal into small parts and give yourself a deadline for each item.

Example: Renovating My Backyard

I am excited to be renovating the backyard and completing the work by the end of this month. The trim lawn and new shrubs will be a great backdrop for the brickwork patio and new barbecue. When everything is finished, I will reward myself with a complete meal prepared in the yard. I will invite my best friends over to share and celebrate with me.

My Dreams and Goals

<p style="text-align: center;">Dreams</p>	<p style="text-align: center;">Objectives</p>
--	--

	<p style="text-align: center;">Specific goals (SPIRIT)</p>
--	---

Getting Started Today

Ready, Set, Go!

Eat That Frog!

It's not enough to create thoroughly developed and engaging goal statements and vision sheets. **You have to start somewhere.** You don't have to wait for the perfect time; that may never come, which means you won't get on with things. You do not have to have everything perfectly ready; nothing is ever perfect. Just take the first steps, feel the energy that results from having things underway, and get going.

One of the things that can get in our way is **procrastination**. We find (or create!) excuses so that we do not have to do the work. We even say that we do not wish to fail, so we are better off not to try.

All of these things can be forms of procrastination. We would like to share Mark Twain's expression about frogs (which was also used in Brian Tracey's book called *Eat That Frog*):

"If you eat a frog first thing in the morning, the rest of your day will be wonderful."

– Mark Twain

The idea here is that instead of continuing to look at something unpleasant, you should just get on with it.

"If you have to eat a frog, don't look at it for too long." – Mark Twain

Sometimes, we need to do the yucky stuff first, and then get onto the other stuff. This can help prevent the **90% phenomenon**, where you get stuck at the end of your task and never quite get it wrapped up.

If you do catch yourself procrastinating, look at what you are getting out of it. Sometimes there is a reward we give ourselves for procrastinating. For example, if we are so busy that we cannot get everything done, sometimes we get sympathy from other people. Other times, we feel needed when we have a long to-do list.

Prioritizing Tools

The other aspect to getting things underway is to prioritize them and then work on the things on your list in order. This way you are sure to get it done.

You can use whatever method you like to set up your task lists – just make sure it's a method that works for you and that you can use. There are all kinds of systems available, including:

- Traditional paper-based day planners
- Free e-mail systems
- Applications for computers, tablets, and smartphones
- Websites and paid services

Other sites can help you to complete a list of goals within 365 days, track your health and exercise results, keep lists of books you have read, and much more. An online search will help you to locate these tools and applications if you are interested, or you could ask friends to see what they are using and which systems they prefer.

Visualization Techniques

Athletes and personal coaches are big supporters of visualization techniques because they are so effective! The idea is that you fix a picture of the goal in your mind: think of the goal as if it were already yours and what you and/or the things around you look like. Focus on how good that feels and what the benefit is to you. Let the vision fill your body with the energy that comes with it.

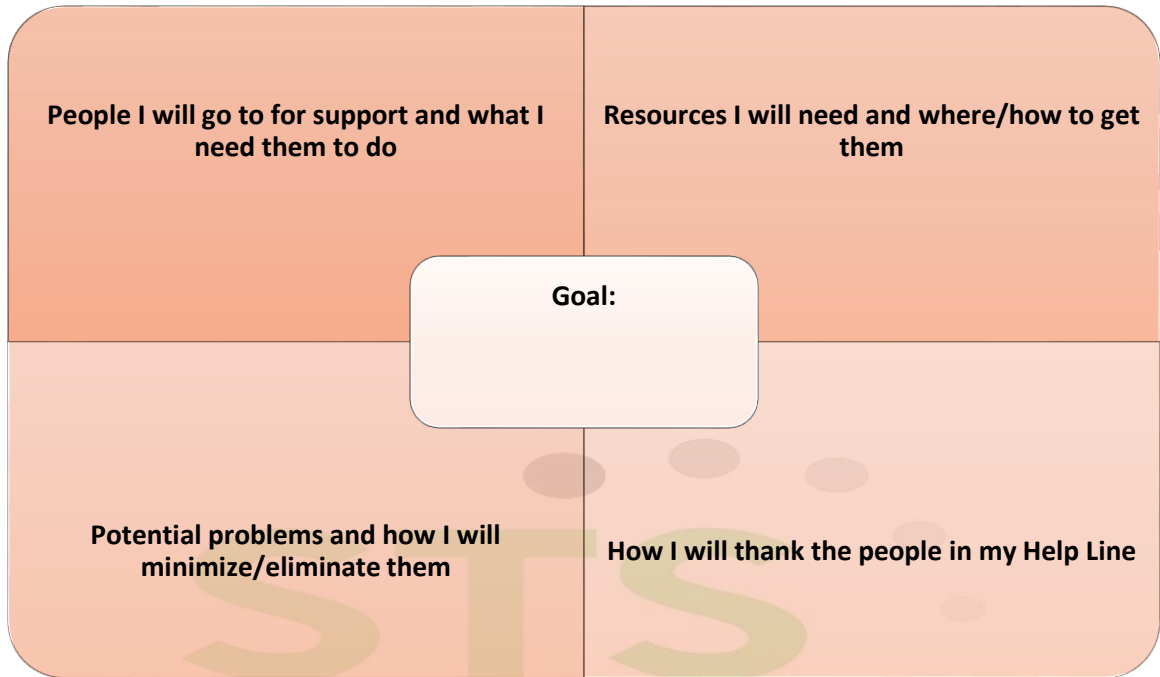
Visualization is an important part of goal setting. It will help you to make sure that the goals you have recorded are the things that you want. For example, let's say that you have a goal of finding a new job and you finally achieve it. However, if the tasks at the new job are exactly the same as the old one, and what you really wanted was a job with something different, you are not going to be satisfied with the new job.

The lesson: Make sure you can define and visualize your goal so that you get what you really want.

Support Systems

Many of the things we really want require some kind of support or assistance from other people. We just can't get everywhere and do everything we want without some help.

Goal One: _____



Staff Training Solutions

Goal Two: _____



Goal Three: _____

<p>People I will go to for support and what I need them to do</p>	<p>Resources I will need and where/how to get them</p>
<p>Goal:</p>	
<p>Potential problems and how I will minimize/eliminate them</p>	<p>How I will thank the people in my Help Line</p>

Action Planning and Follow-Through

Your goal sheet can also serve as inspiration for your action plan, or you may need to reorganize it slightly to be able to list the tasks that you need to complete. Your action plan should include:

- Your goal
- The individual action steps
- Deadlines (make sure to copy these into your planner)
- A reward list

It's very important that you **use** your action plan so that you can track your progress and follow through. It's also important that you do not allow it to become a barrier, or set other barriers up in your way and prevent yourself from reaching your goals.

Use the space below to sketch out a personal action plan template.

