



**Nightingale
Conant**

world leader in personal and business development

Personal Goal-Setting Template

The 7-step process to defining and achieving your personal goals with absolute clarity and conviction

A Nightingale Conant Special Report

PERSONAL GOAL SETTING

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Introduction

Welcome to this Personal Goal Setting Template which has been exclusively devised to help you achieve the success you desire.

In this report you'll find everything you need to define your goals in 5 key areas of your life – health, relationships, business, finance and spirit. Then, using a 7-step process on the coloured sheets you'll find at the end of this report, you'll be guided to the achievement of your goals with laser-beam focus.

Once you have completed this first part of the process, you will be invited to take part in a 45-minute one-to-one telephone review of your goals with one of our experienced UK Personal Development team. We believe this impartial but objective review is an essential part of the goal-setting process, one that seals your goals and sets you on your course with renewed enthusiasm and conviction.

Why is goal-setting so important?

In the often-quoted study undertaken by Harvard University in 1979, graduates were asked how many of them had written goals with action plans for their achievement.

- 3 percent had clearly defined written goals.
- 13 percent had unwritten goals
- 84 percent had no goals in any shape or form.

The 1989 follow-up study of those same Harvard students revealed that over a 10-year period **the three percent who had written personal goals were ten times more successful than the other ninety seven per cent who had not.**

Whatever your background, education or level of ability, the power of personal goal setting is clear.

As the Harvard study proved, the ability to set goals and to make plans for their accomplishment is the 'Master Skill' of success. With this single skill, you can outstrip virtually every other person you ever meet. A person with clear written goals, who works on them every day, will run circles around a genius who is unsure and uncertain about what he or she really wants.

Perhaps the most important principle in goal setting is what is often called idealisation. It is so simple and yet so powerful. All it requires is a pen, a pad of paper and yourself, plus a few minutes.

In idealisation, you stand back and look at every part of your life and then decide upon the ideal outcomes that you desire. You ask yourself, "If everything were perfect in this area of my life, what would it look like? What would I be doing? What would I be or have?"

A person with goals makes progress on even the roughest road and in the face of the most incredible difficulties. A person without goals just goes back and forth even though the road is smooth and the course is clear. A person with goals is like a sailing ship with a compass, a map, a rudder and a skilled person at the helm, sailing straight and true to a port of his own choosing. A person without goals is like a ship without a rudder, compass or maps, simply rocking back and forth with the tides, making no progress in even the calmest sea.

As Zig Ziglar says, "*You must become a meaningful specific rather than a wandering generality.*"

To achieve all that you are capable of achieving, you must develop a clear sense of direction. You must decide exactly what you want in every area of your life. Perhaps the most important question that you will ever ask and answer, one that returns over and over again, is this: '*What do I really want to do with my life?*'

What is it that you really want to do with your life? What is it that you really, really want to do? What is it that you really, really, really want to do? Most people are unclear and confused about the answer to this question, and that's why most of them accomplish far less than they are truly capable of.

In the following pages, you will discover some of the most effective ways to establish your own answers to these questions. Questions and answers that will have a profound influence over your life today and in the years to come.

I wish you every success in the achievement of your goals.

Vic Conant
Chairman

PERSONAL GOAL SETTING

Section 1

The only true goal is happiness

In study after study, going all the way back to Aristotle, we find that what most people want, above all, is to be happy, however you define that quality.

Happiness is the common denominator of all people and all human behaviour. Everything we do is an attempt to achieve our happiness in some way. In fact, you are only really successful to the degree to which you can achieve your own happiness in life.

If you achieve everything else in life, money, home, fame, success and so on, but you do not achieve your own happiness, to that degree you have failed. In fact, a good measure of how well you are doing in life is to ask yourself what percentage of the time do you feel that you are genuinely happy? The answer to this question will tell how far you have come and how far you have still to go.

The 5 ingredients of happiness

There are five ingredients of happiness that are common to every person, everywhere, under all circumstances. The first of these is high levels of **health and energy**.

Most people put their health above all other considerations, and this is wise. If you have your health, you have everything. But if you lose your health for any reason, to that degree you are failing at the great game of life.

