

MyGoalManager.com Goal Setting eBook

MyGoalManager.com's Goal Setting system will help you:

- Determine True Goals and Create a Heightened Sense of Purpose
- Prioritize and Improve Decision Making
- Create Exciting Challenges and Maintain a Burning Desire for Accomplishment
- Establish a Plan to Get What You Want and Improve Time Management
- Become More Organized, Develop Focus, and Increase Productivity
- Motivate Your Organizations Sales Force and Create Accountability
- Give Your Employees a Powerful and Easy to Use Productivity Tool

www.MyGoalManager.com

Copyright December, 2003 by MyGoalManager.com

CONTENTS

- Steps for Successful Goal Setting and Achievement
- Getting Organized for Achievement
- Personal Goals Worksheet
- Reviewing Your Goals Made Easy

Steps for Successful Goal Setting and Achievement

by MyGoalManager.com

Goal Setting is an extremely powerful technique for accomplishment, but for Goal Setting to really be effective requires more than just writing a list of dreams and filing it away. This article will present important steps that will help to define and achieve goals with more success.

Benefits of Goal Setting

Goal setting helps us determine our priorities, get organized, make big decisions, and realize our dreams. The act of merely setting a goal brings about positive change for many people. When you set a goal you are creating an exciting challenge for yourself. Almost all motivational experts incorporate goal setting as an important part of their programs. The effectiveness of Goal Setting can be seen in the incredible accomplishments of people such as: Henry Ford who wanted to make cars affordable for everyone, Bill Gates whose goal was to have a computer in every household, and John F. Kennedy who set out to put a man on the moon within a decade. There is a famous story about Jim Carrey who, while struggling as an actor in 1987, drove his car up on Mulholland Drive in the Hollywood hills to think about the future. While sitting there overlooking the city of Los Angeles he wrote a check made out to himself for "acting services rendered" in the amount of \$10 million. He dated the check for Thanksgiving of 1995. Jim's Goal turned out to be conservative because by the time 1995 rolled around he was making \$20 million a movie.

The objective of MyGoalManager.com is to direct the user through the entire Goal process from definition to achievement. This Goal Achievement process entails the following requirements:

1. Well formed Goal Statements
2. Breaking goals down into manageable Steps
3. Motivation and Commitment
4. Reminders and Keeping on track
5. Frequent Review and Re-assessment

1. Well formed Goal Statements

The Goal Statement forms the basis for the entire process so careful attention should be placed on formulating a clear and accurate goal statement. A good way to remember how a goal statement should be defined is the old S.M.A.R.T. acronym used by many experts in goal setting. SMART stands for:

Specific
Measurable
Action-Oriented
Realistic
Tangible

The Goal should be specific enough so that we know exactly what we are striving for, measurable so we know exactly what is to be accomplished and when it is to be reached, action-oriented declaring positive activity that will produce results, realistic in that it is practical and can be achieved given the limited availability of resources, and tangible meaning concrete and not vague. The goal statement "Increase sales 25% by the end of the fiscal year without increasing advertising spending" is an example that follows these rules.

2. Breaking down Goals into manageable Steps

Once we have a well-formed Goal Statement we need some direction to follow to achieve this Goal. While the goal "Increase sales 25% by the end of the fiscal year without increasing advertising spending" is a great goal statement, this is a monumental task without being broken down into smaller detailed steps. The creation of Goal Steps gives us an "Action Plan" that when completed will lead to Goal Achievement. Steps also allow for tracking of progress towards the goal. Goal Steps should be positive and not used to list obstacles that must be overcome which focuses on the negative. Negativity can kill motivation but there is power in positive thinking.

