



Goal setting that works

A practical and powerful formula to create your success

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Goal setting that works

Many of us set goals or resolutions, either in work or life in general. Often they don't work out. Don't let that happen to you. This guide is all about how you can prepare yourself mentally, practically and spiritually to design and action goals that work.

The keys to success in anything in life are:

- Be clear about what you want
- Get accurate feedback so that you know where you are in relation to what you want
- Take action towards what you want
- Be flexible in your approach
- Be in the right state of mind and physically to achieve that

This guide will set you up with all these elements. It is both a guide and a workbook so you can use it to document your thoughts and work through your ideas. You can use it to help you set personal goals, career goals or adapt it to set goals for your team members or even plan a business strategy.



**Prepare yourself
mentally, practically
and spiritually to set
goals that work**

Make sure your goal is designed for success

Make sure you are clear about what you want, why and how to get there. These questions work well for personal goal setting as well as for businesses. Use this worksheet to work through these questions. It may help to have someone else ask you these questions and record it so that you can think freely:

1. What do you want?

Be clear on what you want, not what you don't want. If at first you come up with a lot of things you don't want, write them all down and then ask yourself 'So what do I want instead of this?' Avoid comparatives like more, less, better as they are impossible to measure.

2. How will you know you have it? What will you see, hear and feel?

Get a clear picture of what you want, what will you hear yourself say, how will you feel? You are coding your brain to go and get it.

3. What is the first step?

Many people don't get started because they don't have a first step. You do not need to plan every step towards your goal but you do need to be able to get started. The first step should be something you are confident you can achieve.

4. When do you want it? With whom?

Be clear on a realistic timeframe, run it by someone you trust if you think you might not be good at judging this. People either tend to want something right away and then get disappointed when it doesn't happen and give up or they make it so long term that it doesn't feel real. Check out your timeframe with a few people if necessary.

5. What will happen if you get it?

This question checks out the consequences to achieving your outcome.

6. Are there any possible unintended consequences of achieving this that would be undesirable?

People often unconsciously sabotage themselves because there are unintended negative consequences of achieving their goal. If you can bring it to your conscious attention then you can decide what you are going to do about it. For example if you want a promotion but it means you will have to spend time away from your family (which you don't want), you are likely to sabotage your chances of promotion. By bringing it to your awareness you can think about it clearly and perhaps discuss it with key people with the intention of finding another way.

7. Can you initiate and maintain it?

How much is this goal yours? Can you own it and take responsibility for it? This doesn't mean other people can't be involved but your goal shouldn't be dependent on other people doing something because you can't control this.

8. What resources do you need to achieve it?

Do you need time, money, skills, training? Do you know anyone who has achieved it that you could go and ask how they did it? They will often have some great ideas you can use and make your own.

9. Why do you want this?

What will achieving this get for you? Being clear about the 'why' both gives you clarity and sometimes other alternatives of how to achieve what you really want. For example if you want to start your own business, being clear about what this will get for you and your family will help you to plan and prepare in the right way.

Hints and tips to ensure your goal happens

Take responsibility for your situation and your part in it

People often miss getting what they want because they are either prone to blaming others for their situation in life or they try to control people or situations which are outside their control. To be sure of success in life you must take responsibility for yourself and your part in any situation. That is not to deny there are outside influences. The key question to focus on -

Is this something I can do anything about?

Thinking about your goal - what factors are within your control and what is outside of your control?

Develop a useful question you can ask yourself in relation to your outcome

This is also part of programming your mind for success. If you go around thinking to yourself 'Why can I never find the right job?' it's hardly setting your mind up to find it is it? Change your internal dialogue to support what you want. For example if it's a health outcome the question could be 'How can I stay fit and healthy?'



**Programme
your mind
for success**

Keep a journal to keep track of your progress and capture unhelpful thoughts and beliefs. Let's be real here, you are going to have unhelpful thoughts in relation to your goals. You might be afraid of something or you might be angry because something hasn't happened the way you had wanted. Don't deny these feelings: they are valid. Use your journal to write out these thoughts, fears and beliefs and it will stop them from taking control of your mind.

My main fears and concerns around this goal are:

Hints and tips to ensure your goal happens

Take time to appreciate and express gratitude

If you have read anything about the law of attraction or The Secret, you will know that if we appreciate what we have, we will attract more of it towards us. Moaning about a lack of something does nothing to attract good things to you. This theory is well documented and studied. Make a habit of expressing gratitude and appreciation as part of life. You could do this formally in a journal or even just take a few minutes each day to appreciate the good things in your life or the progress you are making.

In relation to my goal I am grateful for or appreciate:

Want more support with your goals?

We have a lot of free resources on our website, including articles, quizzes and self-hypnosis tracks to help you program your mind for success, and a chapter of Karen and John's award-winning book, "Real Leaders for the Real World". Go to www.monkeypuzzletraining.co.uk.

If you have any questions, or if you'd like to find out more about the coaching services we can provide, please get in touch by email at info@monkeypuzzletraining.co.uk.

We look forward to hearing from you.