The second ingredient of happiness is **loving relationships with your family and others**. The more people you have in your life who love and respect you, and whom you love and respect, the happier and healthier you are.

The third requirement for happiness is **meaningful work**, work that makes a difference and that you do well. We are put on this earth to be useful in some way, and we are only happy when we feel, deep inside, that what we are doing is

somehow helping others in a positive way. The happiest and most fulfilled people are those who dedicate their entire lives to doing something that uplifts and enhances the lives of others.

The fourth ingredient of happiness is **financial freedom**. We live in a material world. Food, clothing, shelter, transportation – everything has to be paid for in some way. We can only be happy when we know that we have enough money to pay for everything we want in our lives. One of your chief responsibilities as an adult is to attain your own financial independence and financial freedom. We will talk about how you can accomplish this at some length later in this report.

The fifth ingredient is higher levels of inner peace and spiritual understanding. Without these qualities we can never achieve true happiness and long-term peace of mind.

When you have high levels of health and energy, good relationships, meaningful work, financial independence and inner peace, you will be genuinely happy most of the time. In this report, you will learn how to achieve more and more by deciding exactly what it is you want and then working toward it every day.

PERSONAL GOAL SETTING

Section 2

5 types of goals

You need a variety of goals to be happy and to keep your life in balance. Specifically, in this report we will deal with goals in five areas:

1. Personal goals
2. Family and Relationship goals
3. Financial goals
4. Business and Career goals
5. Health and Energy goals

Each of these goal areas should fit like a piece of pie into a pie dish to form a fully rounded and completely balanced life.

Personal Goals

The first type is your personal goals. These are the things that you really want for yourself. They are perfectly selfish goals. They are the things that make you happy. They are the opportunities to use your unique talents and abilities in a way that gives you deep inner satisfaction.

As the result of our upbringing, combined with myths and misunderstandings, many people feel that they do not deserve good things to happen to them. While we are growing up, we are often told that we are being selfish if we set our own personal happiness as a key measure of our success. We are often told that our job in life is to make other people happy, and if we get a little bit of personal happiness on the way, we should consider ourselves lucky.

This has confused people for centuries, yet they eventually discover that you cannot give away something that you do not have. You cannot give away money that you don't have. You cannot give away love that you don't have. And you cannot give away happiness if you don't have happiness of your own. In fact, the most wonderful thing you can do to and for the most important people in your life is to be a genuinely happy person.

Even in the case of a divorce where children are involved, psychologists have determined that the child is much better off emotionally, living with one parent who is happy rather than two parents who are angry. Often, mothers feel that their entire identity should be wrapped up in the lives of their children and to have goals of their own while their children are growing is somehow not acceptable. But more and more, we are finding that a mother is a far better parent when she has a specific goal or interest that gives her a focus and an identity apart from the family.

Because of this balancing influence, she will be a far better, happier and more effective mother than if she had no outside goal at all.

What are your personal goals? Allow yourself to practice idealisation. If you had no limits at all on your life and time, what would you want to be, have or do? If you had all the money that you required, what would you want just for yourself? It may be a sports car, a trip to Morocco or the completion of a course of study. Whatever it is, make up a “dream list” for yourself and your personal life. Write out all the things you would have and do if you had no limitations at all. Rather than being unhappy or dissatisfied with your existing situation, create an ideal future vision of what your life would look like if it were perfect in every way.

Go to the end of this report for your Personal Goal Setting template.

Family and Relationship goals

The second type is your relationship goals. For many people, these are the most important of all, especially if you have growing children. What are your family goals?

If you could be, have or do anything with or for your family, what would it be? There are two types of goals, tangible and intangible. Tangible goals are things that you buy or build. For your family, these can include a home, a boat, a car, a vacation trip, clothes, toys or anything else that can be purchased. Everyone has a list of tangible goals that they want to acquire for their family.

Intangible goals, on the other hand, are qualitative. These are things that require time, caring, consideration, warmth and emotion. They cannot be bought with money. They are indispensable and irreplaceable in a happy family life. And these are the benefits or things that your family wants more than anything else.

