

## Goal-Setting – The Master Skill

*“Intense goal orientation is an essential characteristic of all high-achieving men and women, in every study, in every field. It’s not possible to realise even a fraction of your potential until you have learned how to set and achieve goals as normally and as naturally as you brush your teeth or comb your hair in the morning.”*

**Brian Tracy, ‘Maximum Achievement’**

With Brian Tracy’s words placed firmly in your mind, you have the perfect preparation to set and achieve your goals. But where do you start? How do you get your thoughts into the right sequence so you can sensibly and logically set the goals that will make a difference in your life?

Rather than start from scratch, we have set up a template for you that will help you set your goals with the right focus.

Before we get into the template, there are a number of guidelines which you need to follow in order to make your goal-setting effective and rewarding.

The first is that your goals must be in harmony with each other. In other words, you can’t have a goal of having a million pounds in the bank, if another goal is to spend as much of your time as possible travelling the world, or sailing your yacht. If you want to achieve one it’s highly unlikely you’ll be able to do the other for quite some time.

Secondly, your goals must be challenging. You need to stretch yourself to achieve them, perhaps starting off with only a 50% chance of success. You need that motivation to be able to reach further and achieve more.

Thirdly, you should have some tangible and intangible goals. People normally focus on ‘having’ more when they set goals. As you know, at PPP we put great emphasis on not only having more, but being more too.

So always give yourself some qualitative goals. You’ll find they sit more comfortably alongside your quantitative goals.

OK, here goes:

## PPP Goal Setting Template

### Part One - Identifying Your Goals

Write down the answer to each of these questions quickly – allow yourself approximately 30 seconds for each one, so your sub-conscious responds before your conscious mind has time to evaluate - and obscure - your real answers.

**Q1: What are your five most important values in life? (Arrange them in priority sequence)**

**Q2: What are your three most important goals right now?**

**Q3: What would you do and how would you spend your time if you found you only had 6 months to live?**

**Q4: What would you do if you won a million pounds, tax free, in the lottery tomorrow?**

Q5: What have you always wanted to do, but been afraid to attempt?

Q6: What do you most enjoy doing? What gives you the greatest feeling of self-esteem and personal satisfaction?

Q7: What one great thing would you dare to dream if you knew you could not fail?

Once you have written down your answers, go through them and select just one as your major definite purpose right now. This act of deciding what you really want and writing it down puts you in the top 3% of people in the world!

Now you are ready to move forward.

## Part Two - The 12 Step System

Anyone can set goals – and every year on New Year's Eve, half the world's population probably does – but it's the way you set your goals and the way you make plans to accomplish them that makes the real difference. The following method will assure you of success.

### **Step 1 - Develop desire - intense, burning desire**

This is the motivational force that enables you to overcome the fear and inertia that holds most people back.

### **Step 2 - Develop belief**

In order to activate your subconscious mind, you must absolutely believe that it is possible for you to achieve your goal. That means it must be realistic. If you set your goals too high your sub-conscious mind will see them as unrealistic and you will become demotivated. Remember, big goals demand huge effort.

### **Step 3 - Write it down**

By writing down your goal, you are crystallising your thoughts, so make your description of what you are setting out to achieve as detailed and vivid as you can. If your goal is to have a million pounds in the bank, describe opening the envelope containing the bank statement which shows that at a specific date you are £1,000,000 in credit.

### **Step 4 - Make a list of all the ways you will benefit from achieving your goal**

You can only motivate yourself to accomplish great things if you have a big, exciting dream of some kind. Your reasons 'why' must be uplifting and inspiring. They must be big enough to drive you onwards.

### **Step 5 - Analyse your starting point**

Determining your starting point gives you a baseline from which you can measure your progress.

### **Step 6 - Set a deadline**

By setting a deadline on all your tangible goals, you programme your mind to accomplish all those goals by that specific date. If your goal is a long-term one, then you need to break it down into 90-day sub-goals and 30-day next goals, so you have control over the short term, medium term and long-term progress.

### **Step 7 - Make a list of all the obstacles which stand between you and your goal**

When you have listed all the obstacles to you reaching your goal, list them again in order of importance to determine what is the single biggest obstacle – the 'rock' across your route. It may be internal or external - you may be lacking a particular skill or the funds to invest in the project.

Whatever it is, identifying it allows you the ability to tackle it and defeat it.

### **Step 8 - Identify the additional information you will need to achieve your goal**

These days it's never been easier to get information on a whole host of topics. Yet you can have too much information. What you have to decide is what information you need to progress towards your goal and then look at whether it is information you can find and use yourself or whether it's easier and quicker to find

someone else who has it.

Building a website is a good example. Should you build it yourself, hire someone to do it for you or tap into an existing arrangement?

**Step 9 - Make a list of all the people whose help and co-operation you will need**

This list will include your family, your bank manager, your friends, your business contacts. Once you have compiled it, organise it into priority sequence. Whose help is most important to accomplish your plan? How can you help them achieve what they want?

**Step 10 - Make a plan**

At this stage, you should write out in detail what you want, when you want it, why you want it and where you are starting from. You should also list the obstacles you must overcome, the information you need and who you will need to help you. With this list in place, you have all the ingredients in place to achieve your goal. But you're not quite finished...

**Step 11 - Use visualisation**

Create a clear mental picture of your goal as it appears when you have already achieved it and replay this picture over and over in your mind. Each time you visualise your goal as being accomplished you increase your desire and intensify your belief that the goal is achievable.

**Step 12 - Never, ever quit!**

Back your plans with persistence and determination. Failure is not an option. Whatever happens, develop the ability to persevere and overcome your most difficult obstacles. The longer you persist, the more convinced and determined you become. You finally reach the point where nothing can stop you – and nothing will!