

Goal Setting

Science of High Performance Series

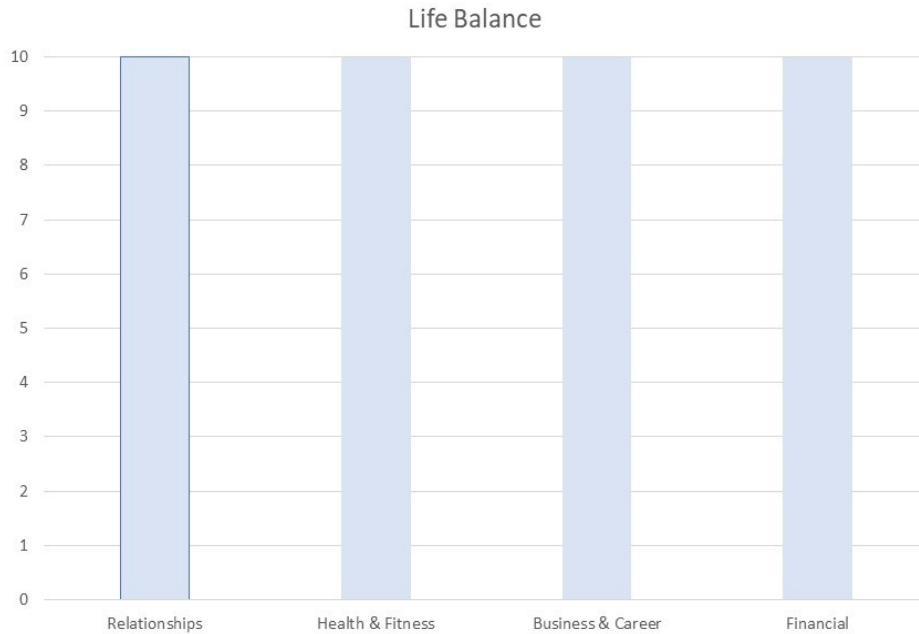
Workbook



ThriveVance

The Quest For Life Balance and Quality

We seek balance and quality in each of the dimensions in our lives, and though we hardly ever can keep a total balance in our lives, we always strive to have it. Use the chart below to rate each area of your life. Having a straight line across all 4 areas indicate a well balanced life. The higher the line the higher the quality.



Realization

Is there an area that rates significantly higher?

Is there an area that rates significantly lower?

List what needs to be done to improve the balance? Then set one goal that you are willing to commit to start working on immediately to make a difference. Write that goal on on page 14.

Goal Setting

Success is result of three factors

- ◆ Determine exactly what you want
- ◆ Determine what the associated financial or non-financial cost is to achieve it
- ◆ Single-mindedly focus on every task that has to be completed to achieve it

A prerequisite to high performance is to have complete clarity and well defined goals

Name your top 3 personal values today

What activity gives you most satisfaction?

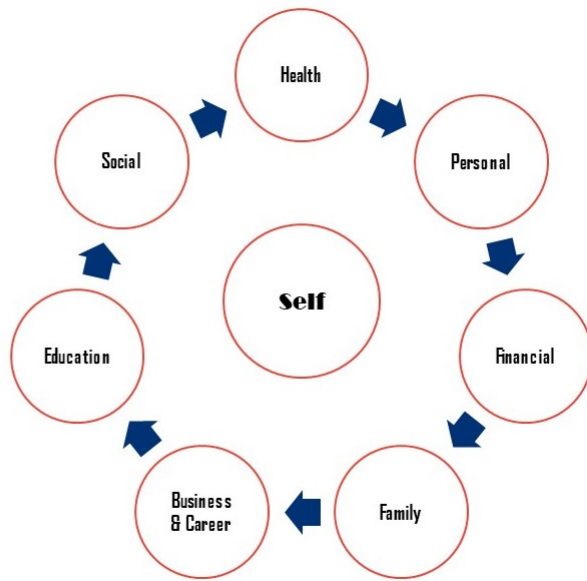
What has fear stopped you from doing?

What would you change if you had a great financial breakthrough?

...and what if you're told you just have a few weeks to live?

If you could make a significant change today, what would it be?

Consider no limitations when you set your goals, in the seven areas of life



Complete clarity is necessary to gain meaningful achievements.

