



10 POWERFUL TIPS TO HELP YOU ACHIEVE YOUR GOALS!



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1. Evaluate Where You Are

If you are driving and you get lost, the first thing you will do is check your GPS or map or ask for directions.

Therefore, the first tip is: Assess where you are in relation to your goals. Find a quiet place and reflect on the last 12 months and ask:

- What accomplishments am I proud of?
- What were the setbacks, disappointments or mistakes?
- What went right? What went wrong? What held me back?
- What lessons did I learn? What will I do differently from now on?

Achievements:

Setbacks:

_____	_____
_____	_____
_____	_____
_____	_____

2. Think About What You Really Want

One of the reasons some people don't achieve a goal is because it's not what they really want. Maybe it was someone else's idea for them.

Be honest with yourself and ask:

- What do I want to have or own?
- What do I want to do, be or achieve?
- Where do I want to go? Who do I want to meet?
- Who do I want to help? How much do I want to contribute?

Think about all your desires and dreams that motivate you.

3. Write Down What You Want

There's something powerful about putting your thoughts on paper. It starts the dream-achievement process and increases the likelihood of success.

- Use a notebook that will specifically be for your dreams and goals. Don't rely on your memory or cellphone.
- Use your imagination. Don't let past disappointments or failures get in the way of your better future. Allow yourself to dream again.

Unfortunately, too many people do not proceed beyond this stage. What they want simply remains as a wish or New Year's resolution. You must press on to the next step if you want to achieve your goals.



4. Write Down Why You Want It

The motivation to keep going for your dreams, especially when difficulties arise, will come from the *reason* you want it and how it will make you *feel* to have it.

- Think about *why* you want what you want.
The two main drivers for most people is either pleasure or pain.
- Is your “why” strong enough to keep you motivated to go after your dream?
- Write down your “why” for every “want” on your list.

5. Categorize Your “Wants”

Now that you have a list of what you really want, categorize each item according to the following 10 areas:

- | | |
|--|---------------------------------|
| ▪ Spiritual | ▪ Career / Business |
| ▪ Mental / Personal Development | ▪ Financial |
| ▪ Emotional | ▪ Relationships / Social |
| ▪ Physical / Health | ▪ Hobbies / Interests |
| ▪ Family | ▪ Leisure / Travel |

For example, if you’ve written on your list, “*I want a car*” then next to it write: *Career*, because you want to be able to drive to your workplace instead of using public transport.

If you wrote, “*I want a bigger house*” then next to it write: *Family* because you want more space at home for your growing children.

Note that you may have a different reason, so categorize your “want” in the area relevant to you.

6. Visualize What You Want

Schedule a time when you can be free from distractions and look at your list. Now visualize every item as if you already have it. See it in your mind as though you are watching a movie.

What you are doing is mentally making the picture of what you want clear and precise. Visualizing helps you to “see” the type, size, shape, colour and other details of the car or house you want.

- Imagine yourself driving the dream car, or living in that dream home, or getting the promotion on your job, or dropping your children at the better school, or doing the MBA or PhD course.
- Note how it makes you *feel* because that’s what will keep you motivated on the journey to achievement.

Even though it may seem like a childish fantasy, do it anyway. It’s an important part of the goal-achievement process.



7. Change Your Dreams into Goals

This next tip is critical in the process. Here is where you apply the power of *clarity* to provide the details you need to turn the intangible dream into a goal, so it can become a tangible reality. Do this by applying the well-known acronym S.M.A.R.T.

- S** - Specific
- M** - Measurable
- A** - Actionable
- R** - Relevant
- T** - Time-Bound

Going back to the earlier example of the car, instead of “*I want a car*” you will say, “*I want a silver Audi A4 sedan with black leather seats by the end of March next year.*”

- The goal is *specific* because you know the make and model of the car you want.
- The goal is *measurable* because the make, model, colour, interior design and specifications determine the size and the price.
- The goal is *actionable* because you have clarity about it and this enables you to do what is necessary to achieve it. It’s difficult to aim at or hit an unclear, vague target.
- The goal is *relevant* to you because you know why you want it and you are inspired to pursue it.
- The goal is *time-bound* because you are able to write a realistic purchase date (the “when”) based on your belief and capabilities. The deadline is part of what changes the dream to a goal.

Although you might not know the exact achievement date, you can indicate whether it is a short-term goal (within a year), a medium-term goal (between 2 to 5 years) or a long-term goal (5+ years).

8. Have an Action Plan

The next tip is to take *action*! But not aimless ‘busyness’ without progress. Your activities must follow a thought-out *plan*.

I am sure you’ve climbed a staircase before in an office building or perhaps at home. If you wanted to, you could easily count exactly how many steps will get you to the floor above.

Now imagine your goal is on the “upper floor.”

- Write down in sequence the steps (activities) needed to achieve the goal. (You might not know all the steps, but jot down the first few things you must do to start moving forward).
- Write down the date when you will do each activity.
- Write down the “reward” you will give yourself for completing each small step. (For example, go for a movie or buy ice cream).



9. Identify Who You Need

The manufacturing of a car involves many people on the factory assembly line, each putting in a different component. There are many others involved in supplying the various materials required. Still others in the supply chain do the marketing and sales and transportation of the car before it arrives at the show room where you saw it.

In other words, your goal will always involve other people.

Even a professional tennis player cannot play alone – he or she needs, at minimum, an opponent and a coach.

Achievement of your goals requires input from other people. It may be someone with the knowledge or expertise you are looking for. It could be a friend or a support group that will encourage you to pursue your dream.

- Identify the people or organizations you will need to achieve your goal.
- Find a like-minded, trustworthy person to keep you accountable to do the work and activities necessary to accomplish your goal.

10. Stay Committed To Your Goal

Lastly, stay *committed* to achieving your goals.

- Be mentally and emotionally prepared to do what it takes.
- Avoid the mistakes, distractions and casual approach of the past.
- Hold yourself to a higher standard; don't let yourself off the hook too easily. Be accountable to *you*.
- Be consistent in doing something every day – no matter how small – that brings you closer to your goal. Just take the next step!
- Be determined and persistent because you know the benefits you will gain and the wonderful feeling you will have when you achieve your goal.

We don't live in an ideal world; adverse things may happen beyond your control which could take you off track. Don't quit! Be flexible enough to adapt to the new circumstances, but stay rigid in your commitment to your goal.

If you focus on applying these *10 Powerful Tips*, you will be more effective, not only in your goal-setting, but also in your goal-achievement! Each accomplishment will give you the emotional boost and confidence to aim higher and stretch to achieve your full potential!

To your success!



My Top 10 Goals for the Next 12 Months:

	GOAL	DATE	MY WHY
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**The tragedy in life does not lie in not reaching your goal.
The tragedy lies in having no goals to reach.**

Benjamin E. Mays