Men often get caught up in their work, spending long hours, leaving early and getting home late, and often working weekends. Men invariably convince themselves that they are doing it for their families. But if you ask their families, in almost every case, their families would prefer that they worked less and spent more time at home.

Achieving a healthy balance between tangible and intangible goals for and with your family is essential. Organizing and reorganizing your life so that you can spend more time with the people you care about the most is one of the most important skills and goals of time management. We will talk about this at some length later.

Make up a dream list with your spouse and your children. Sit down together and play a game of “Let’s Pretend.” Invite them to tell you every single thing that they would like to have included in family life. What would they like more of or less of? What would they like you to stop doing or start doing? Ask the members of your family if there is anything that they would like you to change, in any way. Remember, your family is your most important customer. You are dependent upon them and they are dependent upon you for your health, happiness and well being.

You must take time on a regular basis to be crystal clear about what it is they want and need from you. You must then, like any good business person, do everything possible to satisfy your most important customers in the very best way possible.

Go to the end of this report for your Family and Relationships Goal Setting template.

Financial goals

The third area to concentrate on is your financial goals. As Earl Nightingale so succinctly put it, “*You become what you think about most of the time.*” So the more clearly and intelligently you think about your financial life and your financial goals, the better a financial life you are going to have.

Basically, all of goal setting involves determining where you are now and where it is you want to end up sometime in the future. The planning process requires that you figure out how you are going to get from where you are to where you want to go.

That is it in a nutshell.

With regard to your financial goals, you begin by determining your exact financial situation today. Exactly how much are you worth? What are your assets? If you had to sell everything that you own today on the open market, how much cash could you generate?

You then determine how much you are earning today on a week-by-week, month by- month and annual basis. How much did you earn last year and the year before?

And especially, how much do you want to be earning next year and the year after? How much do you want to be earning in five years? 10 years?

When do you want to retire and what kind of an income will you have to have available to you to enable you to retire? Between what you have today and how much you will need to retire, exactly how much more will you need? How much will you have to save and invest each year, assuming an average return on your savings and investments of about 10 percent per annum, to be able to retire at a particular time?

How much will you have to save and invest each month and each year to reach your ultimate financial goals?

The great tragedy in the Western world is that the majority of people do not think very much about long-term financial security. Recent evidence from the OECD shows that the average UK pensioner receives just 48% of average net income. In other words if average earnings are, say, £24,000 pa, then the average pension is £11,520. After a lifetime of well-paid work in one of the world's most affluent societies, such an amount is totally inadequate to maintain a comfortable lifestyle. Therefore we all need to save more – much more – during our working lives – for our retirements.

Another part of your financial goal setting has to do with insuring yourself against events over which you have little or no control. You need life insurance, health and medical insurance, dental insurance, car and personal liability insurance, home and fire insurance and whatever other insurance is dictated by your life and your lifestyle. Never make the mistake of gambling with your financial life by attempting to get by uninsured or underinsured.

By the way, when you talk to financially successful people, they have answers for every one of the questions we have just talked about under financial goals. They know how much they are worth, how much they earn on a weekly, monthly and annual basis, how much they want to be worth when they retire and exactly how much they have to put away to achieve it. They are very thoughtful and prudent regarding every aspect of their financial lives. As a result, they are never broke.

They always have money in the bank. They enjoy a far higher standard of living than the average person, even though their incomes are very much the same.

Your goal is to join the financial elite by thinking and acting the way they do.

Go to the end of this report for your Financial Goal Setting template.

Business and Career goals

The next set of goals has to do with your business and career. Perhaps the most important decision you ever make, aside from marriage, is your choice of a career. It is absolutely essential that you do something that you like and enjoy, and for which you have a natural talent.

The greatest time waster in life is not telephone calls or unexpected interruptions. It is spending years of your life in a job or a career for which you are unsuited. It is one of the major reasons for unhappiness, frustration, alcoholism, problems in relationships and ultimately failure in life.

What sort of a business are you in today? What sort of a business would you really like to be in? If you had an unlimited amount of money and you could choose any job or career in the world, what would it be? What sort of people in what sort of careers do you most admire? What sort of business and career activities fascinate you when you see them or hear about them or read about them in newspapers or magazines?

