

WELCOME TO FOCALPOINT'S GOAL SETTING PROGRAM



SETTING AND ACHIEVING GOALS!

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“The potential of the average person is like a huge ocean un-sailed, a new continent unexplored, a world of possibilities waiting to be released and channeled toward some great good.” —Brian Tracy

Congratulations! You have made the bold commitment to join the legions of people worldwide who are improving the quality of every aspect of their lives by embarking on a journey of growth and self-improvement.

We at FocalPoint Coaching in alliance with globally renowned author, speaker and trainer - Brian Tracy are proud to play a part in helping you realize your goals and dreams.

The objective of this program is to give you the tools and the support to make your vision of your ideal life a reality. In this powerful program, you will become the architect of your own destiny as you learn to:

- Understand Goals and Determine your Starting Point
- Clarify Your Values
- Determine Your True Goals
- Decide upon a Major Definite Purpose
- Eliminate the Roadblocks
- Become an Expert in Your Field
- Get Around the Right People
- Make a Plan of Action
- Manage Your Time Well
- Discipline yourself to Focus

SETTING AND ACHIEVING GOALS!

MATERIALS, STRUCTURE AND HELPFUL HINTS

The materials and coaching you receive throughout this program will include:

- A Compliance Agreement designed to clarify our mutual responsibilities during your Setting and Achieving Goals Program.

Please fill out and return directly to your FocalPoint Coach at least 24 hours prior to your first coaching session.

- A Personal Profile Form aimed at helping us get to know you before your coaching sessions begin.

Please fill out and return directly to your FocalPoint Coach at least 24 hours prior to your first coaching session.

- Your personal FocalPoint Coach's Bio and Profile.
- An extensive 4 Session Manual consisting of an Introduction Session and 3 Coaching Sessions of lesson content and application exercises:

Session 1: Introduction

Session 2: Clarity and Mindset for Success

Session 3: Goal Setting; Your Major Definite Purpose

Session 4: 7 Steps to Achieving Your Goal!

- 3 Post-Call Recap Forms to be completed after each Coaching Session call.
- A Bonus Back From the Future Exercise.
- 1 - 30 minute Program Introduction and Welcome telephone call with your personal FocalPoint Coach.
- 3 – 60 minute Coaching Session telephone calls with your personal FocalPoint Coach.

The Coach and Client may choose to alter the coaching session timings and the time in between sessions as they agree with an eye to maximum performance and effectiveness.

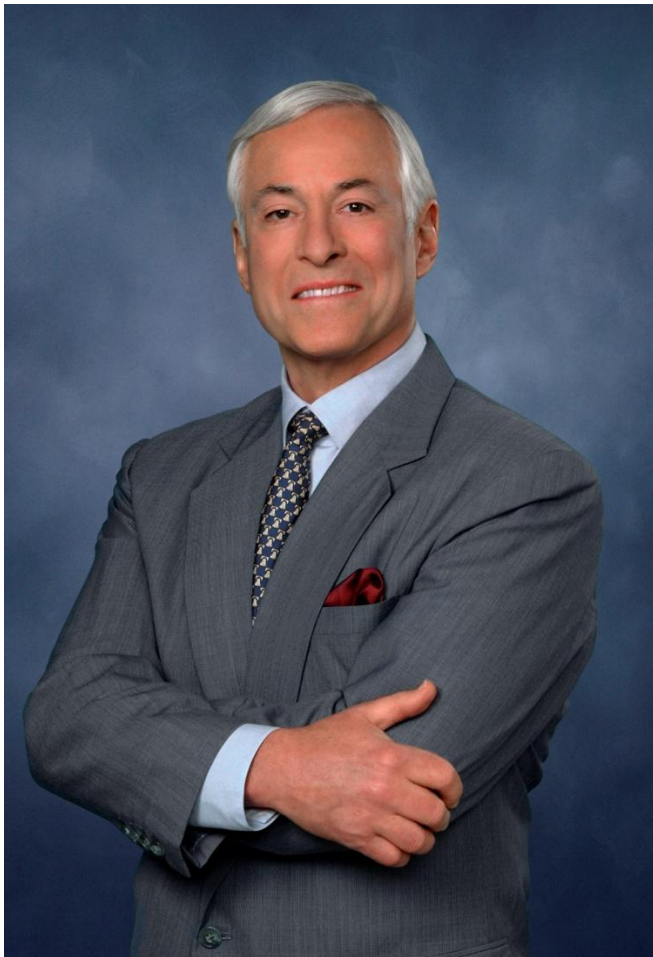
ABOUT BRIAN TRACY, FOCALPOINT

“Brian Tracy is the master of transferring skills. He is truly one of the most effective teachers of our time.” Steven Covey

“Brian will give you the tools to greater sales and profitability, and greater control of your business future.” Anthony Robbins

“I guarantee the strategies Brian presents will unlock your hidden abilities to succeed.” Ken Blanchard

Brian Tracy is Chairman and CEO of Brian Tracy International, a company specializing in the training and development of individuals and organizations.



Brian's goal is to help you achieve your personal and business goals faster and easier than you ever imagined.

Brian Tracy has consulted for more than 1,000 companies and addressed more than 5 million people in 5,000 talks and seminars throughout the US, Canada and 55 other countries worldwide. As a Keynote speaker and seminar leader, he addresses more than 250,000 people each year.

He has studied, researched, written and spoken for 30 years in the fields of economics, history, business, philosophy and psychology. He is the top selling author of over 45 books that have been translated into dozens of languages.

He has written and produced more than 300 audio and video learning programs, including the worldwide, best-selling Psychology of Achievement, which has been translated into more than 20 languages.

He speaks to corporate and public audiences on the subjects of Personal and Professional Development, including the executives and staff of many of America's largest corporations. His exciting talks and seminars on Leadership, Selling, Self-Esteem, Goals, Strategy, Creativity and Success Psychology bring about immediate changes and long-term results.

Brian is happily married and has four children. He is active in community and national affairs, and is the President of three companies headquartered in Solana Beach, California.

“Brian Tracy shows you how to get control, take charge and counterattack successfully, no matter what happens.” Harvey Mackay

FOCALPOINT INTERNATIONAL is an alliance with Brian Tracy creating a premier performance coaching and training company. FocalPoint is the evolution of Brian Tracy's work in maximizing achievement for individuals and companies alike. The FocalPoint Team of performance business coaches and trainers are positive, forward thinking individuals that are excellent communicators and have a legacy of business success. Our coaches are motivated by helping individuals, teams and companies achieve their goals and maximize their performance. FocalPoint has professional business coaches in North America, South America, Europe and Asia.

