

## GOAL SETTING TOOLS

"A man or women without a goal is like a ship without a rudder. Each will drift and not drive. Each will end up on the beaches of despair, defeat and despondency" Zig Ziglar (1974)

Although we don't realise it we set goals several times a day – time to get up, tasks to complete, places to go, things to buy, etc. If we want to be even more successful than we are at present we will want to use specific goal setting tools but which ones? There are a number to choose from. What follows is a selection of useful tools.

### GOAL SETTING TOOLS

#### WHEEL OF LIFE

Use a 'Wheel of Life' as a starter. Are there any areas that you have identified that you want to concentrate on? Don't forget to ask the 'cascade' question – which is "When I improve in this area what impact will it have on my other goals?" An effect in one area will have a corresponding 'cascade' on the other areas.

#### WISH LIST

Create a 'wish list'. Write down absolutely everything you want to be, to do, or to have – do not judge what you're writing. Make sure that the end goal has a 'desired' basis – i.e. I want a new job because I want to develop my skills in (state area). DON'T write it in the negative – i.e. I want a new job because the one I hate the one I have at the moment. Negatively based goals can have nasty side effects.

#### VISION BOARD

This is a visual representation of your goals – pictures from magazines, photos, drawings, readers digest cheques, etc. Pin them all on a board somewhere that you can see – look at them regularly.

#### GOAL JOURNAL

Include each of your goals in a journal. Why do you want them? How will they feed your values and beliefs? Record your progress as often as possible. Ask your self how will taking action move me one step closer to my goal? What are the pros and cons of achieving these.

#### VISUALISATION

See your goal and see yourself achieving it. A more advanced version is the IDEAL DAY exercise.

#### IDEAL DAY

Write down a description of your 'ideal day'. Select a time in the future and describe what your day will be like. Your story starts when you wake - What will your day look like? What will it feel like? Are there any sounds you can hear? Where are you? What will you be doing? Who are you with? Include as much as detail as possible and let it flow. Take as long as you need – if need be leave it and come back to it – add to it as you revisit. If you include a car on the drive describe it – colour, make, type, engine size, manual, automatic, saloon, estate, sports, what is the interior like? What does it smell like? Etc.

#### TYPES OF GOALS

Whatever exercise you use there will be a number of things you will want to do. These are your goals and there are a considerable number of types. What follows is a small selection.

#### GO- UP Goals

This is a growth goal – new job, new promotion, etc. Moving from low to high. Bigger car, bigger house, etc. These are goals that when achieved will move you upwards in your life.

#### GIVE UP goals

I have something that I no longer want – poor health, weight, stress, etc.

#### DEFICIENCY goals

Something I haven't got and I want in my life. More love, more money, more security, etc.

#### HABIT GOALS

Giving up, or creating a new habit – drinking coffee, exercise, etc. This type of goal changes who you are.

So now that you have defined some goals you'll want to set some time frames around them – won't you? A Time Frame is one aspect of a SMART way of framing goals.

#### GET SMART

<b>S</b>	- pecific	Not I want more money but how much specifically
<b>M</b>	- easurable	By number, % etc.
<b>A</b>	- ctionable	If you don't take action how is anything going to happen
<b>R</b>	- ealisable	Goals need to be challenging & stretching and not unrealistic that they are unachievable.
<b>T</b>	- ime phased	By when?

Use positive affirmations. Concentrate on what you want NOT what you don't want. Get totally into the experience. What will you see, hear & feel when you achieve your goals

Goals termed in the 'now' are powerful and more readily recognised by the subconscious .

Create goals that are resonate with your values, beliefs, ethics. The more emotion you include with your goal the more likely you'll succeed.