

## GOAL SETTING FOR THE HIGHLY MOTIVATED



### INTRODUCTION

*A year from now you may wish you had started today – Karen Lamb*



You, the reader, are one of the few. Most everyone wants success. Only select, highly motivated, driven individuals do what it takes and by obtaining and reading this book, you have started the process.

The process involves reading about goals and setting them. It involves thinking about them and organizing them. You will need to write them down and review them often. You will apply the action steps to achieve them and receive the rewards. It takes commitment and work. So what! It's worth the effort. You'll see.

[Sellingtips.net](http://Sellingtips.net) has a form you can download to assist in writing down your goals.

### The Why Of It

“If you don't know where you are going, you'll end up someplace else.”  
- Yogi Berra



Simply put, Goal Setting is key to achieving success. If you desire to accomplish more, set goals. Even with this knowledge, we sometimes look at goals as too far off to achieve and we get discouraged. Or we tell ourselves that we just don't have the time. We're too busy.

By setting goals we have a direction, a roadmap to our destination. Goals can take the form of target lists, 'To Do' lists, wish lists. They can be simple or detailed. As long as we set goals, they become the end result we strive to obtain. Building blocks in our overall plan and the surest way to hitting our targets. Research indicates that setting goals reduces stress, improves self-confidence and fosters a 'Can Do' attitude. So prepare to get on the road towards success!

Writing goals focuses our attention. We can eliminate unnecessary activities, realize that we do have the time if we plan it out. The energy will come when we focus and this will enable us to achieve more

than we thought. And then, with action, we can make it happen. We feel accomplished, better about ourselves and our abilities.

Ever volunteer for a project or get roped into one only to realize you don't have the time or energy to participate? Anxiety builds and stress levels elevate. Sit down with a piece of paper and pencil or at your computer and make up a list of what needs to be done. Write down everything related to the project and look at it. Focus, evaluate and then prioritize. Take action. Feel a bit better?

### **The How of It**

*“People with clear, written goals, accomplish far more in a shorter period of time than people without them could ever imagine.”- Brian Tracy*



The first thing you will need is a positive, committed attitude. We stress taking little steps throughout the remainder of this ebook and each step you take builds momentum and strengthens this approach. It does take some work. It has been proven that you reap what you sow so let's get to it.

#### **Step 1: Categories**

Write down categories in your life that lend themselves to goal setting. Categories can include Business or Career, Personal, Spiritual, Financial or Physical (Health). Pick one category and write down your first goal in a general, all encompassing statement. Examples and a form to help out are included toward the end of this ebook and at [sellingtips.net](http://sellingtips.net). Next, ask yourself these questions:

- What do I really want?
- Why do I want this?
- When do I want it by?
- What am I willing to do in order to accomplish this goal?

Be honest when you answer these questions and review your answers. Get some insight into whether you really want to achieve the goal or are writing it down because it is part of this exercise or maybe popular (i.e. I will lose 75 lbs by next month). Be Realistic!

#### **Step 2: Be More Specific**

Goal setting is a process that involves breaking down your general goal into smaller more specific goals. If losing weight is your general goal, then be specific about the amount and the time frame needed to achieve the weight loss. “I allow myself to achieve a comfortable weight loss” is a General goal. Break this down further and in detail. “I allow myself to attain shedding five pounds by the end of the first week” or “I allow myself to achieve three pounds weight loss each week for the next fifteen weeks”. Take your general goal and write one specific goal related to it. Tweak it until it feels right. Make sure it is written in a positive tone and that it is on purpose with your general goal.

### **Step 3: Action Steps**

Now take action! No action, no results. If you want to lose weight or increase your income and do nothing about it, what do you think will happen? Well, you made it this far and each time you thought about or wrote something related to your goal you took a small action step. You're already building the momentum to get there.

Look at your specific goal and write down at least three action steps that you will take to achieve it. With weight loss as the example write something appropriate like "I can reduce my carb intake by passing on bread and pasta each meal" or "I will exercise fifteen minutes three times a week". More little steps.

### **Step 4: Set Target Dates**

Add realistic time frames, dates to your action steps. Use "within two weeks" or "by November 4th". For ongoing actions, state the target date as 'immediate' or 'each day'. What's important is to focus on taking the action step so you meet the time table requirement. Review each action step in the time/date requirement regularly to stay on purpose.

### **Step 5: Rewards**

Have some fun. Reward yourself for each step you take and add larger rewards for accomplishing your general goal. Of course, if you want to lose weight, rewarding yourself with a Death by Chocolate ice cream sundae doesn't work. Maybe a small gift or shopping spree works better. Maybe give a loved one or someone who has supported your goal setting an acknowledgment. You make the choice. Rewards are very important in this process. Positive reinforcement for achievement encourages drive to continue on and do more. Add graphics or photos of your reward. Cars, vacations, dream second houses, donations to a favorite charity. Whatever the rewards, display them in places you will see them often. Display your written goals in the same place so they work together.