SETTING THE STAGE

The explosion of knowledge and technology in the last few years, combined with the increasing intensity of competition in all fields, has led to an acceleration of the rate of change. More and more, you have too much to do and too little time. Your responsibilities and obligations seem to pile up, one on top of the other. There are never enough hours in the day.

In fact, you may be earning more money and doing better than you have ever done before. But at the same time, you often feel overwhelmed with the demands of your job and your personal life. You may be working harder today than ever before and yet getting less and less satisfaction and enjoyment from what you do.

We are living today in perhaps the very best time in all of human history. There have never been more opportunities and possibilities for more people to accomplish more of their goals than exist right now. The level of affluence has never been higher, the average life span has never been longer, and the number of options available to you has never been greater.

Remember that all of life is a "test" in some way. You are constantly being tested by the ups and downs and unexpected events of daily life. The way you respond to the world around you is the way that you take and pass this test.

The central concept of FocalPoint's Setting and Achieving Goals Program is the principle of clarity. You will learn how to develop absolute clarity regarding who you are and what you really want. You will learn how to achieve your most important goals faster and easier than you can imagine.

You will learn how to develop your own personal plan for achieving rapid results in each part of your life that are important to you. There are almost no limits to what you can be, do or have when you apply FocalPoint's Setting and Achieving Goals Program to your life. All that is really required is the desire to change, the decision to take action, the discipline to practice the new behaviors you have decided upon and the determination to persist until you get the results you want.

FocalPoint's Setting and Achieving Goals Program requires that you identify the few things that you can do that are more valuable and important than all the others. You then discipline yourself to focus all of your energy and attention on those specific tasks. You just say "No!" to any activity or demand on your time that is not consistent with the most valuable work you can possibly be doing at that moment.

Peter Drucker calls this the "Age of the Knowledge Worker." As a knowledge worker, the way you think and get results today is totally different from the way it might have been in the past. Today, you are paid for accomplishments, not activities. You are paid for outcomes rather than for inputs or the number of hours you work. Your rewards are determined by the quality and quantity of results that you achieve in your area of responsibility. This change in the paradigm of work opens up unlimited opportunities for the creative minority who recognize it and capitalize on it.

GETTING THE MOST OUT OF THIS PROGRAM

“A man, as a general rule, owes very little to what he is born with — a man is what he makes of himself.” —Alexander Graham Bell

To maximize the return on your investment of time, energy and money in this Setting and Achieving Goals Program, we recommend the following:

BE COMMITTED. You have already made a significant financial investment. You are about to make an even more significant investment: your time and energy. Make a personal commitment to yourself that you will do all you can to make these investments pay off!

BE PREPARED. Read and re-read the program content, do not skim or skip or be in a hurry. Underline any points you find particularly relevant to your own life that you may want to discuss with your coach.

DO YOUR VERY BEST. Answer each of the exercise questions to the very best of your ability being brutally honest and open with yourself.

TAKE ACTION. The purpose of this program is to bring about powerful, lasting, positive change in your life. Make your decisions then take action; it is only through action and application that you will be successful.

PERSONAL PROFILE

The Personal Profile Form is designed to elicit some preliminary information that will assist your FocalPoint Coach in understanding you and your needs. Please complete this form and return it at least 24 hours prior to your first Welcome and Introductory coaching session. Take as much space as you need; do not restrict yourself to the space available in this form.

If, for any reason, you do not want to respond to any of these questions, please leave them blank. The information can always be explored with your FocalPoint Coach if it becomes relevant at any time during the program.

Thank you for supporting us in supporting you.

Full Name _____

City _____ State/Province _____

Phone _____

Cell Phone _____

Email _____

Occupation _____

Nature of Business _____

Please describe anything about your personal background or current circumstances that you believe will help your coach better understand and support you in achieving your goals.

COMPLIANCE AGREEMENT

In joining **FOCALPOINT'S SETTING AND ACHIEVING GOALS PROGRAM**, I understand and agree that:

- I am responsible for setting my own personal goals and for developing specific strategies to help me achieve them. My FOCALPOINT'S Coach will help facilitate this process.
- The degree to which I succeed in achieving my personal goals depends on my level of commitment to the FOCALPOINT'S SETTING AND ACHIEVING GOALS PROGRAM and my persistence in implementing the strategies.
- I am fully responsible for all decisions I make and all actions I take, whether or not they arise from my participation in FOCALPOINT'S SETTING AND ACHIEVING GOALS PROGRAM. My FocalPoint Coach is acting as a facilitator, not as an advisor. Where prudent, I will seek legal, financial and other advice from professionals specializing in those fields prior to making any significant changes.
- I will use my best efforts to learn the FOCALPOINT'S SETTING AND ACHIEVING GOALS PROGRAM principles and to apply them in my daily life. I have read the foregoing statements, I understand them fully, and I agree to be bound by them.

Name

Signature

Date



CLARITY AND MINDSET FOR SUCCESS

KEY FOUNDATIONAL TURNING POINTS IN BRIAN TRACY'S LIFE

There were three major turning points early in Brian Tracy's life that were instrumental in his success that may be for you as well; in Brian's own words:

THE FIRST TURNING POINT was when I discovered that I was responsible for my life, and for everything that happened to me. I learned that this life is not a rehearsal for something else. This is the real thing.

In every study of successful people, the acceptance of personal responsibility seems to be the starting point. Before that, nothing happens. After you accept complete responsibility, your whole life begins to change.

The acceptance of personal responsibility is what separates the superior person from the average person. Personal responsibility is the pre-eminent trait of leadership and the wellspring of high performance in every person, in every situation.

The acceptance of complete responsibility for your life means you refuse to make excuses or to blame others for anything in your life that you're not happy about. You refuse, from this moment forward, to criticize others for any reason. You refuse to complain about your situation, or about what has happened in the past. You eliminate all your "if only" and "what ifs" and focus instead on what you really want and where you are going.

This decision of yours to accept complete responsibility for yourself, your life and your results, with no excuses, is absolutely essential if you truly want to achieve your goals. From now on, no matter what happens, say to yourself, "I am responsible." If you are not happy with any part of your life, say, "I am responsible" and get busy changing it. If something goes wrong, accept responsibility and begin looking for a solution. If you are not happy with your current income, accept responsibility and begin doing those things that are necessary for you to increase it. If you are not happy with the amount of time you are spending with your family, accept responsibility for that as well and begin doing something about it.

When you accept responsibility, you feel personally powerful. The acceptance of responsibility gives you a tremendous sense of control over yourself and your life. The more responsibility you accept, the more confidence and energy you have. The more responsibility you accept, the more capable and competent you feel.