3. Motivation and Commitment

Motivation and commitment are what make us strive to achievement. They give us the push, desire, and resolve to complete all of the other steps in the Goal process. This motivation can be obtained by developing a personal statement that creates a high level of emotion and energy that guarantees achievement. Commitment creates more accountability and is what sets us on direct course to reach our goals. It may create costly negative consequences upon failure to attain a goal. Making a commitment might be something like having invested your savings in your new business which you will lose if it fails. Motivation and commitment are specific to your situation and life and only you can form statements that will ensure you reach your goal the quickest. The more personal you make your motivation and commitment statements for each goal, the more motivated you will be to accomplish your goal.

4. Reminders and Keeping on Track

Reaching our goals requires persistence and regular attention. We need some sort of system to keep us reminded and accountable. MyGoalManager.com uses a combination reminder emails, calendars, and reports to keep users organized and on track. Sharing goals with others who can give you help and support is a highly effective way to increase your chances for success. If some accountability system is not used then we are likely to lose sight and fail.

5. Frequent Review and Re-assessment

When we first sit down and start to define goals it can seem like a difficult and daunting task but over time it begins to get much easier. Patience is required. Goal Setting is definitely an ongoing process that is accomplished over time. Any goals program that defines goals and then ignores them will fail. All goals due in the next year should be reviewed at least once a week and daily if possible. The great thing about frequent review is that this forces us to make big decisions and determine priorities in our life. We should keep watch for goals that are not being achieved on time or for goals on which we keep extending the deadline.

Getting Organized for Achievement

by MyGoalManager.com

Getting and staying organized is critical to achieving your goals. A well organized person is more productive, has more free time, wastes less money, and experiences less stress. This article will outline a simple, effective, and flexible system to help you get and stay organized by using a top down approach. This system will allow you to keep some of your current scheduling systems in place, if they are currently working for you, and makes suggestions with some new ideas and changes that can be made to make you more productive and organized.

Productivity isn't so much about getting more things done as it is about getting the right things done. Dr. Stephen Covey, who is co-founder/co-chairman of the [FranklinCovey Company](#) and author of the book *The 7 Habits of Highly Effective People*, has as one of his key beliefs to "begin with the end in mind" and says that goals give a framework for motivation. A top down approach to Time Management means that you start with your goals and work down to your smallest todo tasks. This approach to scheduling your time makes sure your priorities are really being observed and gives more meaning to even your smallest task. You may also find that some of your current activities are not needed or are misguided towards achieving what is really important to you.

Top to Bottom Scheduling Breakdown:

Goals

Goal Steps

Email

Calendar/ToDo List

1. Goals

Start by determining your true Goals and Prioritizing. Use MyGoalManager.com's [Goals Worksheet](#) at the end of this eBook to build your prioritized goals list. Once you have your goals list you can create well formed goal statements and set deadlines.

2. Goal Steps

The next step is to create a plan of action for your goals and develop timelines. Use the information in the section [Steps for Successful Goal Setting and Achievement](#) above to properly define your goal statements and create a plan of action.

3. Email

Your email account is a great tool because its like an automatic todo list that is checked on a regular basis. Emails that require immediate action should be addressed and then deleted. Emails that require action at a later date should be recorded in your calendar then deleted. Always try to keep your inbox empty.

4. Calendar

Many people use a software calendar system such as Microsoft's Outlook, a PDA, or other online calendars to keep track of their appointments. Some people prefer a paper day planner or master list, the most important thing is to find whatever works best for you and stick to it. One very effective method of keeping on track is your mobile phone. Most new phones have a built-in Calendars which is an excellent place to keep your todo list since it is almost always with you. If your in sales or some other profession that requires you to keep an extensive contact list and frequently schedule calls and meetings then you should also look into getting [ACT Contact Management Software](#).

Now that you have a simple organizational structure set up all that is needed is a plan to follow to stay organized. Your Goals and Goal Steps should be reviewed at least once a day. MyGoalManager.com has a "Home Page" (designed to be made your browsers home page so frequent goal reviews are automatic) which the perfect starting place for each day. The system has an automated Goal Review which analyzes all your goals and alerts you to items that need attention. The goal system also can send you email reminders for your Goal Plan which place them in your todo inbox. You can create and modify your todo lists and/or Day Planners from this goal review.

