


How to Improve on Your Goal Setting Skills

Life is the most fantastic journey in the universe, where you are or where you want to be. You can choose your own destination. And only then can choose how you are going to get there. Goal setting will help you end up where you want to be. Those people with dreams are the ones most likely to experience them. Here's a list of 15 goal setting skills.

1. When it comes to setting goals, **start off with what's important to you in life**. Take out a sheet of paper. Sit quietly, and on that sheet of paper, brainstorm what you want to accomplish between now and the end of your life.
 2. Second step. Use another sheet of paper, and this time, **consider yourself and your personal goals for the next 12 month period**. Some key areas in which you might set personal goals include: family, personal growth, financial, health, social, career, hobbies, spiritual, and recreation. Write down the things that you plan to accomplish or achieve or attain during this 1-year period.
 3. Now, as a third step, **go back and compare the two goal lists you have made**. Make sure that the items on your short-term list will, as you attain them, be helping you attain your long-term or lifetime goals. It is important that what you are doing short term is taking you in the right direction toward your lifetime goals. Please rewrite your short term goals now if you need to.
- 
4. As a next step, **looking at the goals** that are on your list at this time, if there are any of those you are not willing to pay the price for, go ahead and cross them out, leaving only those items you are willing to cause to happen in your life. This does not necessarily mean you have the money or the other resources for attaining the goal right now. However, when you do have it, would you spend it on or trade it for the goals you have on your list?
 5. Now, on still another sheet of paper, **create the job goals that are important to you during this upcoming 12-month period**. Identify what outcomes you wish to attain or achieve during this 1-year period in your specific area of responsibility and authority. Written specific goals provide direction and focus to your activities. They become a road map to follow.
 6. As a next step, **look for the blending between your work goals and your personal goals**. Anywhere you notice that you are attaining a goal on the job while at the same time you are attaining a personal goal, note this relationship: it is in these areas you will be most highly motivated.
 7. For each of the three lists that you have just created, take an additional sheet of paper and **list the activities that you must do to attain the most important goal that you have on each of your lists**.
 8. Now on another piece of paper titled "**Things To-Do List**" **identify from the activities you just listed**, the ones that you must do tomorrow to move you toward your most important goal.
 9. **Rewrite your goals** in these categories at least **every 3 months**.

10. The only thing in life that is **constant is the fact that everything changes**. It makes sense that our goals will change as we change.
11. **Recognize** how focusing on what you do want, what you do intend to accomplish, also defines what you choose not to do in your life.
12. **Success is defined as "the progressive realization of a worthwhile goal."** If you are doing the things that are moving you toward the attainment of your goal, then you are "successful" even if you are not there yet.
13. **Dreams and wishes are *not* goals until they are written** as specific end results on paper. *It is not the achieving of a goal that is so important, it's what you become in the process.*
14. When you have a goal that is exciting to you, the **life energy flows through you**. You are excited about accomplishing it because it is personally meaningful.
15. Have a vision that you know is unquestionably right, and you will be internally driven to achieve that vision. Use a **Vision Board** by cutting and pasting pictures of what you want your life to be like comment posted up a wall for you to see every day so you stay focused.

Evelyn Gray, Productivity & Stress Management Consultant
Certified ADHD & Hoarding Consultant
Certified Coach & Seminar Leader, Speaker & Author
Organizing for Success
www.evelyngray.com * evelyn@evelyngray.com
(626) 643-4884 PST