On the other hand, when you make excuses, blame other people, complain or criticize, you give your power away. You weaken yourself and your resolve. You turn over control of your emotions to the people and situations you are blaming or complaining about. You do not escape responsibility by attempting to pass it off onto other people. You are still responsible. But you give up a sense of control over your life. You begin to feel like a

victim and see yourself as a victim. You become passive and resigned rather than powerful and proactive. Instead of feeling on top of your world, you feel as if your world is on top of you. This way of thinking leads you up a blind alley, from which there is no escape. It is a dead end road on which you should refuse to travel.

The acceptance of responsibility is the foundation of high self-esteem, self respect, and personal pride. The acceptance of personal responsibility lies at the core of the personality of every outstanding man or woman.

THE SECOND TURNING POINT for me, which came when I was 24 years old, was my discovery of goals. Without really knowing what I was doing, I sat down and made a list of 10 things I wanted to accomplish in the foreseeable future. I promptly lost the list. But 30 days later, my life had changed. Almost every goal on my list had already been achieved or partially achieved.

Several years ago, a group of successful entrepreneurs gathered in Chicago to review their lives and glean the lessons inherent in their experiences. All were multi-millionaires. Like most truly successful people, they were both humble and grateful for what they had achieved and for the blessings life had bestowed upon them. One by one, they explored the reasons why they had managed to achieve so much. Finally the wisest one among them spoke up, summarizing it all in one simple sentence.

“SUCCESS IS GOALS,” he said and “ALL ELSE IS COMMENTARY”.

All successful people are intensely goal oriented. They have a clear picture of what they want and they are focused single-mindedly on achieving it.

The ability to set clear goals is the master skill of success. Goals unlock your positive mind and release ideas and energy for goal attainment. Without goals, you simply drift on the occurrence of life. With goals, you fly like an arrow, straight and true to your target.

Clear goals increase your confidence, develop your competence and boost your level of motivation. Tom Hopkins calls goals “the fuel in the furnace of achievement”.

THE THIRD TURNING POINT in my life came when I discovered that “You can learn anything you need to learn to accomplish any goal you can set for yourself.” No one is smarter than you and no one is better than you. All business skills, sales skills and moneymaking skills are learnable. Everyone who is good in any area today was once poor in that area. The top people in every field were at one time not even in that field and didn’t even know that field existed. And what hundreds of thousands of other people have done, you can do as well.

Louise Hay, the writer, says that the roots of most of our problems in life are contained in the feeling, “I’m not good enough.” Dr. Alfred Adler said that it is the natural inheritance of western man to have feelings of “inferiority” that start in childhood and often continue through adult life.

Many people, because of their negative beliefs, most of which are erroneous, *falsely* consider themselves to be limited in intelligence, talent, capability, creativity or skill of some kind. In virtually every case, these beliefs are false.

You have enormous untapped reserves of mental capacity that you have never used. You have the ability to learn and become excellent in more areas than you can ever dream of. But your brain is like a muscle. If you don't use it, you lose it, at least temporarily.

In the twenty-first century, the future belongs to the competent. The future belongs to those people who are very good at what they do and who are getting better every single day.

The German philosopher, Goethe, once wrote, "Everything is hard before it is easy." You may need to exert tremendous discipline to develop new habits of thought and behavior. But once you have them firmly locked in, they enable you to accomplish vastly more, with less effort, than ever before.

THE GREAT LAW

Perhaps the greatest discovery in human history is the power of your mind to create the aspects of your life. Everything you see around you in the man-made world began as a thought or an idea in the mind of a single person before it was translated into reality. Everything in your life started as a thought, a wish, a hope or a dream, either in your mind, or in the mind of someone else. Your thoughts are creative. Your thoughts form and shape your world and everything that happens to you.

The great summary statement of all religions, all philosophies, metaphysics, psychology and success is this:

You become what you think about – most of the time.

Your outer world ultimately becomes a reflection of your inner world and mirrors back to you what you think about. Whatever you think about continuously emerges in your reality.

Thousands of successful people have been asked what they think about most of the time. The answer is constant. They think about **what they want and how to get it** most of the time.

In contrast, unsuccessful people think about what they don't want—what they fear—most of the time. Their focus is on the negative: their problems, their worries, their concerns and who is to blame for their perceived misfortunes.

In either case, the outer world reflects the inner—success or failure depending on the inner focus.

YOUR AUTOMATIC GOAL

Imagine the following exercise. Take a homing pigeon from its roost, put it in a cage, cover the cage with a blanket, place the cage in a box and then put the box in the cab of a truck. Now drive the truck one thousand miles in any direction. When you have arrived at your destination, open the truck cab, take out the box, take off the blanket, open the cage, remove the homing pigeon and set it free. Immediately, the bird will fly up into the air, circle three times and then fly unerringly back to its home roost one thousand miles away. No other creature on Earth has this incredible cybernetic, goal-seeking function — except for man.

You have the same goal-achieving ability as the homing pigeon, but with one marvelous addition. When you are absolutely clear about your goal, you do not even have to know where it is or how to achieve it. By simply deciding exactly what you want, you will begin to move unerringly toward your goal, and your goal will start to move unerringly toward you. At exactly the right time, and in exactly the right place, you and your goal will meet.

Because of this incredible cybernetic mechanism located deep within your mind, you will almost always achieve your goals, whatever they are. All that is required is to be clear as to what you want and to focus on it single-mindedly. If your goal is to go home at night and watch television, you will most assuredly achieve it. If your goals include creating a net worth of five million dollars, running a marathon and enjoying a one-month vacation in Hawaii with your family each year, you will achieve these goals as well.

Like a computer, your goal-seeking mechanism is nonjudgmental. It works automatically and continuously to bring you what you want — what you have programmed into it as clearly defined goals.

Also like a computer, your goal-seeking mechanism does not care about the size of your goals. If you set little goals, it will enable you to achieve little goals. If you set large goals, this natural capability will enable you to achieve large goals.

The size and scope of the goals you choose to set and think about, most of the time, are completely up to you.

IT IS IN YOUR HANDS

The starting point of goal setting is for you to realize that you have virtually unlimited potential to be, have or do anything you really want in life, if you simply want it badly enough, and are willing to work long enough and hard enough to achieve it.

The second part of goal setting is for you to accept complete responsibility for your life, and for everything that happens to you, with no blaming and no excuses.

With these two concepts clearly in mind, that you have unlimited potential and that you are completely responsible, you are now ready to move to the next step, which is to begin designing your ideal future.