Goals Worksheet

by MyGoalManager.com

INSTRUCTIONS

This Goals Worksheet is a quick, easy, and fun way for you to identify your true goals and prioritize. Simply print out this page and write out your answers to the Goal Discovery questions in the spaces provided. It is important that you read and answer the questions in the order they appear and are very detailed and specific with your answers. When you get to the bottom of this worksheet you will have a prioritized list of your highest benefit true goals. While answering the questions remember to always make your overall happiness the most important factor. YOU CAN ALSO COMPLETE THIS GOALS DISCOVERY WORKSHEET ONLINE FOR FREE AT MyGoalManager.com, JUST GO TO THE ADDRESS BELOW:

<http://www.mygoalmanager.com/goals/WorksheetOffer.asp>

You have found a magic lamp with a genie that will grant you ANY 3 wishes. List your wishes:

You have just won a million dollars list what will you do:

List the things that make you the happiest and give you the most purpose for your life:

List what you think and talk about most of the time:

When you look back on your life in thirty years, what would it take for you to consider your life successful?

You have just found out that you only had a few months left to live, list what you are going to do in your remaining time:

List the things that you would most like to achieve in regard to your personal health and fitness (lose 15 lbs., run 7 minute mile, etc.):

Determine the age at which you would like to retire, where you would like to live, and how much money you will need to live off of:

What do you see as your Ideal situation in 5 yrs? What type of career or position would you be in? How much money will you earn? Where will you live?

List the things that you would most like to achieve in regard to your Finances (get out of debt, increase savings, etc.):

List the things that you would most like to achieve in Business and in your Career:

List the ways in which you would like to advance your education or qualifications (Masters Degree, etc.):

List the causes that you think are most worthy of your Charitable Donations:

List the places and countries that you would most like to travel and see:

*Of everything in the world, what would you most like to be doing right now?
Where would you most like to be?*

List the things that are most important for you to accomplish in your family and relationships:

List the any bad habits that you would like to quit (Smoking, etc.):

List the things you want to accomplish in your spiritual life:

List the major assets that you would most like to have (house, car, boat) be VERY specific:

List the adventure activities (skydiving, hunting, etc.) that create the most excitement for you:

Read through MyGoalManager.com's Goal Ideas page and the Top 10 Cool Goals to Achieve list at <http://www.MyGoalManager.com/> then list any new goals to achieve below:

TEST YOUR GOALS

You have now completed all of the Goal Discovery questions. Go back and Qualify the items you have written by asking "Why?" for each item and question the true benefits you will receive from achieving each goal. The goals that cannot pass this test should be crossed out so that you can focus your efforts on the important Goals. REMEMBER: YOUR HAPPINESS IS THE SINGLE MOST IMPORTANT QUALIFIER FOR YOUR GOALS.

PRIORITIZE YOUR GOALS

Now go back through the items you wrote above which are not crossed out and

rank them in order of importance. Once they are ranked form them into specific goal statements and write them below in order:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

CREATE A PLAN AND STAY ON TRACK

CONGRATULATIONS!! You now have a prioritized list of your 15 highest benefit most important Goals. The next steps to achieve these Goals are: create well formed Goal Statements, set reminders and deadlines, create a plan of action, visualize your goals with images, and review your goal plan regularly. Register for your own personal goals account at <http://www.mygoalmanager.com/> and let MyGoalManager.com's automated system guide you through these remaining steps to achieve your goals.

