



Personal Goal Achievement Strategies:

This process will take you through 5 steps that will teach you: What a goal is and why it's important to set goals. It will also teach you how to set goals and guidelines to follow when goals are achieved.

Step 1: What is a goal?

- *According to Don Hutson, a Goal is “anything you want to Do, Be or Achieve.”*
- *According to Webster’s Dictionary, a Goal is “the state of affairs that a plan is intended to achieve”*

Step 2: Why is it important to set goals?

Goal setting is an important method of:

- *Deciding what is important for you to achieve in your life*
- *Separating what is important from what is irrelevant*
- *Motivating yourself towards achievement*
- *Building your self-confidence*

Step 3: Begin setting Personal Life Goals

Crystallize your thinking and decide what areas of your life you want to shape and grow.

- *Artistic:*
Do you want to achieve any artistic goals? If so, what?
- *Attitude:*
Is any part of your mindset holding you back? Is there any part of the way that you behave that upsets you? If so, set a goal to improve your behavior or find a solution to the problem.



- *Education:*
Is there any knowledge you want to acquire in particular? What information and skills will you need to achieve other goals?
- *Family:*
Do you want to be a parent? If so, how are you going to be a good parent? How do you want to be seen by a partner or by members of your extended family?
- *Financial:*
How much do you want to earn by what stage?
- *Physical:*
Are there any athletic goals you want to achieve, or do you want good health deep into old age? What steps are you going to take to achieve this?
- *Pleasure:*
How do you want to enjoy yourself? - you should ensure that some of your life is for you!
- *Public Service:*
Do you want to make the world a better place by your existence? If so, how?

Step 4: How to Create a Goal

Now that you have decided what areas in your life you want to shape and grow, the next step is learning how to set effective goals. The following broad guidelines will help you to set effective goals:

- *State each goal as a positive statement: Express your goals positively - 'Execute this technique well' is a much better goal than 'Don't make this stupid mistake'*



- *Be precise: Set a precise goal, putting in dates, times and amounts so that you can measure achievement. If you do this, you will know exactly when you have achieved the goal, and can take complete satisfaction from having achieved it.*
- *Set priorities: When you have several goals, give each a priority. This helps you to avoid feeling overwhelmed by too many goals, and helps to direct your attention to the most important ones.*
- *Write goals down: this crystallizes them and gives them more force.*
- *Keep operational goals small: Keep the low-level goals you are working towards small and achievable. If a goal is too large, then it can seem that you are not making progress towards it. Keeping goals small and incremental gives more opportunities for reward. Derive today's goals from larger ones.*
- *Set performance goals, not outcome goals: You should take care to set goals over which you have as much control as possible. There is nothing more dispiriting than failing to achieve a personal goal for reasons beyond your control. These could be bad business environments, poor judging, bad weather, injury, or just plain bad luck. If you base your goals on personal performance, then you can keep control over the achievement of your goals and draw satisfaction from them.*
- *Set realistic goals: It is important to set goals that you can achieve. All sorts of people (parents, media, society) can set unrealistic goals for you. They will often do this in ignorance of your own desires and ambitions. Alternatively you may be naïve in setting very high goals. You might not appreciate either the obstacles in the way, or understand quite how many skills you must master to achieve a particular level of performance.*



- *Do not set goals too low: Just as it is important not to set goals unrealistically high, do not set them too low. People tend to do this where they are afraid of failure or where they are lazy! You should set goals so that they are slightly out of your immediate grasp, but not so far that there is no hope of achieving them. No one will put serious effort into achieving a goal that they believe is unrealistic. However, remember that your belief that a goal is unrealistic may be incorrect. If this could be the case, you can change this belief by using imagery effectively.*

Step 5: Achieving Goals

When you begin achieving your set goals, review the following to help you process and learn from your experiences:

- *If you achieved the goal too easily, make your next goals harder*
- *If the goal took a dispiriting length of time to achieve, make the next goals a little easier*
- *If you learned something that would lead you to change other goals, do so*
- *If while achieving the goal you noticed a deficit in your skills, decide whether to set goals to fix this.*
- *When you have achieved a goal, take the time to enjoy the satisfaction of having done so.*
- *Absorb the implications of the goal achievement, and observe the progress you have made towards other goals*
- *If the goal was a significant one, reward yourself appropriately*
- *Failure to meet goals does not matter as long as you learn from it. Feed lessons learned back into your goal-setting program*

Note:

Remember too that your goals will change as you mature. Adjust them regularly to reflect this growth in your personality. If goals do not hold any attraction any longer, then let them go. Goal setting is your servant, not your master. It should bring you real pleasure, satisfaction and a sense of achievement