CLARITY EXERCISES: CLARITY LEADS TO POWER

There is a direct relationship between the level of clarity you have about who you are and what you want, and virtually everything you accomplish in life.

Superior men and women invest the time necessary to develop absolute clarity about themselves and what they really want, like designing a detailed blueprint for a building, before they begin construction. Average people just throw themselves at life, like a dog chasing a passing car, and wonder why they never seem to catch anything, or keep anything worthwhile.

Henry David Thoreau once wrote, *“Have you built your castles in the air? Good. That is where they should be built. Now, go to work and build foundations under them.”*

- Absolute clarity regarding your goals is essential to high performance
- Absolute clarity regarding your values will help determine your goals

Answer the questions below, take your time – be honest with yourself:

1. What makes you feel Important? Why?

a) _____

b) _____

c) _____

2. What raises your self-esteem? Your feeling of "how much you like yourself". Why?

a) _____

b) _____

c) _____

3. What have you accomplished in your life that has given you a great sense of pride and satisfaction? Why?

a) _____

b) _____

c) _____

4. What are the three most important values in your life today? Why?

a) _____

b) _____

c) _____

5. What values and qualities are you best known for today among the people that know you? Why?

a) _____

b) _____

c) _____

In psychology, your level of **self-esteem** determines your level of happiness. Your self-esteem, in turn, is determined by your self-image. This is the way you see yourself and think about yourself in your day-to-day interactions with others. Your **self-image** is shaped by your **self-ideal**. Your self-ideal is made up of the virtues, values, goals, hopes, dreams and aspirations that you have for yourself sometime in the future.

Here is what psychologists have discovered: The more your behavior in the moment is consistent with what you feel your *ideal* behavior should be, the more you like and respect yourself, and the happier you are.

**DIAMOND MAPPING EXERCISE:
IDENTIFYING YOUR STARTING POINT**

With the pressures of running a successful business in a rapidly changing, highly competitive world, the entrepreneur often sacrifices important elements of his life today, assuring himself that, when he has reached the top of the mountain, *then* he will expand his horizons.

Your business and career represent but one cylinder in your engine. To get maximum efficiency from your internal engine, you must ensure that all cylinders are firing in sync. This balance will give you a competitive edge that will dramatically improve your productivity as well as enhance the overall quality of your life.

Strive to balance your Business and Career with the other elements of your life: Financial Independence, Health and Fitness, Family and Personal Life. The FOCALPOINT'S SETTING AND ACHIEVING GOALS PROGRAM will help you achieve this end.

1. BUSINESS AND CAREER

Do you know anyone who, although perhaps on track to achieve their financial goals, is paying an enormous price by working in a job that is bearable at best, painful at worst? This is a sure recipe for failure, for only when you are fully engaged in a job that challenges and inspires you can you find true happiness and satisfaction. One of the challenges of every person is to develop a clear picture of an ideal career and then take the necessary steps to create it.

2. FINANCIAL INDEPENDENCE

Many people believe money is the root of all evil. This is simply not true. The Bible states, "*Love of money is the root of all evil.*" In fact, it is not money but the *lack* of money that is the source of so many of our social ills and emotional problems. One of your primary responsibilities to yourself and to those you love is to achieve financial independence, to reach the point where you never have to worry about money again. Then you will be in a position to direct your energy to higher needs such as a sense of meaning and spiritual fulfillment.

3. HEALTH AND FITNESS

In 1901, the average life span was less than fifty years. Within one century, the average life span expanded to seventy-seven years, and it continues to rise each year. One of the fastest growing population groups in our society includes those people who are more than eighty, ninety and even one hundred years old. In taking steps to ensure a high level of health and fitness, you will not only get far more out of life today, you will also be preparing to enjoy the latter stages of life to the fullest.

