



## Goal Setting and Planning

Do all the things you want seem just out of your reach? Whether it's getting a new project off the ground or trying to reduce any stress in your life, you'll make more progress if you set goals and also stand a greater chance of achieving them if you write them down.



Setting goals is much more than deciding what you want to do. It involves outlining what you need to do to get where you want to go, and then how long it will take you to get there.

***The important first step to success, is knowing where you want to go.  
The second is having a plan to get there - and your goals are your road map.***

### **Strong self-esteem depends on two things:**

- 1.** Learning to think in healthy ways about yourself
- 2.** Having the ability to make things happen - to see what you want and then go for it, literally to create your own life, and this means you need goals!

### **What do you want?**

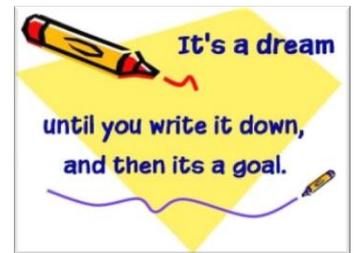
- The process of finding out what you want is the first step to goal setting.
- Goals come from 8 main categories:

- 1.** Creative goals: Taking up watercolour painting, or planting/ designing a garden etc.
- 2.** Career goals: progress within current career or consider a change in direction
- 3.** Educational / intellectual / professional goals
- 4.** Emotional / psychological growth
- 5.** Family & friends: Improving relationships or having more quality time
- 6.** Health: Getting exercise, lowering cholesterol, stop smoking etc.
- 7.** Leisure: More time for self, holidays, hobbies, taking walks etc.
- 8.** Material goals: Wanting a new car, house, watch etc.



## Selecting goals to work on:

Go through the three lists you have made under each of the headings & begin by choosing just one from each that you believe you can most easily achieve. When you have had some success, you can then add other goals to these lists.



### 1. Long Term : review the list of what you hunger for

(These goals might take 6 months to several years to accomplish, be flexible, time frames are adjustable as circumstances change)

### 2. Medium Term: review the list of what you have always wished for or wanted to do

(Something that you could do in weeks or a few months)

### 3. Short Term: review the list of little comforts to your life you would like

(Something that you can accomplish in a few hours, a couple of days at the most)

## Top Tips to Help You Achieve Your Goals

1. State each of your goals as a positive statement – writing goals down crystallizes them, giving them more force or emphasis when you express them.
2. On a scale of 1-10, honestly rate the intensity & desire you have to achieve your goals. You need to be really passionate to help you overcome any difficulties (time, money, effort, knowledge, training, fear etc.) that may hinder your success in achieving your goals
3. Break your goal(s) down into smaller 'bite size' chunks, working towards the whole goal in easy stages
4. Regularly review your progress to keep you on course, using a 'to do list' here will help you
5. A useful way of making your goals more powerful is to use the SMART mnemonic making your goals:  
**S** – Specific **M** – Measurable **A** – Achievable **R** – Realistic **T** – Timed
6. Your attitude is key, positive people tend to get more things done & also tend to be happier. Be determined & relentless in the face of obstacles & challenges, the ball is in your court!
7. When you've achieved a goal, take the time to enjoy the satisfaction of having done so and if it was a significant one, reward yourself appropriately as this helps to build your self-confidence
8. Visualize your goal for a few minutes early in the morning and before you go to bed and you will be telling your unconscious mind exactly what you want. Imagine your goals as already being accomplished, and really *enjoy the feeling of success* that comes from that
9. Believe in yourself, see things in a new light, often the only person standing between you and success is you
10. Circumstances are rarely perfect, don't use this excuse to put off the decision to start on your goal

Realise that most of the goals you set may not need to be reached in order for you to reap the benefits, they may just need to be there for you to have something to aim for.