

THE SECRET TO SETTING GOALS & ACHIEVING THAT CAN CHANGE YOUR CAREER©2007

(Part 2)

BY

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As you start to accomplish your goal, some of the people you are closest to may feel threatened or try to compete with you. Be prepared for it. Watch out for sabotage from associates, friends, family members, children, or your spouse. In many cases, you will have to just grin-and-bear it, but you can still limit your exposure to those who do not believe in your abilities or who criticize your actions constantly. Surround yourself, instead, with people who want to see you accomplish your goal. Few of us succeed without allies. Be selective. It is far better to cultivate an association with one person who honors you than three who do not.

Take time to develop rewarding relationships with individuals who have a genuine desire to help you. Do not be afraid to ask for their guidance when necessary. They can expand your way of thinking by offering you intelligent solutions to problems and alerting you to possible opportunities that you might have otherwise overlooked.

Commit to a Completion Time

In order to achieve our goals, we must not only plan for them but be prepared to set a time frame for their completion. Goals can only be accomplished through action, not through endless planning to take action. It is, therefore, of the utmost importance to commit to a date of completion. You have 10,080 minutes, or 168 hours, every week (depending on how you see it) to work toward goal. Budget your time wisely. Many of the most effective tasks no more than a moment or two to complete.

You will never achieve your desire if you grope for it. You must approach your goal directly. Once you have established what you want, set your target, plan and proceed in a practical manner. Collect all data related to your goal, do research, compile information and study it. Books, magazines, trade journals, and private consultants will also provide you with practical advice. You can your goal if you steadfastly follow through to successful completion

Organize Yourself

Do you find yourself saying, "I never have can anyone or anything," even though you are not accomplishment much with your time? That's not surprising. Few of us give conscious consideration to the expenditure of our time until we realize the precious and elusive nature of it. Time is much too valuable waste. Organization is a major time-saver. The more organize are, the more free time you will have at your disposal. Lack of organization is a self-blocking technique that hinders you from having the time to work on your objectives. It is impossible to have order and clarity in your life when there is chaos. Confusion creates serious tension and prevents you from accomplishing the important goals you set for yourself.

Disorder is inconvenient and time-consuming. If you waste your money you can always earn more, but if you waste your time, no amount of money can buy it back. Concentrate on how you can become more efficient. Organizing yourself might include anything from revising your time schedule (getting up earlier to accomplish more, for example) to simplifying some of your daily rituals, such as sorting out closets, cabinets and drawers. The following time saving measures and organizing techniques will assist you in the process of establishing order.

- Purchase a compact notebook and calendar you can carry with you. Write in it things

you want to accomplish, errands you need to run, impending appointments and any other information you will need to keep close at hand.

- One of the quickest ways to become frazzled and lose track of precious time is to spend it trying to locate things when you're in a hurry. Consider placing the objects you use the most in more practical locations.
- Look around your home and your work space and spot problem areas that need to be reworked to function more efficiently. Revise any system that is not working well for you.
- Set up an inventory control system for household items and check it regularly. When you are running low on something, add it to a list of replacement supplies.

There are many books, DVDs, and audio cassettes on the subject of time management.

Analyze Yourself With Ruthless Honesty

The image we have of ourselves determines how far we go in life. High self-esteem is essential to success. Simply stated, we are who we think we are. We can actually predict what our future will be depending on our sense of self-worth. People that lack self-confidence have many hidden fears that plague them and hold them back. They constantly sabotage their efforts to get ahead because they secretly feel they don't deserve anything better. In order for you to obtain your goals, you must be willing to accept what you desire and know in your heart that you deserve to have it.

Make a careful study of yourself. Unhappy experiences and defeats have power. Empty your mind of your past mistakes and failures. Remember, each new day gives you another chance. Start appreciating yourself. Give yourself credit for whom and what you are. You are a very special human being who is capable of creating anything you choose, provided you believe in yourself and your abilities.

Take a moment right now to make an accurate self-assessment of your strengths and weaknesses, and honor yourself accordingly. Write down in detail what makes you a 3

valuable person. Always recognize your worth and respect your abilities. Do not demand too much or too little of yourself. Only you know what your potential and what your true limitations are. When you feel good about yourself, you radiate confidence and others feel good about you, too.

Free Yourself from What You Don't Want

Before you can determine what your future goals will be, you must first make a list of what you want to eliminate from your life. This is vital because it is impossible to pour fresh, new ideas into mind that is already corrupted with an accumulation of miscellaneous thoughts. We can get so wrapped up in problems of the past and present that we have no time left to plan for better things. Every new stage of life requires renunciation. Every growth and gain means the rejection of something old. Therefore, cleansing is the first step to goal setting.

To perform this exercise, you will need to schedule some uninterrupted time for yourself, at least twenty minutes. Put on some tranquil music. Get comfortable. Now take a piece of paper and draw a line down the middle. On the left side of the paper, list all the things about your life you dislike. Be sure to mention all the things, conditions, and people you want to eliminate from your life. On the right side, list all the aspects of your life that you are perfectly happy and content with, and do not wish to change. This process will assist you in freeing up your mind and preparing you for the positive things you want to create in your life.