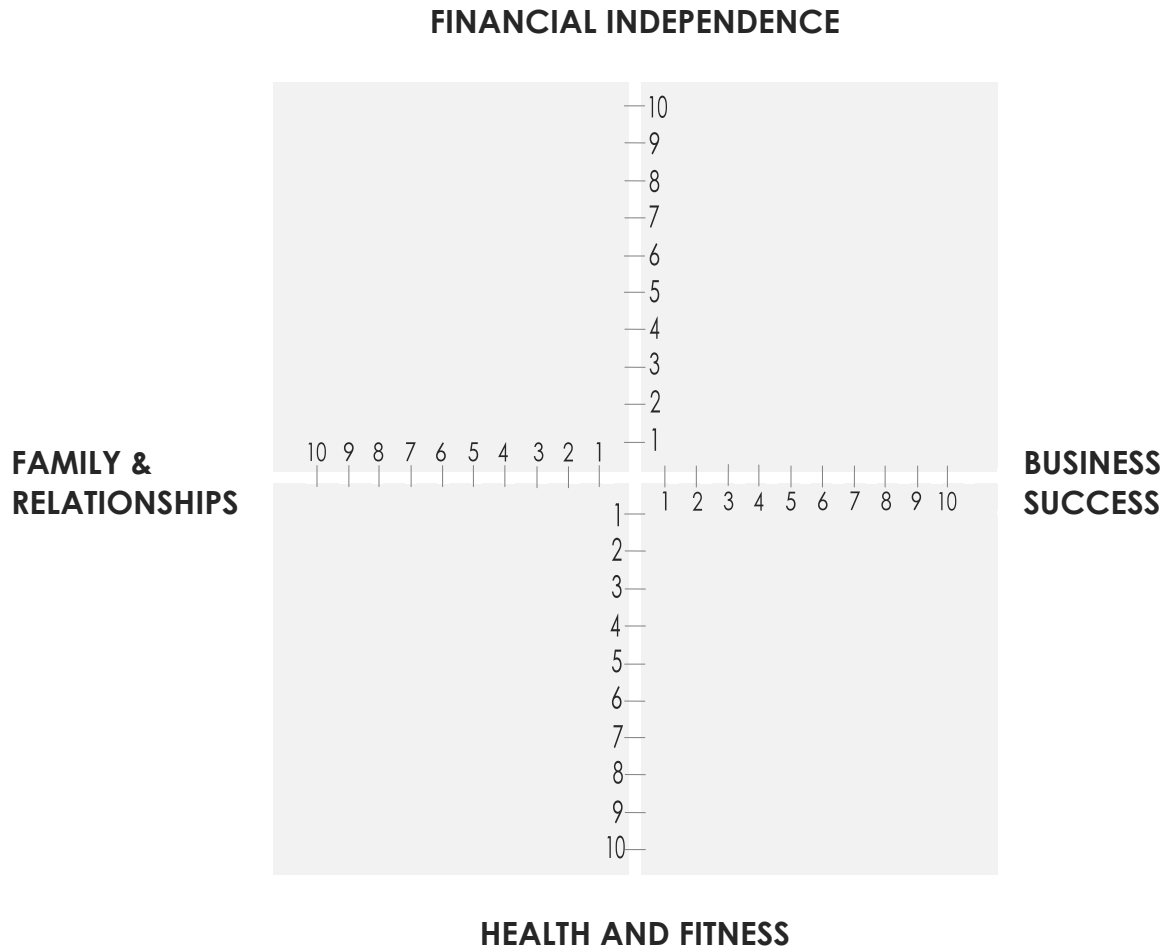
4. FAMILY AND PERSONAL LIFE

It has been said that fully eighty-five percent of your happiness will come from good relationships with other people in your family and your personal life as well as your work. Treating others in a manner that reflects your highest values brings you great happiness, peace and contentment. The quality of the relationships in your life is more important than the size of your investment portfolio, the job title on your letterhead or the number of cars in your driveway. In striving for successes in the other areas of life, it is easy and often tempting to sacrifice the very part of life that is the greatest source of joy as you grow older. You do so at your own peril.

Before embarking on any journey, you must first clearly define your starting point. To help you in this determination, we have developed what we call our:

DIAMOND MAPPING PROCESS.

Simply give yourself a grade solely based on your own personal satisfaction levels as they are today from 1 (not so good) to 10 (excellent) in each life area, mark it on the table and then connect the dots.



Your ultimate goal is to achieve a perfect 10 Diamond, representing full satisfaction in each of these critical life areas.

Give yourself a grade from 1 to 10 in terms of how perfect your Diamond is, right now.

- 1 2 3 4 5 6 7 8 9 10**

Having completed the DIAMOND MAPPING EXERCISE, list and explain three “aha” moments, or key revelations that have occurred for you as a result of this exercise.

a) _____

b) _____

c) _____

FOCALPOINT'S SETTING AND ACHIEVING GOALS POST SESSION RE-CAP FORM

Name: _____ **SESSION # 2**

1. My greatest insight from today's coaching session:

2. Questions or ideas we did not discuss during today's coaching session:

3. The thing you said or asked that most impacted me:

4. What I would like you to do differently next session – more of or less of:

5. Next key action commitments:



GOAL SETTING

DEFINING YOUR GOALS

“You will become as large as your controlling desire; or as great as your dominant aspiration.” —James Allen

Only three percent of adults have written goals. The other 97 percent have wishes, hopes and fantasies. People without goals are doomed forever to work for people who do. The key to goal setting is for you to “think on paper.” Successful men and women think with a pen in their hands. Unsuccessful people do not. When you write things down, you crystallize them in front of you. They become tangible and concrete. They become subject to positive manipulation and definite action. Written goals activate your positive mind and energize you.

The act of writing them down increases the likelihood that you will achieve your goals by as much as 1,000 percent!

Setting goals is straightforward. It is a definite skill you can learn through practice. Once you have mastered the process and practice of goal setting, you will be able to step on the accelerator of your own life and make more progress in the next year or two than you may have made in the last ten years.

Reflecting on your answers, thoughts and revelations from the previous exercises in Session 1 & 2, complete the following questions with these thoughts in mind; burning desire is absolutely essential to the overcoming of obstacles and the achieving of great goals. For your desire to be intense enough, your goals must be purely personal. They must be goals that you choose for yourself, rather than goals that someone else wants for you, or that you want to achieve to please someone in your life. In goal setting, for the process to be effective, you must be perfectly selfish about what is that you really, *really* want for yourself.

This doesn't mean that you cannot do things for other people, either at home or at work. This simply means that, in setting goals for your life, you start with yourself, and work forward.

1. What are your three most important business or career goals? Why?

a) _____

b) _____

c) _____

2. What are your three most important financial goals? Why?

a) _____

b) _____

c) _____

3. What are your three most important family and relationship goals? Why?

a) _____

b) _____

c) _____

4. What are your three most important health and fitness goals? Why?

a) _____

b) _____

c) _____

Without referring or looking to your answers in the previous goal setting questions, make a list of 7 goals you would like to accomplish in the next 12 months (not in any particular order, do not take more than 5 minutes):

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

YOUR MAJOR DEFINITE PURPOSE

“There is one quality which one must possess to win, and that is definiteness of purpose, the knowledge of what one wants, and a burning desire to possess it.”
—Napoleon Hill

Your major definite purpose can be defined as the one goal that is the most important to you at the moment. It is usually the one goal that will help you to achieve more of your other goals than anything else you can accomplish.

It must be something that you *personally* really, really want. Your desire for this goal must be so intense that the very idea of achieving your major definite purpose excites you and makes you super motivated and happy.

Also very important is that your major definite purpose should have a reasonable probability of success, perhaps 50:50 when you begin. If you have never achieved a major goal before, consider setting a goal that has a higher probability of success.

Later on, you can set huge goals with very small probabilities of success, and you will still be motivated to take the steps necessary to achieve them. But in the beginning, set goals that are believable, achievable and which have a higher probability of success.

If you could be absolutely 100% guaranteed of success in any one of your seven goals.

- a) Which one would have the greatest most positive impact on your life, or your family members lives right now?** (It is likely a goal that will also have a positive impact on many of your other goals)

- b) Why is this goal the one you chose? List 7 positive personal reasons for your choice, include thoughts on what it would mean to you and your family upon your success:**

1)

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

c) What are three possible major negative personal consequences of not achieving this goal? Include thoughts on what it would mean to you and your family upon your failure or inability to achieve this goal:

1) _____

2) _____

3) _____

This most important Goal becomes **YOUR MAJOR DEFINITE PURPOSE** in your life, right now, for your SETTING AND ACHIEVING GOALS PROGRAM.

HAVING CLARITY ABOUT YOUR GOAL

“It is a psychological law that whatever we wish to accomplish we must impress on the subjective or subconscious mind.” —Orison Swett Marden

Living without clear goals is like driving in a thick fog. No matter how powerful or well engineered your car, you drive slowly, hesitantly, making little progress on even the smoothest road. Deciding upon your goals clears the fog immediately and allows you to focus and channel your energies and abilities.

There are 5 characteristics that distinguish a goal from a wish and they can be captured in the acronym SMART:

SPECIFIC
MEASURABLE
ALIGNED WITH YOUR VALUES
REALISTIC
TIME-BOUNDED

SPECIFIC: To “take a vacation” is a wish. Where will you go? Who will you go with? What will you do? Where will you stay? How long will you stay? And so on. The more specific you are, the easier it will be for your goal-seeking mechanism to bring it into reality.

