LIVING WITH POSSIBILITY

COMPLIMENTARY WORKSHEET

EPISODE 2 COURAGE ON A MISSION

2.2 How to Set Achievable Goals

SETTING GOALS TECHNIQUE

Setting goals is simply a tool for managing your life that enables you to go from here...to over there. Some people set a lifetime goal and look ahead in five year plans. But if this sounds too much like hard work, my suggestion to make it more achievable is:

1: Focus on one or two major goals you would like to reach in the next 12 months. This could be a personal one and a career or other focused one. This enables you to stay connected to the bigger picture without getting too distracted.

2: Commit to your major goals. In order to stick to a goal, try the Goldilocks principle which means choose a goal that is not too easy and not too difficult but one that is challenging enough to inspire you to reach for the next level of your personal or professional growth.

3: Take action, one task at a time. You build the steps to your goal by first looking at the end goal and then working backwards. For example, write down what you aim to achieve in 12 months from now. Then you place a list of doable tasks in each month and see how that works in building the bricks to a foundation you can see in your mind but need to physically put into place. In other words, you can break it down into monthly steps, weekly goals and daily tasks.

4: The final key is to keep a SMART focus on your goals: SMART stands for:

• Specific • Measurable • Attainable • Relevant • Timely (with a deadline).

BIG PICTURE TECHNIQUE

By doing this preparation work at the beginning of a goal, it helps define the natural progression and keeps momentum going otherwise your attempts can be a bit hit and miss. If you find this too daunting to plan by yourself, ask a friend to help brainstorm ideas. Thoughts can percolate over a few days, it doesn’t have to be worked out in a single day. Your plans and ideas may change and this is fine. It is your big picture, only you set the direction of your goal.

TASK: Create your big picture goal.

1: My big picture goal is to:

2: The MONTHLY mini-goals I need to focus on are:

3: The WEEKLY mini-steps I need to take are:

4: The DAILY tasks in rank of priority to reach this week’s goals are:

**TIP:** Take 30 mins at the end of each week to set the following week’s tasks so by Monday morning, you are ready to jump straight into your plan and set intention into your week. By the end of one month, you will be amazed at how much you have achieved.

EXTRA RESOURCE

Here is a link to a website that explains how to use the SMART setting goals technique, ‘Five Golden Rules for Successful Goal Setting’.

https://www.mindtools.com/pages/article/newHTE\_90.htm

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