Apply zero-based thinking to your current business or career. If you were not now doing this, knowing what you now know, would you start into it again today? If the answer is no, then your next question is, 'How do I get out of this field - and fast?'

The way you can tell if you are in the right job is that you really enjoy it. You want to be good at it. You are eager to learn more about it, and you continually take courses to get better in your field. You very much admire the most

successful people in your chosen field. When you are not at work, you think about your work, and you can hardly wait to get back to it. If none of these conditions exist in your work, you might give your future career some serious thought.

Go to the end of this report for your Career and Business Goal Setting template.

Health and Energy goals

The next set of goals is your health goals. You start setting your health goals by deciding exactly how long you intend to live. Most people have never thought of this at all. If they do think of this, they decide that they want to live to be 100 years old or older. But for most people, these are pipe dreams. They are completely detached from reality. The average life span in Europe today is 75 for men and 81 for women. This means that 50 percent of people will die below those ages. And by looking at the health habits of many people, you can quickly work out who is going to pull down the overall averages.

In Gallop Organization studies of successful people, they concluded that intelligence was a critical factor in success. But as they examined the factor of intelligence, they found that many people with average intelligence had succeeded greatly while others with exceptional intelligence had done poorly.

What was the difference?

The experts finally concluded that intelligence is not so much a matter of IQ, or academic scores. Intelligence is more a “way of acting” than anything else. What this meant was that, if you act intelligently, you are smart. If you act stupidly, you are stupid, irrespective of your IQ.

The question then became, “What is an intelligent way of acting?” And the answer they came up with was quite simple. You are acting intelligently when what you are doing is moving you toward a goal that is important to you. You are acting stupidly when what you are doing is moving you away from one of your own self-determined goals.

In other words, to be a highly intelligent person, what you have to do is to decide exactly what it is you want, and then only do those things that move you in the direction of your own goals. Refuse to do anything that does not help you to achieve something that is important to you. To every activity or request for

your time that does not move you toward your goals, just say no!

With regard to your health goals, you probably want to be thin, fit, trim, full of energy, with no pain, illness or discomfort. You want to live a long, healthy, happy life with all the energy and agility that you need to do all the things you want to do and go to all the places you want to go. These are probably your overall health goals.

How can you tell if you are acting intelligently? By simply examining your behaviour relative to your health goals. By eating carefully and well, by exercising regularly and by taking good care of yourself physically, in every way, you are performing at genius levels in terms of your health. On the other hand, anything that you do that may interfere with your living to be 80 or 90 or 100 years old is, by your own definition, by your own goals, a stupid thing to do.

Decide today that you are going to live a long, happy and healthy life. Cut down, eliminate and stop all activities that interfere with this overall goal of superb physical health. At the same time, begin engaging in the kind of physical activities that will assure that you live as long and as well as you possibly can.

Go to the end of this report for your Health and Energy Goal Setting template.

PERSONAL GOAL SETTING

Section 3

Values, virtues and qualities

Here are a series of questions that you can ask yourself on a regular basis to help you develop greater clarity about your goals in every area of your life.

First, what are your most important values, virtues and qualities in life? What is most important to you? What do you value more than anything else?

It has been said that all stress arises when you depart from the basic virtues and values in which you believe. All human problems can be resolved by returning to your values. Whenever you are unhappy for any period of time, stop and ask yourself, “What are my values? What is really important here?”

The next question to ask yourself on a regular basis is this: *“What would I do, how would I change my life, if I won a million pounds cash, tax free, tomorrow?”*

How would you change your life if you suddenly had a million pounds at your disposal?

What would be the first thing you would do? What would be the second thing? What would you get into or get out of? What would you buy or what financial situation in your life would you resolve?

The purpose of this question is to help you determine what you would do if you had all the time and money you needed. What would you do if you were free to choose your course of action? What would you do if you could do or have anything you wanted?

Sometimes, this question triggers a lightning bolt that enables you to see clearly what you really, really want in life.

By the way, whatever you would do if you suddenly won a million pounds is probably possible for you. You may not be able to have it as quickly as if you

won it on the Lottery, but it is still possible for you in the long run.