MEASURABLE: To “lose weight” is a wish. How much weight do you want to lose? Unless your goal is measurable, you will be unable to track your progress toward its achievement. Nor will you know when you have achieved it.

ALIGNED WITH YOUR VALUES: If you achieve a goal by compromising your values, the end result will be distress rather than the joy you envision. For example, if your goal is to earn \$250,000 per annum and one of your core values is to serve the highest good of others, if you reach your goal by selling life-destroying narcotics, you may have reached your goal but your inner peace will be destroyed in the process. As a result, you will probably not sustain your new-found earning power.

REALISTIC: A goal must be perceived by you as realistic. In other words, you must *believe* it can be achieved. In the 1950s, Dr. Roger Bannister broke the four minute barrier for running the mile, a feat previously believed to be impossible. Today, it is the minimum standard for any man hoping to compete in this event at the international level. Make your goals believable while also making them a stretch. This will both energize and empower you as you move forward through this FocalPoint Coaching Program.

TIME-BOUNDED: As pointed out above, to “lose weight” is not a goal. To “lose 25 pounds” is closer to meeting the criteria, but still it does not qualify as a true goal. By what date do you intend to lose the 25 pounds? Any goal must include a date finite for its achievement. In this way, you can monitor your progress toward its achievement.

Write your GOAL, your MAJOR DEFINITE PURPOSE in the form of a SMART GOAL remembering to:

- a) Make it clear, specific, measurable, as if you were placing an order for your goal to be manufactured in a factory at a great distance.
- b) Have a deadline for attaining the goal; your subconscious mind uses deadlines as “forcing systems” to drive you, consciously and sub-consciously toward achieving your goal on schedule. If your goal is big enough, set sub-deadlines.
- c) Be able to answer honestly and positively that your goal is aligned with your values and its realistic – you believe it can be done though it will not/may not be easy.
- d) Allow that you may need to write and re-write your goal a number of times before you feel you have it right!

FOCALPOINT'S SETTING AND ACHIEVING GOALS POST SESSION RE-CAP FORM

Name: _____

SESSION # 3

1. My greatest insight from today's coaching session:

2. Questions or ideas we did not discuss during today's coaching session:

3. The thing you said or asked that most impacted me:

4. What I would like you to do differently next session – more of or less of:

5. Next key action commitments:



7 STEPS TO ACHIEVING YOUR GOAL

ACHIEVING YOUR GOAL

“Thoroughness characterizes all successful men. Genius is the art of taking infinite pains... All great achievement has been characterized by extreme care, infinite painstaking, even to the minutest detail.” —Elbert Hubbard

Once upon a time, so the story goes, there was a major technical problem at a billion-dollar atomic power plant. This malfunction was slowing energy generation and reducing the overall efficiency of the entire operation.

As much as they tried, the plant's engineers could not identify and solve the problem. So they brought in one of the nation's top consultants on atomic plant construction and engineering to see if he could determine what was wrong. The consultant arrived, put on a white coat, took his clipboard and went to work. For the next two days, he walked around, studying the hundreds of dials and gauges in the control room, taking notes and making calculations.

At the end of the second day, he took a black felt marker out of his pocket, climbed up on a ladder and put a large black "X" on one of the gauges.

"This is the problem," he explained. "Repair and replace the apparatus connected to this meter and the problem will be solved."

He then took off his white coat, drove back to the airport and flew home. The engineers disassembled the apparatus and discovered that, sure enough, this was the cause of the problem. It was soon repaired and the plant was back up to full capacity. About a week later the plant manager received a bill from the consultant for \$10,000 for "Services rendered."

The plant manager was surprised at the size of the bill, even though this was a multi-billion dollar nuclear facility and the problem had been costing an enormous amount of money in lost generating capacity. After all, he reasoned, the consultant had come in, stood around for only a couple of days, written a black "X" on one of the gauges and then returned home. \$10,000 seemed like a high fee for such a simple job.

The plant manager wrote back to the consultant. "We have received your bill. Could you please break down and itemize your charges. It seems that all you did was to write one "X" on a single gauge. \$10,000 appears to be excessive for this amount of work." Some days later, the plant manager received a new invoice from the consultant. It said, "For placing "X" on gauge: \$1.00. For knowing which gauge to place "X" on: \$9,999."

This simple story illustrates and summarizes the most important single principle of success, achievement and happiness in life. Your ability to determine where you put the "X" in each part of your life is the critical determinant of everything that you accomplish, or fail to accomplish.

This "X" is your FocalPoint X Factor. This is the one thing that you can do, at any given moment, to get the very best result possible for you in that area. Your ability to choose the correct time, place and activity to place your "X" has more of an impact on your life than any other factor.

DETERMINING WHERE TO PUT THE X IN THE STEPS TO ACHIEVING YOUR GOAL:

Essentially, there are only four different steps you can take to improve the quality of your life, your business and increase the likelihood of achieving your goals.

- **You can do more of certain things.** You can do more of the things that are of greater value to you and which bring you greater rewards, satisfaction and closer to achieving your goal.
- **You can do less of certain things.** You can deliberately decide to reduce or discontinue activities or behaviors that are not as helpful as other activities or which can actually be hurtful to you in accomplishing the things you really want.
- **You can stop doing certain things altogether.** You can stand back and evaluate your life with new eyes. You can then make definite decisions to completely discontinue activities and behaviors that are no longer consistent with what you want and where you really want to go.
- **You can start to do things that you are not doing at all today.** You can make new choices, learn new skills, begin new projects or activities or change the entire focus of your work or personal life. Bringing you closer to self-satisfaction and closer to achieving your goal.

STEP 1:

IDENTIFY SOME OF THE KEY OBSTACLES, CONSTRAINTS OR LIMITATIONS THAT YOU WILL HAVE TO OVERCOME TO ACHIEVE YOUR GOAL.

Why aren't you already at your goal?

The Theory of Constraints – there is always one limiting factor or constraint that sets the speed at which you achieve your goal. What is it for you?

The 80/20 Rule applies to constraints. Fully 80% of the reasons that are holding you back from achieving your goal are inside yourself. They are the lack of a skill, a quality or a body of knowledge. Only 20% of the reasons you are not achieving your goal are on the outside. Always start with yourself.

List of your obstacles, constraints and limitations:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

From the list above, which if you were successful overcoming would bring you the closest to achieving your goal – which is your X Factor?

Why?

Answer the following for the above #1 X Factor obstacle, constraint or limitation;

Of the things you are currently doing in your life, what 1 thing could you...

