

Achieving your Goals...

As Easy as 1-2-3!

"A goal is a written statement that clearly describes certain actions or tasks with a measurable end result"

You have goals, things you want to do in the next 6-12 months, the next 3 years and more. What about "Action Steps"? What do you need to do in the next week and month to move you toward your goal? I have outlined this process thoroughly in my free first book ["Getting What You Want - The Art of Living On Purpose"](#) and provide you with a streamlined powerful 4 step model below to insure you are on the right track to meeting or exceeding your goals!

Step 1: Identify Your Goals

1 What are your goals for the next year in each of the following areas?

Career
Partnership/Marriage
Family/Children
Extended Family
Health
Money
Home
Personal Growth
Spirituality
Free Time?
Fun & Recreation

It's important to actually write them down, specifically! For each and every area you want to move forward in, you must have a place you are moving "to", a goal, something that you can measure your progress with. I will use three of my annual goals as an example.

Career: 1). by the end of 2010, I will have had 5 paid speaking engagements and will have booked another 10 for 2011. 2). to have 25-30 people participating in my upcoming workshop "More Than Just an Introduction to NLP".

Home: By the end of 2010, we will have treated all of the trees around our home and have cut down the large oak that is ill.

Personal Growth: Attend 2 conferences and one 4 day workshop related to my field/s of interest as well as assist in training new coaches once.

Step 2: Identify your 3 month objectives

2. Now, what needs to be happening in 3 months in order for you to know you are moving closer to your goals? In other words, what will you need to accomplish in the next 3 related to your larger annual goals?

EXAMPLES:

Career: 1) By April 1st, I will have contacted 150 speaking venue prospects and have secured 2 speaking engagements. 2) This workshop is March 27th-28th so all my goals related to this will be weekly or monthly. I will attend 6 additional networking events during January and February to market the workshop; as well as contact all those who have expressed interested in NLP via telephone or direct email during the month of February.

Home: By April 1st will have contracted with tree people to treat and cut down tree.

Personal Growth: 2 conferences are already planned, two more are potential. I have also already scheduled 4 day training in May 2010. I have also already scheduled myself as an assistant instructor for some advanced relationship coaching training. By April 1st, have scheduled one more session to train coaches.

Step 3: Identify Action Steps: What do you need to be doing now and in the next 3 months?

3. Next, let's break it down even further, what needs to happen this month, weekly or daily for you to be moving closer toward your goals?

EXAMPLES (this is where the rubber meets the road!):

Career: 1) Schedule time to research, email and cold call speaking prospects, start with 10 hours per week with 20 calls per week. 2). During weeks 1-2 of January, schedule 6

additional networking events during January and February to market the workshop; schedule time during February to target email and call potential workshop participants.

Home: Talk with wife about home plan, contact 3 tree healer companies and get quotes. Make calls early in January, schedule appointments to meet with folks within two weeks of call. Make decision to move forward by March 1st.

Personal Growth: Planning is done; some of the fees are paid. Budget and pay for upcoming May workshop by Feb 1st.

Step 4. Schedule it!

So now I move to my schedule. I begin by scheduling MORE than my goal for career, since I know that I have had a tendency to put off this activity. I'll start with 15 hours per week. I'll schedule time to plan for networking events and time in February to call and email workshop participant prospects. I'll also put on my calendar an hour twice to call the tree people. I do this in case I miss the first time I then have a second one on my schedule already. The last goal related to personal growth I do not have to schedule, the events are already on my calendar.

You may also want to read the accompanying article:

[**“Meeting Your Goals-Guaranteed!”**](#)

Sometimes getting clear on goals can be a challenge. Below is a short guideline based on “The Outcome Model”, a model of goal setting excellence from the field of NeuroLinguistic Programming (NLP).

Keep it simple!

Follow the guidelines below when defining your goals. Keep them simple, specific and have some fun!

1. What do you want?

(Remember, state this in positive terms of what you want rather than something you don't want. Make your goal something that is possible, that is initiated by you and within your human capability to achieve.)

Now, look at your statement. Is it specific & measurable? Does it have a time frame in which you will achieve your goal? If so, move on to answer the next question:

2. How will you know when you have it?

(This refers to some of the particulars. What will be present when you have met your goal? What will you see, what will you feel, and what will you hear? When, where and with who do you want it? Use additional paper if needed.)

3. How will this outcome affect you?

(This question has to do with the ecology of your outcome. How will getting what you want affect others? How will it affect your health? Your relationships? Your career? Your mental and spiritual health? What other areas of your environment might be affected? Will they be affected?)

4. Resources questions:

What stops you from already having your outcome? What resources do you have now that will help you reach your outcome? What additional resources do you need?

5. What's next? How are you going to get there?

Is there more than one way to get what you want? What is the first thing you will do to get what you want? When will you start?

***Some of you will run into, well let's say: issues, problems and snafu's regarding following your schedule or meeting your goals.

When you are having difficulties you can:

1. **Re-group**. Start the process over, start a new game plan, do something different (because what you were doing was not working!)
2. **Call me**: 847-566-3122 did you know I offer a complimentary coaching sample...that's FREE coaching for you to get focused! No catch, I want you to experience the powerful impact of my coaching, there's only one way to do that! ([CLICK HERE TO SIGN UP FOR A SAMPLE](#))
3. **Hire me**... You've tried other ways and you're still stuck. I have designed several coaching packages, one of which may be a perfect fit for you! ([CLICK HERE TO FIND OUT WHICH PACKAGE IS RIGHT FOR YOU!](#))