You now have the choice of going even further and disposing of any material possessions that no longer hold any value for you. This is of the utmost importance because it helps you make way for your true desires. By letting go of these things, you release vast reservoirs of wealth. When you cling to objects that you have no further use for, you are demonstrating fearfulness, not expectancy. Hoarding objects keeps them from others who

might benefit from them. Give these things to family members, friends or to charity and experience a magnificent lightness within you.

Creating Your Life As You Want It

Now that you have gone through the elimination and cleansing process, you should be ready to write out your goals. Begin by dividing your desires into the following three sections:

- **Personal development goals;** Who do you want to be intellectually, spiritually, physically?
- **Material goals;** What things do you want to acquire? A new car, new home, a new wardrobe, something else?
- **Economic goals;** How much money do you want to make in one year, three years, five years, ten years, and twenty years?

Let your mind wander. Give no thought to what others insist is important for your happiness. Only write down what you feel will bring you maximum fulfillment. The bottom line is that our desires can only come from deep inside us. No one else can make those choices for us.

Do not restrict your desires. Be childlike. Children have the capacity to believe their fantasies are possible. The child inside is ageless. Tell yourself you can have anything you want. Just write down your desires. Allow five minutes for each section. Write as fast as you can. Be specific so you do not end up with something you don't want.

You should now have an idea of the things you most want to bring into your life. Examine your three lists carefully. Go back and circle three top desires for each category. On a separate sheet of paper for each division, list the goal. Next to it write down the time you intend to complete this goal. Be specific. Place a number to indicate one, three, five, ten or twenty years. Now write out the benefits in reaching that goal. Below the benefits, write out the major obstacles you will have to overcome to accomplish the goal. Next write out⁵

the skills, or the knowledge, that will be required to obtain it. Lastly, list the names of individuals, groups and or work with that may be able to assist you in accomplishing this goal.

Congratulations! You now have a plan of action. You w your goals if you are ambitious, willing to work hard, will take the risks involved and accept the changes you must I accommodate your desires. Keep in mind that no goal is in stone. Feel free to change your goals as your life unfolds desires are only surface desires, they will pass away. But if your desires are deep—seated, they will remain with you until y accomplished them.

An important feature of goal setting is that it provides you with a tangible, permanent record of what you really what. You can- not lose by writing out your goals. The only way you'll fail is when you stop writing them out. Always have a definite goal in mind and write it down. Never let yourself drift or you will become a victim of circumstances. Writing your goals down will help you to visualize your desires and to decide what changes you want to make in the immediate and distant future. Whether you produce changes or not depends upon how honest you are about what you really want and how much you are willing to do to get it.

Make a Success Notebook for the Future

Nothing succeeds like success. Celebrate the thrill of both major and minor triumphs. When you achieve a goal, be sure to document it in a success notebook. Goals need not be significant; they can even be inconsequential. But, log your accomplishments. In doing so, you will feel as if you have advanced even after overcoming the smallest of obstacles. We often do far more than we set out to do.

Dreams don't just come true; we make them come true. Give yourself credit for your accomplishments. By writing out your list of achievements, you come to value who you are and whom you are becoming. There will be rough periods in your life when your success6

notebook will bring you much comfort. It will serve as a reminder to you of what you are capable of and will help you to stay centered in times of disillusionment. As you work toward your dream, minor problems and disappointments are inevitable. Having a written record of your own competence will make small setbacks easier to take. When a goal is completed, there is a feeling of gratification that lasts a long time.

Acquire the habit of writing out exactly how you accomplished your victories. You only have so much time and so much energy, so make notes on what worked and what didn't. As one goal is achieved, another is chosen. In the years to come, you will be able to utilize this information when you're trying to reach other goals.

Continue to Set Goals for Yourself

Setting and striving for goals help us to maintain an enthusiasm about life. To keep ahead of our accomplishments, we move on to more lofty aspirations to satisfy our future desires. You have attained an objective, set a new one, again with a limit. Keep up this progressive series of goals for yourself. Make setting a regular habit; the very act of goal setting clears your mind and focuses your life. It forces you to dream in specifics, realities. Once a person has gone through the goal setting process, proactive breakthroughs begin to occur. When you know what you want, you begin to attract to yourself the ideas, opportunities, and events that are necessary to make your dream a reality.

GOAL ACTION PLAN:

List Only Goals You Can Work On Each Day

GOAL ACTION PLAN: Name: _____, Date: _____

Step #1: Identify Your Goal

7

Completion Date: ___/___/___

Step #2: Benefits of Reaching this Goal

Completion Date: ___/___/___

Step #3: Major Obstacles to Overcome in Reaching this Goal

Completion Date: ___/___/___

Step #4: Skills or Knowledge Required to Reach this Goal

Completion Date: ___/___/___

Step #5 Individuals, Groups and Organizations to Work within in Reaching this Goal

Completion Date: ___/___/___

Step #5 Plan of Action to Reach this Goal

Completion Date: ___/___/___

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