DO MORE OF – that will bring you closer successfully overcoming the above:

DO LESS OF – that currently pushes you further away from successfully overcoming the above:

STOP DOING ALTOGETHER – that currently pushes you further away from successfully overcoming the above:

START DOING – right now that will bring you closer successfully overcoming the above:

STEP 2:

IDENTIFY THE KNOWLEDGE, INFORMATION AND SKILLS YOU WILL NEED TO ACHIEVE YOUR GOAL. Especially, identify the skills that you will have to develop to be in the top 10% of your field.

Greatest Discovery: Your weakest key skill sets the height of your income and your success. You can make more progress by going to work on the one skill that is holding you back more than any other.

List of the knowledge, information and skills you will need:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

From the above list, what one skill, if you developed and did it consistently, in an excellent fashion, would help you the most to achieve your most important goal – which is your X Factor?

Why?

Answer the following for the above #1 X Factor skill:

What 1 thing regarding expertly gaining this skill could you...

DO MORE OF – that you're currently doing that will bring you closer to successfully acquiring the skill above:

DO LESS OF – that you're currently doing that pushes you further away from successfully acquiring the skill above:

STOP DOING ALTOGETHER – that you're currently doing that pushes you further away from successfully acquiring the skill above:

START DOING – right now that you're not currently doing that will bring you closer to successfully acquiring the skill above:

STEP 3:

IDENTIFY THE PEOPLE WHOSE HELP AND COOPERATION YOU WILL REQUIRE TO ACHIEVE YOUR GOAL.

Make a list of every key person in your life that you will have to work with or work around to achieve your goal. Start with the members of your family, whose cooperation and support you will require. List your boss, co-workers and subordinates, as well as any other key person you can think of.

List of people whose help and cooperation you will need:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

To achieve big goals you will have to have the help and support of lots of people. One key person at a certain time and place in your life will make all the difference. The most successful people are those who build and maintain the largest networks of other people whom they can help and who can help them in return.

From the list above, which one person if you were successful in gaining their help and cooperation would bring you the closest to achieving your goal – who is your X Factor?

Why?

Answer the following for the above X Factor person;

Regarding this key individual, what 1 thing could you...

DO MORE OF – that will bring you closer to successfully gaining this person's help and cooperation:

DO LESS OF – that currently pushes you further away from successfully gaining this person's help and cooperation:

STOP DOING ALTOGETHER – that currently pushes you further away successfully gaining this person's help and cooperation:

START DOING – right now that will bring you closer to successfully gaining this person's help and cooperation:

STEP 4:

MAKE A LIST OF EVERYTHING YOU WILL HAVE TO DO TO ACHIEVE YOUR GOAL.

In 1142, William of Ockham, a British philosopher, proposed a method of problem solving that has come to be referred to as "Ockham's Razor." This way of thinking has become famous and popular throughout the ages. What Ockham said was that, "The simplest and most direct solution, requiring the fewest number of steps, is usually the correct solution to any problem."

Many people make the mistake of over-complicating goals and problems. But the more complicated the solution, the less likely it is ever to be implemented, and the longer the time it will take to get any results. Your aim should be to simplify the solution and go directly to the goal, as quickly as possible.

Below, combine the More, Less, Stop, Starts from the obstacles that you will have to overcome, the knowledge and skills you will have to develop, and the people whose cooperation you will require. List every single step, action or task that you can think of that you will have to follow to ultimately achieve your goal.

As you think of new items, add them to your list until your list is complete. When you make out a list of all the things you will need to do to achieve your goal, you begin to see that this goal is far more attainable than you thought. "A journey of a thousand miles begins with a single step." You can build the biggest wall in the world one brick at a time.

STEP 5: **ORGANIZE YOUR LIST INTO A PLAN.**

You organize the list in Step 4 above by arranging the steps you have identified by priority and sequence. A list organized by priority and sequence is a plan.

- PRIORITY** – what is more important and what is less important?
- SEQUENCE** – what do you have to do before you do something else, and in what order?

The 80/20 Rule says that 80% of your results will come from 20% of your activities. The 20/80 Rule says that the first 20% of time that you spend planning your goal and organizing your plan will be worth 80% of the time and effort required to achieve the goal. Planning is very important.

Item or Task

Revisit and revise your plan regularly, especially when you get new information, when you complete items, or when things are not going as you had expected. Be prepared to change and adapt if necessary:

1. Be willing to admit, in each area of your life where you experience stress or resistance, that you could be wrong or that you have made a mistake. Resolve today to cut your losses wherever possible.
2. If the situation has changed, or you have new information, be willing to change your mind and make a new decision based on the facts as they exist today. Refuse to persist on a course of action that does not make good sense.
3. Look into each problem or obstacle you face and seek the valuable lesson or benefit it contains. Should you change your direction or course of action based on new information or experience? If so, do it now.

STEP 6:

SELECT YOUR NUMBER 1, MOST IMPORTANT TASK FOR EACH DAY.

“Time slips through our hands like grains of sand, never to return again. Those who use time wisely are rewarded with rich, productive and satisfying lives.”

—Robin Sharma

To achieve all your goals, and become everything you are capable of becoming, you must get your time under control. Psychologists generally agree that a “sense of control” is the key to feelings of happiness, confidence, power and personal well-being. And a sense of control is only possible when you practice excellent time management skills.

The good news is that time management is a skill, and like any other skill, it is learnable. No matter how disorganized you have been in the past, or how much you have tended to procrastinate or to get caught up in low-value activities, you can change.

Learning the ability to select your most important task and then to work on it single mindedly, without diversion or distraction, will double and triple the quality and quantity of your output and your productivity. Pick a means of daily goal and task writing for yourself then:

- Begin by asking yourself this question: “If I could only do one thing on this list, which one activity is most important?” Write it down and whatever you answer to that question put a number “1” next to that activity.

- Then, ask yourself, “If I could only do one other task on this list, which one task would be the most valuable use of my time?” Write it down, and then write a number “2” next to that task.
- Keep asking this question, “What is the most valuable use of my time on this list?” until you have your seven top tasks, organized by sequence and priority; written into your Daily Goal and Task Planner.

You are always free to choose. It is in this hour-by-hour and minute-by-minute choosing of what you will do, and simultaneously, what you will *not* do, that your entire life is made. The Law of the Excluded Alternative says that, “Doing one thing means not doing something else.”

Whenever you begin on a task of any kind, you are consciously or unconsciously deciding *not* to do any other task that you could do at that moment. Your ability to choose wisely in terms of what you do first, what you do second and what you do *not at all* determines your entire life.

As Goethe said, ***“The things that matter most must never be at the mercy of the things that matter least.”***

STEP 7: NEVER GIVE UP!

