

# Goal Setting

Science of High Performance Series

Pre-work



# Mastering goal setting skills will enable you to increase your productivity, performance and results. Complete a strategic analysis of yourself and your life to begin this process

## Financial

What was your annual income last year?

What is your long-term annual income goal?

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## Recreational

How many days did you take off in the last year?

How many days would you like to take off yearly?

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## Your business

What business are you in?

What are it's contributions to your clients?

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## Your talents

What do you do better than others in your field?

What are your personal areas of excellence and talents?

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**Your talents...**

What are your most productive activities at work?

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What are your most profitable activities at work?

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**Your interests**

If you could choose one activity to perform all day, what would it be?

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What would be one goal you would like to achieve in life?

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**NOTES:**



# KEY SUCCESS MEASURES

**You cannot achieve a goal that is not clearly identified. It is imperative to identify the Key Success Factors. You can begin improving each area of your life when you have clearly defined your Vital Success Factors**

**There are five areas of focus that we build our lives around**

<b>Relationships</b>	<b>Health &amp; Fitness</b>	<b>Personal &amp; Professional Development</b>
<b>Business &amp; Carrier</b>	<b>Financial</b>	

**Based on this, evaluate yourself in each area by responding to the questions below. Use a scale of 1 to 10 where asked to rate something where 1 is the lowest and 10 the highest.**

## **Relationships**

**Relationships refers to Family, friends and acquaintances.**

1. Are you in a committed relationship? If so, how much time do you spend with your significant other daily? \_\_\_\_\_
2. Do you have children? If so, how much time do you spend with them daily?
3. How much time do you spend with your other loved ones weekly? \_\_\_\_\_
4. How many vacation days do you spend with your significant other and children? \_\_\_\_\_
5. On a scale of 1 to 5, how happy are you with your family and relationships? \_\_\_\_\_
6. On a scale of 1 to 5, how happy are your family and friends with you? \_\_\_\_\_

## **Health & Fitness**

**Health & Fitness refers to your overall physical health**

1. How you happy are you with your current weight? \_\_\_\_\_
2. How much sleep do you get at night (hours)? \_\_\_\_\_
3. How many days a week do you exercise? \_\_\_\_\_
4. Do you take time off to rest weekly? \_\_\_\_\_, if so, how many hours do you rest per week? \_\_\_\_\_ (include weekends)
5. On average, how many days sick leave do you usually take from work? \_\_\_\_\_
6. How do you rate your overall health? \_\_\_\_\_

# Vital SUCCESS MEASURES (cont...

## Business & Carrier

**Business & Carrier refers to your current job activities.**

1. Are you proficient at what you do? \_\_\_\_\_
2. Do you enjoy your work? \_\_\_\_\_
3. Is your work challenging and interesting? \_\_\_\_\_
4. What is your unique talent or skill at work? \_\_\_\_\_
5. How do you compare to others at work? (top 10%, 20%, etc.) \_\_\_\_\_
6. Has your income increased in the last three years? If so, how much? \_\_\_\_\_

## Finances

**Finances refers to money, savings, investments, etc.**

1. What is your current income ? \_\_\_\_\_
2. What is your monthly savings? \_\_\_\_\_
3. What is your monthly expenses? \_\_\_\_\_
4. What is your montly savigns? \_\_\_\_\_
5. How long could you live on your savings? \_\_\_\_\_
6. How much is your income goal for this year? \_\_\_\_\_

## Personal & Professional Development

**Personal & Professional Development refers to education**

1. Rate your personal effort in acquiring knowledge? \_\_\_\_\_
2. How many hours a week do you dedicate to reading non-fiction books or articles? \_\_\_\_\_
3. How many hours a week do you spend listening to educational audio programs? (non-fictional) \_\_\_\_\_
4. How many magazines or blogs related to your field of work are you subscribed to? \_\_\_\_\_
5. Have you acquired new skills in the past year? (or improved a skill you had) \_\_\_\_\_
6. Overall, are you happy with the level of engagement you have in educational activities? \_\_\_\_\_

**Analyze your work activities, by creating a list below**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_
- 11) \_\_\_\_\_
- 12) \_\_\_\_\_
- 13) \_\_\_\_\_
- 14) \_\_\_\_\_
- 15) \_\_\_\_\_
- 16) \_\_\_\_\_



What are the most important skills should you improve on, or be proficient at to be a leader in your field? Name up to 3, and for each indicate what steps are needed to accomplish this.

**Skill 1**

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**What is needed for Skill 1?**

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**Skill 2**

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**What is needed for Skill 2?**

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**Skill 3**

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**What is needed for Skill 3?**

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**NOTES:**

Based on your answers on page 7, what is going to be your next first step to acquire or improve the skill/s you mentioned?

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