REVIEWING YOUR GOALS MADE EASY

Goal Reviews are THE Single Most Important Step in the Goal Achievement Process and Should a Part of Everyones Routine

Most people are certain to take time everyday to review their schedule or calendar but it is even more important to be sure that Goals are reviewed also. A lack of regular Goal Reviews is probably the most common reason for failure in goal setting. There is no doubt that defining a list of goals and recording them is a great start towards achievement but it is only a start. As a matter of fact it is virtually impossible for anyone to even determine what their true goals are in one sitting. Goal Achievement is an ongoing process that requires attention and persistence. Spending as little as 15 minutes reviewing your Goals everyday makes a world of difference towards reaching your goals. Just remember that every minute you spend even thinking about a Goal brings you a step closer to achievement.

Goal Reviews are Necessary Because They:

- Solidify your goals and keep them fresh in your mind
- Build excitement and motivation towards achievement
- Help you make big decisions, set priorities, and define new goals
- Keep you focused on what's important
- Make you aware of your progress
- Allow you to make adjustments and improve your Goals
- Give you a high level framework from which to create your daily schedule and todo list

Goal reviews are most effective when performed the first thing everyday. One of the great things about starting your day with a Goal Review is that it keeps your true priorities and objectives fresh on your mind for the rest of the day. Your efforts will be more focused towards the achievement of your Goals and you will refer to your goals throughout the day getting ideas that you can use to adjust, change, or add to your goals. Through this process your Goals list will be fine tuned and dialed in over time.

The Goal Review Process

MyGoalManager.com's service effortlessly guides you through Goal Reviews by breaking them down into a logical process. The "My Critical Goals" page will

automatically search your goals for important items that need attention and present them to you in order of importance using the priorities you have set. A Goal Review involves the following 3 main steps:

1. Find and Address Current Important Pending Issues in Your Goals Plan
2. Thoroughly read through each of your goals and your plan of action
3. Determine if changes are necessary and modify if needed

1. Find and Address Important Pending Issues in Your Goals Plan

A few of the most important items to address during the Review include:

- Mark Goals or Steps that are now completed as attained
- Log achievement for recurring Steps and monitor progress
- Address Goals or Steps that are currently past their deadline
- Examine Goals or Steps that have had their deadlines extended several times
- Become aware of Goals or Steps that are coming due very soon
- Watch out for Goals or Steps whose achievement could conflict with one another
- Be careful of any Goal whose achievement is dependent on the achievement of other Goals
- Remove Goals that are not aligned with your values, purpose, or true desires

After MyGoalManager.com's service finds critical issues in your Goal Plan it gives you guidance and make suggestions on possible actions to take.

2. Read through each of your Goals

After taking care of any pending issues in your Goal Plan the next step is to carefully read through each and every Goal and Step in your Plan. During the review question everything and don't take anything for granted. Look at things from a whole new fresh perspective every time you preform a review. Carefully examine your goal statements, deadlines, importance ratings, motivational statements, and commitments made. This step can also be very helpful for making decisions. You can look through your goals and their importance to you to make your decisions easier.

3. Determine if changes are necessary and modify

After reading through your full Goals Plan you may find that there are things that need to be changed in your Goal Plan. You may want to re-word a Goal Statement, move a deadline, modify a Goal's Plan of Action, create a new Goal,

or even delete a goal that is simply no longer important. A review should either nudge you into immediate action or force you to make changes to your Goals. It's important to be flexible and change your plan of action when it is not taking you closer to your Goal's Achievement or is progressing too slowly. Some goals you may wish to drop if situations have changed. Changes will occur most right after you first define new goals but over time you will notice that they will change a lot less.

Keeping Current with Your Goal Reviews

Keeping up with goal reviews is very important because people become more effective at anything they do by repetition and Goal Setting and Achievement are no different. No Goal Plan will work if it is not followed and maintained on a regular basis. To ensure that thorough Goal Reviews are performed properly and regularly be sure to make MyGoalManager.com's "My Home" page your browser's home page. This will allow you to see pending Goal Plan issues every time you begin using the Internet. This will also remind you to clear out all items needing your attention on your "My Home" page everyday. Go to <http://www.MyGoalManager.com> to review your goals or create a new account if you don't already have a Goals account.