“Few things are impossible to diligence and skill; great works are performed not by strength, but by perseverance.” —Samuel Johnson

How many times do you think that people try to achieve their new goals before they give up? The average is less than one time. Most people give up before they even make the first try. And the reason they give up is because of all of the obstacles, difficulties, problems and roadblocks that immediately appear as soon as you decide to do something that you have never done before.

The fact is that successful people fail far more often than unsuccessful people. Successful people try more things, fall down, pick themselves up and try again, over and over again before they win through. Unsuccessful people try a few things, if they try at all, and very soon quit and go back to what they were doing before.

You should expect to fail and fall short many times before you achieve your goals. You should look upon failure and temporary defeat as a part of the price that you pay on your road to the success that you will inevitably achieve.

As Henry Ford once said, ***“Failure is merely an opportunity to more intelligently begin again.”***

SETTING AND ACHIEVING GOALS PROGRAM SUMMARY

“Cherish your visions and your dreams as they are the children of your soul; the blueprints of your ultimate achievements.” —Napoleon Hill

You have now learned one of the most comprehensive strategies for setting and achieving goals that has ever been put together. By practicing and persevering you can accomplish more in the coming months and years than most people accomplish in a lifetime.

The most important quality you can develop for lifelong success is the habit of taking action on your plans, goals, ideas, and insights. The more often you try, the sooner you will triumph. There is a direct relationship between the number of things you attempt and your accomplishments in life.

Below is a summary of key principles for setting and achieving goals, and for living a prosperous life.

- ❑ **UNLOCK YOUR POTENTIAL** — Always remember that your true potential is unlimited. Whatever you have accomplished in life up to now has only been a preparation for the amazing things you can accomplish in the future.
- ❑ **TAKE CHARGE OF YOUR LIFE** — You are completely responsible for everything you are today, for everything you think, say and do, and for everything you become from this moment forward. Refuse to make excuses or to blame others. Instead, make progress toward your goals every day.
- ❑ **CREATE YOUR OWN FUTURE** — Imagine that you have no limitations on what you can do, be, or have in the months and years ahead. Think about and plan your future as if you had all the resources you needed to create any life that you desire.

- ❑ **CLARIFY YOUR VALUES** — Your innermost values and convictions define you as a person. Take the time to think through what you really believe in and care about in each area of your life. Refuse to deviate from what you feel is right for you.
- ❑ **DETERMINE YOUR TRUE GOALS** — Decide for yourself what you really want to accomplish in every area of your life. Clarity is essential for happiness and high-performance living. Write it down clearly and in detail. Set a deadline on your goal and set sub deadlines if necessary.
- ❑ **MEASURE YOUR PROGRESS** — Set clear benchmarks, measures, metrics, and scorecards for yourself on the road to your goals. These measures help you to assess how well you are doing and enable you to make necessary adjustments and corrections as you go along.
- ❑ **ELIMINATE THE ROADBLOCKS** — Success boils down to the ability to solve problems and remove obstacles on the path to your goal. Fortunately, problem solving is a skill you can master with practice, and thereby achieve your goals faster than you ever thought possible.
- ❑ **BECOME AN EXPERT IN YOUR FIELD** — You have within you, right now, the ability to be one of the very best at what you do, to join the top 10% in your field. Set this as a goal, work on it every day, and never stop working at it until you get there.
- ❑ **GET AROUND THE RIGHT PEOPLE** — Your choices of people with whom to live, work, and socialize will have more of an effect on your success than any other factor. Resolve today to associate only with people you like, respect, and admire. Identify the people whose help and cooperation you will require, and think about what you can do to deserve their help.
- ❑ **MAKE A PLAN OF ACTION** — An ordinary person with a well thought-out plan will run circles around a genius without one. Your ability to plan and organize in advance will enable you to accomplish even the biggest and most complex goals. Make a list of everything you will have to do to achieve your goal. Add to the list as you think of new things to do.
- ❑ **MANAGE YOUR TIME WELL** — Organize your list by sequence and priority, by what you have to do first, and by what is most important. Make a plan by organizing your list into steps from the first to the last, and then resolve to take action on your plan, every single day.
- ❑ **DISCIPLINE YOURSELF** — Concentrate single-mindedly on the most important thing that you can do today until it is 100% complete.

- ❑ **REVIEW YOUR GOALS REGULARLY** — Take time every day, every week, every month to review and reevaluate your goals and objectives. Make sure that you are still on track and that you are still working toward things that are important to you. Be prepared to modify your goals and plans with new information.
- ❑ **CONTINUALLY VISUALIZE YOUR GOALS** — Direct the movies of your mind. Your imagination is the preview of your life's coming attractions. Repeatedly "see" your goals as if they already existed. Your clear, exciting mental images activate all your mental powers and attract your goals into your life.
- ❑ **REMAIN FLEXIBLE AT ALL TIMES** — Be clear about your goal, but be flexible about the process of achieving it. Be constantly open and aware of new, better, faster, cheaper ways to achieve the same result. If something is not working, be willing to try a different approach.
- ❑ **DO SOMETHING EVERY DAY** — Use the "Momentum Principle of Success" by getting started toward your goal and then doing something every day that moves you closer to what you want to accomplish. Action orientation is essential to your success.
- ❑ **PERSIST UNTIL YOU SUCCEED** — In the final analysis, your ability to persist longer than anyone else is the one quality that will guarantee great success in life. Persistence is self-discipline in action, and it is the true measure of your belief in yourself.

It's in your hands "Never, never, never give up" — Winston Churchill

GOOD LUCK, GET STARTED!



FOCALPOINT'S SETTING AND ACHIEVING GOALS POST SESSION RE-CAP FORM

Name: _____ **SESSION # 4**

1. My greatest insight from today's coaching session:

2. Questions or ideas we did not discuss during today's coaching session:

3. How I feel about having been through the Setting and Achieving Goals Program:

4. Rate the program between 1 and 5, with 5 being excellent and you would highly recommend the program to friends or colleagues:

1 2 3 4 5

5. Next key action commitments:

BONUS: BACK FROM THE FUTURE EXERCISE

Project forward several years and imagine that your life were perfect in every respect sometime in the future. Then look back to where you are today and ask yourself these questions:

- 1) "What would have had to happen for me to have created my perfect future"?
- 2) "What behaviors will I have had to adopt or develop for me to have created my perfect future"?
- 3) "What kind of person have I become for me to have created my perfect future"?

ie. **I have achieved my goals BECAUSE I ...** became very disciplined in how I manage my time:

I have achieved my Goals BECAUSE I... (Write down your answers below):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____