

# Ten Ways To Set and Achieve A Goal

## 1. **Write It Down**

Goals are specific, measurable, and time-bounded. Write your down your goals so that they reflect all three components.

## 2. **List Your Personal Benefits**

Identify exactly "Why" you want to achieve this goal. List all the ways you will you benefit personally.

## 3. **Analyze Your Current Position**

Success is information dependent. You need integrity in your information. Identify exactly your specific strengths, weaknesses, and opportunities as it relates to achieving this goal.

## 4. **Identify Obstacles and Risks**

List everything that could possibly prevent you from achieving this goal and a plan for overcoming these obstacles.

## 5. **Identify Investments and Sacrifices**

List everything, including time, money, and sacrifices that you can anticipate.

## 6. **Knowledge Requirements**

Identify what additional knowledge you need to acquire or have access to.

## 7. **Support Team**

List the people, groups, and organizations you may need help from as well as the specific role each one plays.

## 8. **Develop Your Plan**

List in chronological order each activity and their corresponding target dates for completion. Use all the information gathered in previous steps to develop your plan.

## 9. **Set a Deadline**

Determine on what date you will achieve this goal

## **10. Reward and Celebrate**

Identify your reward for the achievement of this goal. You deserve it!

# Ten Rules Of Goal Setting

## **1. Be Decisive**

Success is a choice. You must decide what you want, why you want it, and how you plan to achieve it. No one else can, will, or should do that for you.

## **2. Stay Focused**

A close relative to being decisive, but your ability to sustain your focus from beginning to end determines the timing and condition of your outcomes.

## **3. Welcome Failure**

The fundamental question is not whether you should accept failure. You have no choice but to expect it as a temporary condition on the path way of progress. Rather, the question is how to anticipate failure and redirect resources to grow from the experience.

## **4. Write Down Your Goals**

Your mind while blessed with permanent memory is cursed with lousy recall. People forget things. Avoid the temptation of being cute; Write down your goals. By writing them down you will be better prepared to achieve them.

## **5. Plan Thoroughly**

Planning saves 10 to 1 in execution. Proper planning prevents poor performance.

## **6. Involve Others**

Nobody goes through life alone. Establish your own "Personal Board of Directors", people whose wisdom, knowledge and character you respect to help you achieve your goals.

## **7. Take Purposeful Action**

Success is not a spectator sport - achievement demands action. You cannot expect to arrive at success without having made the trip.

## **8. Reward Yourself**

Rewards work! Think of what you will give yourself as a result of your hard work, focus and persistence - you deserve it!

## **9. Inspect What You Expect**

The Shelf life of all plans is limited. No plan holds up against opposition. Everything changes. Therefore inspect frequently and closely, it's an insurance policy on your success.

## **10. Maintain Personal Integrity**

Maintain your commitment to your commitment. Set your goals, promise yourself that you will achieve them. Eliminate wiggle room and excuses. That's personal integrity!