List your 3 most desired goals in each area:

Education: _____

Health: _____

Personal: _____

Family: _____

Social:

Financial:

Business &:

Carrier

NOTES:

Most immediate goals

Without referring to your goals mentioned in the previous sections of the workbook, list the goals you would like to accomplish in the next 12 months:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

Organizing and prioritizing your goals is the key to your success

Establish SMART goals

Specific

Measurable

Aligned

Realistic

Time Bound

Imagine that you have guaranteed success in one of the goals, which one would you choose?

NOTES:



MINDSTORMING

Write your goal or a problem in form of a question at the top of the page.

List up to 20 answers to the question.

Select at least one of the answers, and take immediate action.

Goal/Question:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.

List the obstacles and risks that may prevent you from reaching your goal:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Do you need to seek anyone's help or services to accomplish your goal? Make a list.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

List any new skills or knowledge you need to acquire to accomplish your goal:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

If you think you can, or if you think you can't...YOU'RE RIGHT!

Henry Ford

The Most Important Task

It is the one task that can have the biggest positive impact on your life and results at the moment. The one that moves you forward towards achieving your goal.

Essential Goal Setting Principals

Dream Big

- ◆ Only big dreams motivate and inspire
- ◆ Assume there are no limitations & you cannot fail

Write your goals using the 3 P methods

- ◆ Personal
- ◆ Present Tense
- ◆ Positive

Keep your goals in balance

- ◆ Define what you really want
- ◆ Why do you want to achieve your goals

Know your major definite purpose

- ◆ The most important goal you have in your life

Write Your Goals Daily

Affirm Your Goals Regularly

List all the tasks that need to be completed to achieve your goal. Then prioritize them.

Priorities:

- A = MUST (Consequences)
- B = SHOULD
- C = LIKE TO (If time allowed)
- D = DELEGATE
- E = DON'T DO IT!

Status:

- S= Started
- I = In-process
- P= Pending
- C= Completed
- O= On-hold

TASK

PRIORITY

STATUS

Think about the decisions you made today, summarize the decisions you've made in each area of life.

Personal

Financial

Family

Health & Fitness

Social

Education

Business & Career

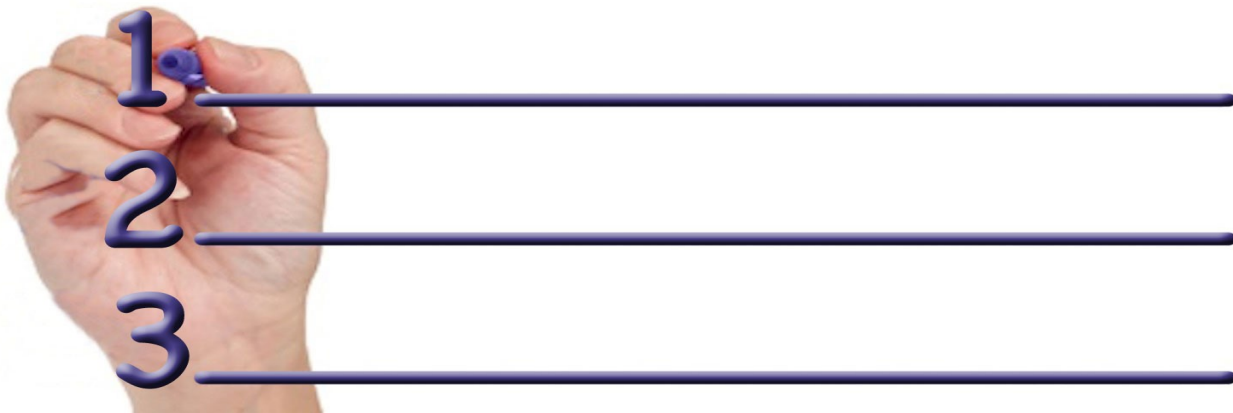
NOTES:

Focus single-mindedly on your tasks everyday to achieve your goals, and never give up!

What one task are you going to focus on immediately?

NOTES:

Setting Goals



ACTION PLAN

DATE: _____

	ACTION	COMPLETION DATE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		



Goal Setting

**“Whatever the mind can conceive
and believe it can achieve”**

Napoleon Hill