### **Step 6: Visualize the Accomplishment**

Imagination is put into play here. The creative area of our mind is very powerful. Develop it by visualizing, picturing the accomplishment of your goal. Get in a quiet, relaxing place, a park or the beach, a room in your home and take a few minutes to get peaceful. Enjoy the surroundings and any sounds you may hear. Let the sounds be part of the relaxation process. Take a deep breath or two and focus inward on any tensions or distractions. Include them in the process as well. And then, when comfortable, create your visualization of having achieved your goal. Include your reward for achieving your goal. See yourself happy and pleased with yourself and the results. Feel this sense of accomplishment. Generate positive feelings for each step you took. And completed. Do this often and you'll feel better and notice that visualizing becomes easier and more vivid each time you do it.

## Step 7: Monitor Progress

On a daily basis, review your goals and your progress, Adjust steps and dates as needed. Not achieving the goal or action step by your target date is **NOT** failure as long as you learn from it and reset everything back on purpose. Stay with the process!

### What is Needed

*“Success is the progressive realization of a worthy goal or ideal.”- Earl Nightingale*



Commitment to accomplishing goals is key to their achievement and completion. It takes effort, determination, persistence and focus. And it takes the “I can do this” attitude. Just stay with the process. Apply each step, take action, visualize the accomplishment, review regularly and reward yourself. Act ‘As If’ you have already accomplished each step and it will happen.



### Some Questions

*A goal properly set is halfway reached.”- Zig Ziglar*

Some questions to ask along the path to success:

- What will I gain?
- What will I give up, sacrifice?
- What do I really want out of this?
- Why do I want this?
- Is the goal realistic?
- Why do I feel I can achieve this goal?
- Is the goal set worth committing to or is it an exercise of futility?
- Do I believe in what I am doing?

A note about challenges of which you will face many: Setting goals too high...or too low can result in feelings of wasting time. Too many goals can result in overload. Keep goals similar in format and organized. Write your goals in detail. Vague goals are like poor directions to a location. You may eventually get there and you may get lost. Seek out help when you get stuck. It can be done. It has been done. You can achieve your goals.

Congratulations on taking these steps to your success!

## Some Help



The form provided below is to get you started writing down your goals. First pick the area in your life for each goal. For example, we use business as the area. Read through the information that follows and get started on your path to accomplishing more in each area of your life.

### Setting and Achieving your Goals: A Review

Goals are key to achieving success. They can be the road map or blueprint to accomplishing dreams. Goals can take the form of Wish Lists, or written targets or 'To Do' lists. Or, we can follow a formal written step by step plan. It is the process of breaking down a person's objective into smaller and more specific goals. Write goals down!

#### Why do we set goals?

- We can achieve more by setting goals
- We perform better and improve self-confidence
- We focus in on the desired outcome
- Goals will minimize unnecessary activity

#### How do we set goals?

1. First, choose an area of your life (business, career, personal)
2. Set a general goal to accomplish. Be realistic.
3. Next, be more specific about what it is you wish to achieve.
4. Set these specific goals related to the general goal
5. Generate action tasks needed to achieve these specific goals.
6. Set target dates for accomplishing each task.
7. Build momentum with each action task.
8. Visualize achieving each step and the goal.
9. Reward and acknowledge each accomplishment (dinners, vacations)
10. Monitor progress, adjust steps and target dates as needed.

#### What is needed?

- Write Goals Down!
- Commitment is key to accomplishing goals.
- Question each goal. What do I want, why, by when.
- Keep goals simple. They can be set too high or too low.
- Take steps, little steps, each day toward the goal.

Practice, apply and master the basic skills for your profession. High achievers are skilled at what they do.

OK, let's begin!

My goal to be accomplished by:

Date:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Select Area of Goal:	<input type="text"/>

What is my general goal?

What is my specific goal?

How can I do this?

Action steps to take:

1) <input type="text"/>	Target Date: <input type="text"/>
2) <input type="text"/>	Target Date: <input type="text"/>
3) <input type="text"/>	Target Date: <input type="text"/>

How will I take these steps?

My Rewards:

Remember: Include a photo or graphic of your reward!

### Next Step

Review your goal. Think about how you can achieve it. Imagine you have achieved it. In the field below, tell your story on how you achieved your goal as if you already have and are writing... looking back on the process you went through.

### Tell Your Story

### Repeat Process with Different Category

Select Area of Goal:

The more you work with writing down goals, the faster the process becomes. Thank you for being motivated and committed enough to improve you life!

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