



3 steps to effective goal setting

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Congratulations on taking the first step to reaching more of your goals in less time. In this module you will learn how to write your goals out more effectively.

Only 3% of adults have written goals. This small minority earns ten times as much as those people without goals. By setting clear goals and then thinking about them all the time, you trigger all kinds of ideas and insights that will help you achieve your goals.

Over the year's research has shown us that in order to accelerate our goal attainment, our goal setting should be guided by the principle of the 3 P's.

- Your goals must be **P**ersonal
- Your goals must be written out in the **P**resent tense, therefore as if you have already achieved them
- Your goals must be **P**ositive

Further research has shown us that our goal attainment, can be even further fast tracked if we ensure that the goals we set can be

1. Connected to an emotion, in other words you need to know and clearly describe how you would feel if you achieved the goal
2. Visualised. You need take the time to vividly visualise yourself achieving your goals and
3. They **MUST BE WRITTEN** out! To assist you in sticking to these guiding principles this book will share with you the formula to effective goal writing. From today onwards always write your goals out using this formula:

It is now _____ (*insert day, date and time if applicable of when you wish to accomplish your goal*) I am / have - _____ (*your goal*) and I (*see, hear, feel, think... describe your emotion*)

For example, if you had the goal of running the New York Marathon, it could be written in the follow way:

- It is now **Sunday 5 November 2017** and I have **just completed the New York Marathon** and I **feel on top of the world!**

Now it is your turn, write out ten goals using the formula above.

Don't under estimate the power of written goals, you will be amazed at how much you achieve just from simply committing to writing your goals out.

10 x 10 Goal Setting Challenge

Day 1
Date: ____/____/____

Step 2: The 10 x 10 Goals Setting Challenge

My Goals (Categories to consider: Family, Health, Finance, Career, Personal Development, Recreation, & Spiritual)

Instructions: Write down 6 - 10 goals. Use the categories as a guide as possible areas you may wish to set a goal or goals. **Do not look back at what goals you wrote down yesterday!**

- 1) _____

- 2) _____

- 3) _____

- 4) _____

- 5) _____

- 6) _____

- 7) _____

- 8) _____

- 9) _____

- 10) _____

10 x 10 Goal Setting Challenge

Day 2
Date: ____/____/____

My Goals (Categories to consider: Family, Health, Finance, Career, Personal Development, Recreation, & Spiritual)

Instructions: Write down 6 - 10 goals. Use the categories as a guide as possible areas you may wish to set a goal or goals. **Do not look back at what goals you wrote down yesterday!**

- 1) _____

- 2) _____

- 3) _____

- 4) _____

- 5) _____

- 6) _____

- 7) _____

- 8) _____

- 9) _____

- 10) _____

10 x 10 Goal Setting Challenge

Day 3

Date: _____

My Goals (Categories to consider: Family, Health, Finance, Career, Personal Development, Recreation, & Spiritual)

Instructions: Write down 6 - 10 goals. Use the categories as a guide as possible areas you may wish to set a goal or goals. **Do not look back at what goals you wrote down yesterday!**

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

9) _____

10) _____

10 x 10 Goal Setting Challenge

Day 4
Date: ____/____/____

My Goals (Categories to consider: Family, Health, Finance, Career, Personal Development, Recreation, & Spiritual)

Instructions: Write down 6 - 10 goals. Use the categories as a guide as possible areas you may wish to set a goal or goals. **Do not look back at what goals you wrote down yesterday!**

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

9) _____

10) _____

10 x 10 Goal Setting Challenge

Day 5
Date: ____/____/____

My Goals (Categories to consider: Family, Health, Finance, Career, Personal Development, Recreation, & Spiritual)

Instructions: Write down 6 - 10 goals. Use the categories as a guide as possible areas you may wish to set a goal or goals. **Do not look back at what goals you wrote down yesterday!**

- 1) _____

- 2) _____

- 3) _____

- 4) _____

- 5) _____

- 6) _____

- 7) _____

- 8) _____

- 9) _____

- 10) _____

10 x 10 Goal Setting Challenge

Day 6
Date: ____/____/____

My Goals (Categories to consider: Family, Health, Finance, Career, Personal Development, Recreation, & Spiritual)

Instructions: Write down 6 - 10 goals. Use the categories as a guide as possible areas you may wish to set a goal or goals. **Do not look back at what goals you wrote down yesterday!**

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

9) _____

10) _____

10 x 10 Goal Setting Challenge

Day 7
Date: ____/____/____

My Goals (Categories to consider: Family, Health, Finance, Career, Personal Development, Recreation, & Spiritual)

Instructions: Write down 6 - 10 goals. Use the categories as a guide as possible areas you may wish to set a goal or goals. **Do not look back at what goals you wrote down yesterday!**

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

9) _____

10) _____

10 x 10 Goal Setting Challenge

Day 8

Date: _____

My Goals (Categories to consider: Family, Health, Finance, Career, Personal Development, Recreation, & Spiritual)

Instructions: Write down 6 - 10 goals. Use the categories as a guide as possible areas you may wish to set a goal or goals. **Do not look back at what goals you wrote down yesterday!**

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

9) _____

10) _____

10 x 10 Goal Setting Challenge

Day 9
Date: ____/____/____

My Goals (Categories to consider: Family, Health, Finance, Career, Personal Development, Recreation, & Spiritual)

Instructions: Write down 6 - 10 goals. Use the categories as a guide as possible areas you may wish to set a goal or goals. **Do not look back at what goals you wrote down yesterday!**

- 1) _____

- 2) _____

- 3) _____

- 4) _____

- 5) _____

- 6) _____

- 7) _____

- 8) _____

- 9) _____

- 10) _____

10 x 10 Goal Setting Challenge

Day 10
Date: ____/____/____

My Goals (Categories to consider: Family, Health, Finance, Career, Personal Development, Recreation, & Spiritual)

Note: At this point you would now start to see consistency in the goals you have written down. Today's goals will be carried forward as your primary medium to long term goals.

- 1) _____

- 2) _____

- 3) _____

- 4) _____

- 5) _____

- 6) _____

- 7) _____

- 8) _____

- 9) _____

- 10) _____

My Goals - Step 3 - Day 11 and Beyond

Instructions: For each goal written down on day 10 of the 10 x 10 goal setting challenge, you will now set a goal date and identify your first action step to achieving your goal, as well as a completion date for this action step.

On completing an action step, write down the next action step. On achieving your goal, replace it with your new goal.

GOAL 1	Goal Date:
Action Step	Completion Date:
GOAL 2	Goal Date:
Action Step	Completion Date:
GOAL 3	Goal Date:
Action Step	Completion Date:
GOAL 4	Goal Date:
Action Step	Completion Date:
GOAL 5	Goal Date:
Action Step	Completion Date:
GOAL 6	Goal Date:
Action Step	Completion Date:
GOAL 7	Goal Date:
Action Step	Completion Date:
GOAL 8	Goal Date:
Action Step	Completion Date:
GOAL 9	Goal Date:
Action Step	Completion Date:
GOAL 10	Goal Date:
Action Step	Completion Date: