



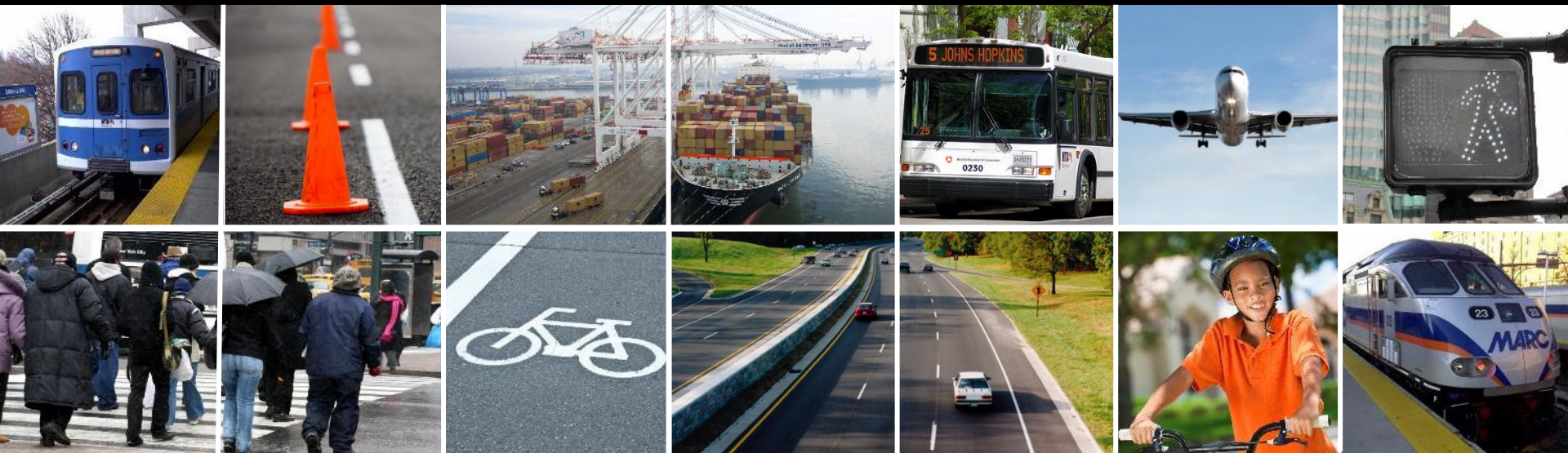
February 3, 2016

Personal and Professional Goal Setting For Success

(Building a Better Life—Concrete Steps for Success)



Continuous Quality Improvement
Maryland's Transportation Industry





Covey's 7 Habits of Highly Effective People



Habit 7: Sharpen the Saw

	Interdependence
Public Victory	Habit 6: Synergize
	Habit 5: Seek First to Understand, Then to be Understood
	Habit 4: Think Win / Win
	Independence
Private Victory	Habit 3: Put First Things First
	Habit 2: Begin with the End in Mind
	Habit 1: Be Proactive
	Dependence



Attitude

6 Critical Words for Success:

“We become what we think about.”

- Napoleon Hill and Earl Nightingale



Universal Laws of Success

Law of Control

Law of Cause and Effect (Sowing/Reaping)

Law of Belief

Law of Expectation

Law of Attraction

Law of Concentration

Law of Substitution

Law of Correspondence



Law of Cause and Effect

- Everything happens for a reason; for every effect, there is a specific cause.
- Thoughts are causes, conditions are effects.
- Sowing and Reaping
- “If you keep doing what you have been doing, you will keep getting what you have been getting.”
- Old Texas saying: “If all you ever do is all you've ever done, then all you'll ever get is all you ever got.”
- To change your life, change your thoughts.



Law of Attraction

- Living magnet attracting people, situations and circumstances that harmonize with our dominant thoughts.
- “Birds of a feather, flock together.”
- “If you want to soar like an eagle, don’t hang with the turkeys.”
- Zig Ziglar
- *The Secret* by Rhonda Byrne



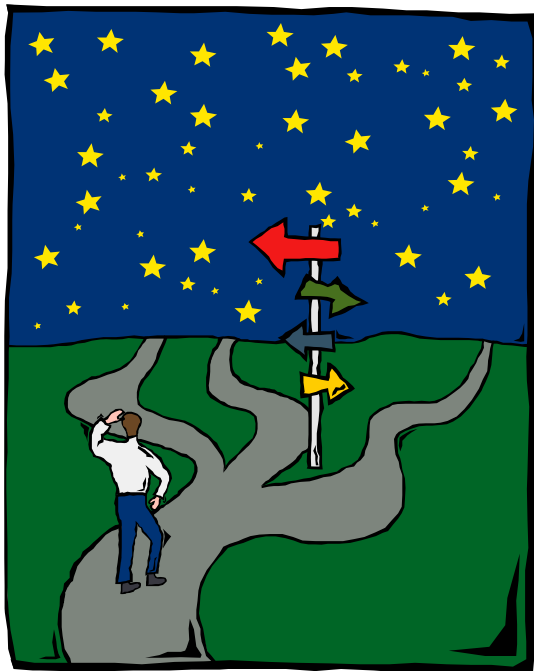
Law of Attraction

- **Negative vibration words:**
 - Don't
 - Not
 - No
- **Instead, What do I want?**



1st Step – Setting Goals

“You’ve got to be careful if you don’t know where you are going, because you might not get there.”



-Yogi Berra



1st Step – Setting Goals

“If you do not know where you are going, all roads will get you there.”





1st Step – Setting Goals

“If you don’t have goals for yourself, you are doomed forever to work to achieve the goals of others.”

-Brian Tracy



Reasons to Set Goals

- **Set direction**
- **To grow (in the right direction, consciously)**
- **To be aware of what one wants and then to set about doing it**
- **Measure accomplishments**



Reasons People Do Not Set Goals

- **Fear of failure**
- **Fear of success**
 - Others won't like me, ridicule, feel guilty
- **Avoids risking, avoids change**
- **Now what**
- **Low self-esteem (not worthy)**
- **I don't have the time**
- **Logic (Left Brain) – It feels silly**
- **Not sold on value**
- **Do not know how**



S.M.A.R.T. Goals

S = Specific

M = Measurable

A = Action-Oriented, Achievable

R = Realistic

T = Timing



Principles of Goal Setting

1. “Dream big dreams”

**“The greater danger for most of us
is not that our aim is too high
and we miss it,
but that it is too low and we reach it.”**

- Michelangelo

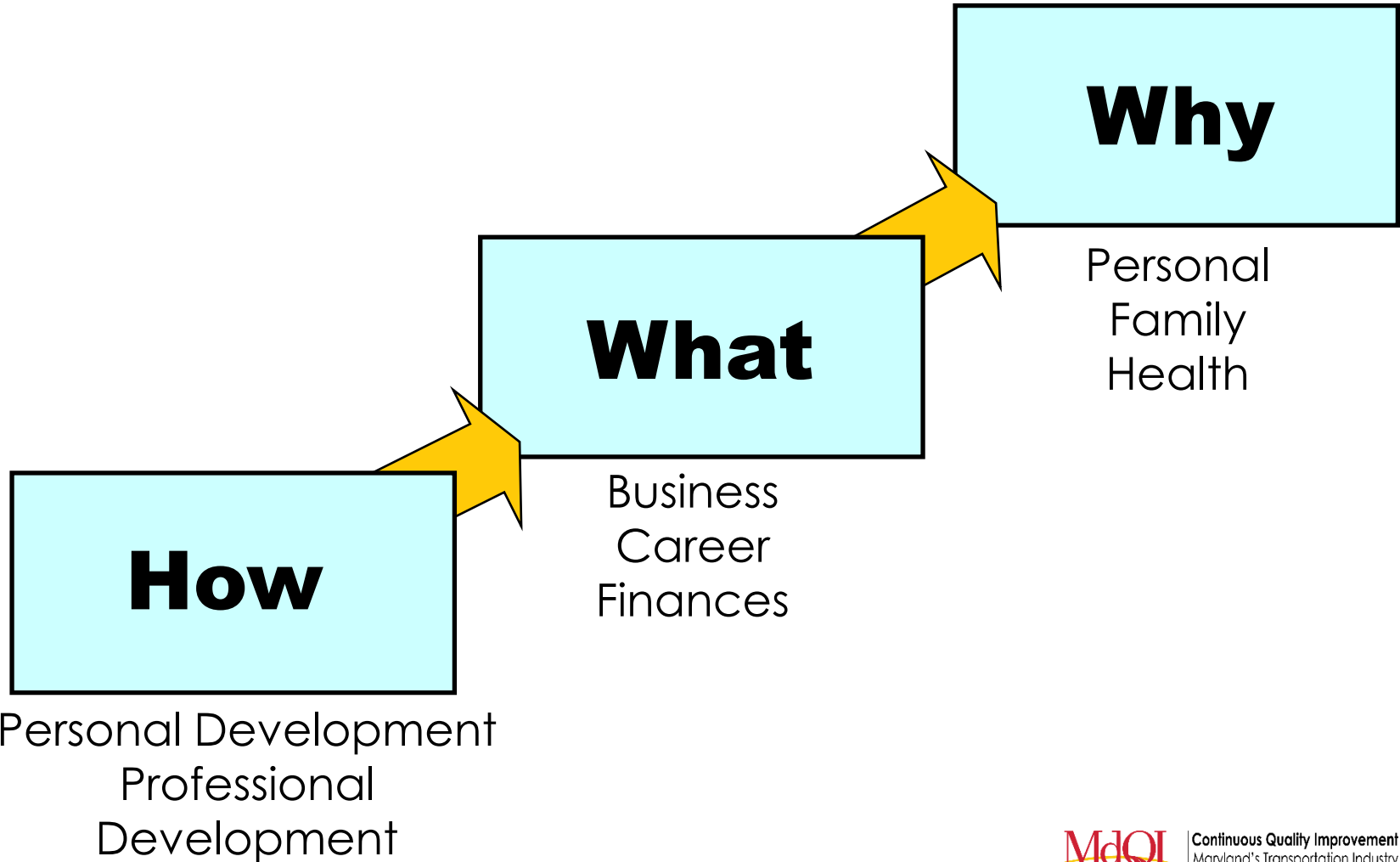


Principles of Goal Setting

1. **“Dream big dreams”**
2. **Goals must be written in present tense, personal, positive, visual, emotional (reticular activating system)**
3. **Goals must be balanced**
 - **What – Business, Career, Financial**
 - **Why – Personal, Family, Health**
 - **How –Professional & Personal Development**



Balanced Goals





Principles of Goal Setting

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 - **What – Business, Career, Financial**
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 - **How –Professional & Personal Development**
4. **Major definite purpose**
5. **Plan of Action to accomplish goals**



7 Quick Questions on Goals

From Brian Tracy's GOALS

- 1. In 30 seconds, what are your 3 most important lifetime goals right now?**
- 2. In 30 seconds, what have you always wanted to do but were afraid to attempt it?**
- 3. In 60 seconds, list 5 basic values in life. What 5 things do you value most in life?**

Now prioritize 1-5.



7 Quick Questions on Goals

4. In 60 seconds, what would you do if you only had 6 months to live? Make a list. If it is not on the list, you cannot do it.
5. In 60 seconds, what would you do if you won \$1M? List it or you cannot do it.
6. In 60 seconds, what sort of activities give you the greatest feelings of importance, satisfaction or self-esteem?
7. In 60 seconds, what 1 great thing would you dare to dream if you knew you could not fail?

Major Definite Purpose

Eulogy / Life Story / Epitaph

A POSITIVE LIFE
OF LOVING,
LEARNING, LIVING
AND HELPING
OTHERS ACHIEVE
SUCCESS



Major Definite Purpose

Eulogy / Life Story / Epitaph



HE MADE A
DIFFERENCE





Zig Ziglar Goal Setting Method

- Write everything you want to be, do, or have
- After 24-48 Hours: Articulate why for each item. If no good reason, eliminate it.
- Balance the list: physical, mental, spiritual, social, financial, career, family



Zig Ziglar Goal Setting Method

- **For each remaining, ask**
“Will reaching this goal:”
 - Make me happier? Short lived pleasure or indefinite?
 - Make me healthier?
 - Make me more prosperous?
 - Make me more secure?
 - Make more friends for me?
 - Bring me peace of mind?
 - Improve my family relationships?



Zig Ziglar Goal Setting Method

- **Balance List of Goals**
 - Stretch goals, make us reach
 - Long range goals
 - Daily goals
 - Ongoing goals
 - Specific goals
- **Check for negativity or realistic goals**



Zig Ziglar Goal Setting Method

- **Ask 5 Questions**
 - Is it really my goal?
 - Is it morally right and fair to everyone concerned?
 - Will it take me closer to or further away from my major definite purpose?
 - Can I emotionally commit myself to start and finish this project?
 - Can I see myself reaching this goal?
- **Narrow list down to four goals to focus on**



Balanced Goals Exercise

- **List all of your goals for**
 - Why: Personal, Family, Health
 - What: Business, Career, Financial
 - How: Personal / Professional Development
- **Prioritize**
 - A, B, C
 - 1, 2, 3
- **Plan of Action: Take A-1 Goal & List Actions Needed to Accomplish It**
 - Prioritize Actions (A, B, C and 1, 2, 3)



Brian Tracy Goal Accomplishment

- Identify goal and write it down
- What are the benefits of accomplishing goal?
- What are the obstacles or barriers?
- What skills and knowledge are needed?
- What individuals, groups, companies and organizations do I need to work with?
- What is my plan of action to reach the goal?
- When do I want to reach this goal?

Goal Setting Form



List Goals (GOAL Setting Exercise)

		List Goals (GOAL Setting Exercise)

Goal Setting Form



ACTION PLAN – Develop and Prioritize Actions to Accomplish Goals

Name:

Goal ___:

Why - Benefits of Achieving:

Obstacles and Barriers:

Skills, Knowledge and Technology Needed:

Individuals/Groups to Work With:

When Do I Reach This Goal:

ACTION ITEMS NEEDED TO ACCOMPLISH GOAL

Goal Setting for Changing



Goal/Change 1: I am financially independent by 6/20/2017

A	1	I read books and listen to audiobooks on financially planning.
A	1	I save at least 10% of my after taxes income and invest it.
B	1	I talk to financial planners about my current financial situation.
A	2	I invest in index mutual funds and leave the money alone.
B	2	I sell extra clutter in my house and invest the money in a mutual fund

Goal/Change 2: I live healthily to at least age 102.5 and beyond

A	1	I exercise every day by walking at least 3 miles and at least 40 mins.
A	2	I eat healthy meals including lots of broccoli and other vegetables.
A	3	I have annual physicals and go to a doctor for any significant issues.



Tips for Goal Setting Success

- **WRITE** down your goals
- Write your goals regularly
- Use a “Goal Book”
- Goals should be Personal, Positive, Present Tense, Visual, Emotional
- Develop Your Major Definite Purpose
- Read Brian Tracy’s *Goals* or other books on goal setting.



Conclusion on Goal Setting

**“He who has a strong enough why
can bear almost any how.”**

-Frederich Nietzsche

(from Viktor Frankl's *Man's Search for Meaning*)

Goal Attainment

**“A goal properly set
is halfway achieved.”**

**“A goal without a
deadline is just a
dream.”**



Goals Conclusion

**“Goal setting
is the
master skill of success.”**

-Brian Tracy



Goal Attainment

**“We become what
we think about.”**

-Napoleon Hill and Earl Nightingale



If We Become What We Think About

- **The Ultimate Goal Setter...**
- **Rocky Balboa**



Conclusion

**“Happiness is a journey,
not a destination.”**

**Goal Setting Helps You
Define Your Destination**

“The Station”

-Robert Hastings



Contact Information and References

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REFERENCES:

Stephen Covey – *The 7 Habits of Highly Effective People*

Brian Tracy – *Time Power*

Zig Ziglar – *Goals* (6 Audiocassette Tapes or CD's)

Brian Tracy – *Goals* (CD's or Book)