Here's another question. What would you do, how would you change your life, if you learned today that you only had six months left to live?

Imagine that you are going to enjoy perfect health for the next 180 days and then drop dead. How would you change your life? Who would you want to spend the time with? What would you want to finish up or complete? What would suddenly be very important to you? What would no longer be important to you at all?

As you can see, this is a values question. This question forces you to ask and answer what is truly important to you in life. When you only have a short time left to live, all the unimportant things drop away and you are left face-to-face with the things that you really, really care about.

Here's another question: "What have you always wanted to do but been afraid to attempt?" The two biggest obstacles to success in adult life are the fears of failure and the fears of criticism. Many people spend their entire lives with their feet on their own brakes, holding themselves back from doing what they really want to do because of fears of some kind.

They are afraid that they might lose their time or lose their money or lose their emotion. They are afraid that others may disapprove of them or criticize them or make them feel ridiculous.

Here is one of the great rules for success: Never do or refrain from doing something because you are afraid of what other people might think about you.

Because the truth is that nobody is really thinking about you at all. Nobody really cares about your life as much as you do.

This comes as a shock to most people. However the great majority of people are so pre-occupied with their own lives and their own problems that they don't have any time to think about other people at all. Whatever you do, or don't do, make your decision based on what it is that you really, really want. Never make your decision based on what you think someone else may think. No one else really cares.

What sort of activities give you your greatest feeling of importance? What sort

of things do you do that give you wonderful feelings of self-esteem, self-respect and personal pride? What activities, throughout your life, have made you feel the happiest and most fulfilled?

The answer to this set of questions is often your “heart’s desire.” This is the one special thing that you have been put on this earth to do. It is the special thing that you have been designed by nature to achieve and accomplish. It is your secret mission as a human being on this earth. And you can always tell what it is because you feel really happy about yourself whenever you are doing it, or even when you are thinking about doing it.

Whatever it is, whatever would give you the greatest amount of joy, whatever you have always wanted to do but been afraid to attempt, whatever you would do if you won a million pounds, is probably what you are engineered to do from the beginning of time. As Wayne Dyer says, *“Every child comes to earth with secret orders.”*

Each person is born with the ability to do something wonderful with his or her life. It is your prime responsibility as an adult to find out what it is and then to throw your whole heart into doing it really, really well.

And here’s the great question: *“What one great thing would you dare to dream if you knew you could not fail?”* If you were absolutely guaranteed of success in any one goal, small or large, short term or long term, what would it be? What one great thing would you dare to dream if you knew absolutely that you could not fail?

Your life only begins to become great when you decide upon your major definite purpose and then work on it every single day. The purpose of these questions is to help you think through who you are what you really want. The ultimate aim of all goal setting is for you to reach the point where you are capable of selecting the one goal, the most important goal, that you want more than anything else.

PERSONAL GOAL SETTING

Section 4

Your 7-step goal-setting exercise

Here is a seven-step goal-setting exercise that you can use to set and achieve goals for the rest of your life. These seven steps summarize the best techniques that have ever been devised for setting goals, streamlining your activities and enabling you to accomplish vastly more than the average person.

Step No. 1 - decide exactly what you want and write it down.

As mentioned at the start of this report, this activity alone moves you into the top 3 percent of adults and can change your life for ever.

Step No. 2 - set a deadline for your goal.

Set sub-deadlines if necessary. Be very specific about the timelines and what you intend to accomplish every day, week, month and year. The more specific you are about your deadlines and your dates, the more you will accomplish - and sooner than you expect.

Step No. 3 - determine the obstacles that you will have to overcome to achieve your goal.

What are the choke points or bottlenecks that determine the speed at which you can achieve your goal? Why aren't you at your goal already? Of all the obstacles you will have to overcome, what is the largest single obstacle? Begin with that.

Step No. 4 - determine the additional knowledge, skills and abilities you will need to reach your goal.

Remember, to achieve something you have never achieved before, you must become someone you have never been before. You must develop knowledge and skills that you do not have. Every new goal requires that you become a new person, in some way, by developing additional knowledge and skills in order both to achieve it and to keep it.

Step No. 5 - determine the people, groups and organizations whose help you will require to achieve your goal.

Big goals require the active cooperation of lots of people. What will you have to do to earn their support? What will you have to do to deserve their support and backing? What is in it for them? Remember, it's all about relationships. Don't be afraid to ask for help, even if it is in the form of advice and introductions from the people you know. One person, one contact, can make all the difference between success and failure.

Step No. 6 - make a plan to achieve your goal.

Make a list of the obstacles you will have to overcome, the additional knowledge and skills you will have to acquire and the people whose help you will need.

Organize the list into a plan based on priority and sequence.

Step No. 7 - and perhaps the most important of all - take action immediately on your plan.

Once you begin, never stop. Do something every day that moves you towards the achievement of your major goal. Become intensely action oriented. Develop a bias for action and a sense of urgency. Be a moving target. Develop the momentum principle of success. This principle simply says that once you are in motion, it is much easier for you to stay in motion than if you come to a complete halt and try to start again. This momentum principle is one of the great success secrets practiced by all high-achieving men and women. Once they begin working on a goal, they never stop until they achieve it.

PERSONAL GOAL SETTING

Section 5

Action is the key

Here is a key exercise that you can do immediately after finishing this section. Take a clean sheet of paper and at the top of the page write the word “Goals” and today’s date. Then, write down 10 goals that you would like to achieve in the next 12 months.

Write these goals in the present tense, as though a year has passed and each of them has already been attained. Write these goals in the present tense, personal and positive word forms. Use the words, “I am, I earn, I drive, I have, I achieve, I weigh, etc.” Whenever you use the word “I” with regard to yourself, you program your subconscious mind to go to work on your goal all day long.

Once you have written down your 10 goals, review your list and select the one goal that, if you achieved it, would have the greatest positive impact on your life. This goal then becomes the organizing principle for your next 12 months. It is your major definite purpose.

Successful, happy people think and talk about what they want most of the time.

Your job is to think and talk about your goals most of the time. Whenever you are worried, think about your goals. Whenever you have a problem, think about your goals. When you get up in the morning, think about your goals, and especially your major goal. By the law of concentration, whatever you dwell upon grows and increases in your life. So, think about what you want and keep your mind off of what you don’t want. Think about your goals.

Get yourself a spiral notebook and begin writing down your 10 goals, every single morning, before you start work. This is one of the most powerful and effective goal-achieving exercises ever discovered. It takes less than five minutes each day.

And here’s the key.

When you write down your 10 goals every morning, do not refer back to the ten goals that you wrote yesterday morning. There is a very important reason for this exercise. When you write your goals anew each day, you will find that they will gradually begin to change. Something amazing happens between the head and the hand. Goals that you wrote at the beginning of the month will not be the same as the goals you write at the end of the month. At the same time, goals that you had not thought of at first will begin to appear.

To accelerate the process of goal attainment, create a clear mental picture of what your goal would look like if you had already achieved it. Each time you rewrite your goal, take a few seconds to play this picture on the screen of your mind.

Visualise and imagine your goal as a reality. Imagine the feeling of pride and satisfaction you would enjoy if the goal were already accomplished. The combination of writing and rewriting your goals each day, plus visualising your goals as a reality, mixed with the emotion of pleasure and satisfaction that you would enjoy, will have an amazing effect on your life.

Finally, take your goals, written in the present tense, positive and personal case, and write each of them in dark letters on a 3x5 index card. Carry these cards with you and review them regularly throughout the day. Whenever you get a spare moment, take out your goal cards, all 10 or more of them, and read them through carefully, one after the other.

PERSONAL GOAL SETTING

Conclusion

In goal setting, your main job is to be absolutely clear about what it is you want, to make a plan to achieve that goal and then to think about it and work on it every single day.

In no time at all, you become a more definite, positive, focused and determined person. You become positive, optimistic and creative. You begin to activate all the powers of your mind and organize all the mental laws to work on your behalf. You step on the accelerator of your own potential, and you begin achieving at a higher level than you ever have before.

Remember, there are no limits except the limits you place on your own imagination.

