"There is a powerful driving force inside every human being that, once unleashed, can make any vision, dream, or desire a reality."

- Anthony Robbins

# Achieving My Goals!

The first step in achieving one's goals is knowing what we want to do. If we know what we are working towards and what has to be done, we are more likely to pursue and successfully follow through on our goals.

One of the biggest reasons individuals fall short of their aspirations is failing to make specific enough goals and a thorough enough plan of action. Let me explain. If you were to ask me what I hope to achieve and I tell you that "I want to speak Italian," the goal I am presenting to you is not too specific.

It is a great idea, but judging by the specificity, the chances of it happening are not very high. On the other hand, if I were to say "I want to learn to speak Italian by 2025," I have a clear goal and a plan for success.

*What gets measured gets done.*

"A goal is a dream with a deadline."

- Napoleon Hill

To help each of you get started on creating a set list of specific and attainable goals, I have created a list with questions to clarify your thoughts and aspirations.

This list can be used for pretty much any goal, whether it be regarding your career, health, new skills, relationships, or anything in between.

It is normal to have more than one goal that you would like to achieve. You can achieve most or even all of your goals, just not all at the same time. Follow the 25/5 rule to determine what your main goals are.

**Read my post on the 25/5 rule here.*

Spend a bit of time answering each question. The questions are designed to help you not only clear your mind, as you try to narrow down your goals, but also to become more self-aware of what your future self will want.

# Questions

What drives me in life? What are my motivators?

What are my values?

What is my goal?

Why do I want to achieve/obtain this?

When do I want to achieve my goal by?

Where do I see myself in 6 months, 1, 5, 10 years time?

What do I expect to happen when I achieve my goal? How do I picture my life then?

What do I have to do in order to achieve my goal? Write down a detailed list of the steps in the goal-achieving process.

What skills do I already have that are needed for working on my goal?

What skills do I have to learn to help me work on my goal?

What resources do I already have that will help me achieve my goal?

What resources do I  need?

What distracts me from achieving my goals? What are my pitfalls? What sabotages my work?

What can I do to stay clear of them in order to stay motivated?

Am I too tired? Do I need to change some of my activities to have time to rest?

What are the possible problems that I might stumble upon? (List all possible outcomes and problems you can think of. This will prepare you mentally when any of them happen.)

Do I have a support group with the right people around me? If so, who is in my support group. If not, who can support me? (Read my post on creating a support group here).

***Once you have answered the questions above, begin to work on setting a SMART goal.***

# Setting a SMART Goal

**SMART** goal format is used to help with clear goal-setting. SMART stands for Specific, Measurable, Achievable, Realistic, and Timely.

**S – Specific** - Set a specific goal. A specific goal would be "I want to speak Italian by 2025," as opposed to the unspecificity of "I want to speak Italian."
**M – Measurable** - How you will know you achieved it? For example, "I will be able to speak Italian fluently." (not just a few words).
**A – Achievable** - When setting the goal make sure you have the capability and the resources to achieve the goal, i.e. there is an Italian language school within reach that runs classes after you finish work.
**R – Realistic** - Is the goal attainable? Are there any reasons that might prevent you from achieving the goal? I know people older and busier than me who learned to speak a foreign language. This is a good skill to have. I enjoy learning.
**T – Timely** - Make sure you set enough time to complete the goal. If it's too short you may feel rushed and struggle to complete it. If it's too long you might lose motivation because of not seeing results for a long period of time, i.e. I will take 2 evening classes a week. I will complete 6 levels of classes; 1 level every 6 months. I will be able to speak in Italian by 1st January 2025. After I finish the course I will take a trip to Italy to practice speaking the language.

Use the template below to help you set your goal. Take your time to decide on the details. Working on a goal, regardless of how big or small, requires making changes in one or another part of our lives.

**Carefully outline your plan as the planning stage is what sets you up for future success.**

"Many are stubborn in pursuit of the path they have chosen, few in pursuit of the goal."

– Friedrich Wilhelm Nietzsche

# Goal Setting Worksheet

Refer to your answers on the Questions section when setting your SMART goal.

| | | |
|---|---|---|
| **S – Specific**<br>Describe in details what you want to achieve. | | |
| **M – Measurable**<br>What the achieved goal looks like. How you would know it is achieved. | | |
| **A – Achievable**<br>Do I have what I need in order be able to achieve my goal. List what makes the goal achievable. | | |
| **R – Realistic**<br>Consider if the goal is not too big and therefore hard to achieve as currently planned. You can break it into smaller goals or steps, as shown in the example with the language learning. | | |
| **T – Timely**<br>If the goal is divided into smaller goals, set up start and finish dates for each step. | **Start Date:** | **Finish Date:** |

If you would like to discuss your goal setting with me, please feel free to contact me.
I am offering a free 20 minute Zoom session for anybody interested in starting their journey.

"You are never too old to set another goal or to dream a new dream."

-C.S. Lewis

# Goal Tracker

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"If a goal is worth having, it's worth blocking out the time in your day to day life necessary to achieve it."

Jill Koenig

Working on a goal you are motivated to achieve and are passionate about makes the work easier and more enjoyable. Regardless of your level of passion, be prepared that difficulties and unexpected problems will arise. This should not deviate you from reaching your goal.

When a difficulty appears, do not stop or give up. Adjust, reevaluate, and continue forward. Making mistakes, going through difficult times and struggles are all part of the process.

Through these times we learn and become stronger and gain more experience. In difficult times, go back to the goal worksheet and remind yourself how important it is to you.

***Focus on the final outcome.***

"I never dreamed about success, I worked for it."

- Estee Lauder