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PERSONAL GOAL SETTING

MY PERSONAL GOALS

STEP 1. GOAL	Decide what you want and write it down clearly, in the present tense.	
STEP 2. WHEN	Set a deadline. Set sub-deadlines if you want – the more specific, the more you will accomplish.	<i>Date:</i> <i>Activity:</i>
STEP 3. CHALLENGE	Determine the obstacles	
STEP 4. LEARN	Determine what you must learn. To do something you have never done before, you must become someone you have never been before. Every new goal requires you to become a new person.	
STEP 5. HELP	Who do you want to help you? What will you have to do to earn their support? What is in it for them?	
STEP 6. PLAN	Make a plan to achieve your goal. Organise the list according to priority.	
STEP 7. ACTION	TAKE ACTION! Do something each day that moves you toward achievement of your goal. Develop the momentum principle.	

PERSONAL GOAL SETTING

MY FAMILY/RELATIONSHIPS GOALS

STEP 1. GOAL	Decide what you want and write it down clearly, in the present tense.	
STEP 2. WHEN	Set a deadline. Set sub-deadlines if you want – the more specific, the more you will accomplish.	<i>Date:</i> <i>Activity:</i>
STEP 3. CHALLENGE	Determine the obstacles	
STEP 4. LEARN	Determine what you must learn. To do something you have never done before, you must become someone you have never been before. Every new goal requires you to become a new person.	
STEP 5. HELP	Who do you want to help you? What will you have to do to earn their support? What is in it for them?	
STEP 6. PLAN	Make a plan to achieve your goal. Organise the list according to priority.	
STEP 7. ACTION	TAKE ACTION! Do something each day that moves you toward achievement of your goal. Develop the momentum principle.	

PERSONAL GOAL SETTING

MY FINANCIAL GOALS

STEP 1. GOAL	Decide what you want and write it down clearly, in the present tense.	
STEP 2. WHEN	Set a deadline. Set sub-deadlines if you want – the more specific, the more you will accomplish.	<i>Date:</i> <i>Activity:</i>
STEP 3. CHALLENGE	Determine the obstacles	
STEP 4. LEARN	Determine what you must learn. To do something you have never done before, you must become someone you have never been before. Every new goal requires you to become a new person.	
STEP 5. HELP	Who do you want to help you? What will you have to do to earn their support? What is in it for them?	
STEP 6. PLAN	Make a plan to achieve your goal. Organise the list according to priority.	
STEP 7. ACTION	TAKE ACTION! Do something each day that moves you toward achievement of your goal. Develop the momentum principle.	

PERSONAL GOAL SETTING

MY CAREER AND BUSINESS GOALS

STEP 1. GOAL	Decide what you want and write it down clearly, in the present tense.	
STEP 2. WHEN	Set a deadline. Set sub-deadlines if you want – the more specific, the more you will accomplish.	<i>Date:</i> <i>Activity:</i>
STEP 3. CHALLENGE	Determine the obstacles	
STEP 4. LEARN	Determine what you must learn. To do something you have never done before, you must become someone you have never been before. Every new goal requires you to become a new person.	
STEP 5. HELP	Who do you want to help you? What will you have to do to earn their support? What is in it for them?	
STEP 6. PLAN	Make a plan to achieve your goal. Organise the list according to priority.	
STEP 7. ACTION	TAKE ACTION! Do something each day that moves you toward achievement of your goal. Develop the momentum principle.	

PERSONAL GOAL SETTING

MY HEALTH AND ENERGY GOALS

STEP 1. GOAL	Decide what you want and write it down clearly, in the present tense.	
STEP 2. WHEN	Set a deadline. Set sub-deadlines if you want – the more specific, the more you will accomplish.	<i>Date:</i> <i>Activity:</i>
STEP 3. CHALLENGE	Determine the obstacles	
STEP 4. LEARN	Determine what you must learn. To do something you have never done before, you must become someone you have never been before. Every new goal requires you to become a new person.	
STEP 5. HELP	Who do you want to help you? What will you have to do to earn their support? What is in it for them?	
STEP 6. PLAN	Make a plan to achieve your goal. Organise the list according to priority.	
STEP 7. ACTION	TAKE ACTION! Do something each day that moves you toward achievement of your goal. Develop the momentum principle.	

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