

Achieving Your Goals



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Chapter 1 - Why Set Goals?

Why do you need goals? Why not just relax and not bother about setting yourself goals at all? At least you won't be disappointed that you never reach them!

That is very true, of course, but you will also never have the satisfaction of achieving them either. And it *is* possible to achieve your goals if you are really determined.

Without goals you will simply drift aimlessly through life. Do you really want this, or are there things in life you *do* want to achieve? I think you already know the answer to this, otherwise you would not even have started reading this book.

The exciting thing is that if you set your goals properly and genuinely work towards them there is *nothing* you cannot achieve. The universe is just waiting to propel you towards everything you really desire. It is just up to you to recognise this and start working to get there.

Chapter 2 - Are You At Risk Of Wasting Your Life Away Without A Goal?

Boy, I did learn a valuable lesson when I did not put up a plan for my online business. I have no goals, no plan of action. I was wasting 2-3 years of my time! Now I have learnt the importance of goal setting because it sets the path for me.

When it comes to goal setting just how many people out there are really willing to set some goals for themselves to go by and live by anymore? There are probable not as many as you think there would be. This may be because there are more people that are going to live life as it comes to them. There is nothing wrong with that but you may want to still think of setting a couple of goals that could help you out in the future with your job or family situation.

If you think about it when you set goals you are going to be able to better your life in the long run. With setting realistic goals you will soon see that the goals that you did set will be achieved with ease if you just put your mind to it and stick to the goal that you want to achieve. You and your family may even notice a change in how you feel about yourself when you are working towards a goal that you set for yourself. You could be more focused on what you are doing so that you are moving a little closer to reaching your goal in life. That will not only make you feel better but it will also prove to your boss and you family that you are ready to take on anything that they may throw at you.

If you notice that you have a little more self-esteem than what you started out with you are defiantly going to feel better about everything that you are going to be doing in your life. You could even notice that you are going to be offered a job promotion because of the way that you are representing your self in the company that you are working for. You are going to feel better about yourself because of the goal setting you have done in the past. It is going to be all because of you working hard and proving to people that you are going to reach any and all of the goals that you have set.

In conclusion, goal setting is important and you should have a yearly goal setting activity done. Remember that without a goal, there is no plan. When there is no plan, nothing is done.

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Chapter 3 - Goal Setting As A Means Of Self Improvement

It is often easy to forget exactly how important goal setting is to self improvement. We can have lofty ambitions for changing or improving who we are, but if we don't begin the journey with one step as Confucius once said and then break it down into smaller plans, the journey might begin to seem impossible.

The reason goal setting works as a means of self improvement is two-fold: the first part is obvious it allows us to break a really complex task down into small components that are easier to follow, more detailed, and less overwhelming. The second reason why goal setting is an effective means of self improvement is that it provides us with constant motivation. Whenever we accomplish that goal or objective on the way to the greater goal, we feel as if we have made progress, and it emboldens us to work towards the next goal in line.

Before anyone can begin goal setting for self improvement, he must determine what it is about himself that he would like to change and for what reason. For some people, the ultimate act of self improvement would involve quitting smoking cigarettes. For others, weight is a self improvement issue for which they are most concerned. For others, it might be something different, like being more assertive, more financially secure, or more charitable.

Of course, no one knows our faults better than we do. If we're overweight, we usually know just horrible it makes us feel, even if no one around us even really notices it. If we drink beyond what could be considered careful moderation, we know how it makes us feel and what it has done to our relationships.

Now, once you have identified what it is that you would like to improve about yourself, you can begin the goal setting process. Start with the ultimate goal (i.e., to lose 30 pounds). Next, depending on how large your ultimate goal is and how long it will reasonably take you to accomplish begin goal setting for objectives with timelines. For these smaller objectives, it is a good idea to tie them to actions, rather than results. If, for instance, your goal is to go to the gym three times each week and decrease your fat and carbohydrate intake, you might accomplish all of those goals, but it doesn't mean you will accomplish your short-term intended result, which was to lose ten pounds in 30 days.

If you only lose 10 pounds when your goal was 30 pounds, don't feel like you haven't succeeded. Instead, see if you followed the goals you set out to accomplish for the time period: did you go to the gym three times each week? Did you decrease your fat and carbohydrate intake? If you answered yes to all of these questions and you DID lose at least some weight, then you know your goal setting activities are on the right track, but you just need to intensify the components or increasing the overall timeline.

So, to reiterate, successful goal setting for self improvement consists of three things: creating long term goals, short term objectives, and re-evaluating the plan to make sure it is more realistic.

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Chapter 4 - Three Goal Setting Tips That Will Change Your Life

If you use these three goal setting tips you will be on your way to creating the life you desire.

Goal Setting Tip #1: Where are you going?

This goal setting tip can be summed up with the title of a book my father bought me on goal setting quite a few years ago. The title of the book was "If you don't know where you're going you'll probably end up somewhere else". Those words have stuck with me all these years.

When you think about the title and realize that most people have no idea where they're going or what they want. It's really sad. Our minds are goal seeking computers. Just give it a specific goal and it will work to complete it. However, all most people have is vague wandering thoughts of what they want. They've never written their thoughts down in a coherent manner.

If you send a message to a friend you don't write the words down in whatever order and expect them to figure out what it says. Why do we do it to ourselves with what we want out of life?

It's your job to write down on paper how you want to live.

Get out a piece of paper and start with your top 100 goals. Start writing a list of the things you want to accomplish in your life. I mean anything you can imagine, learning a language, taking a trip, meeting a famous or not so famous person. Write on that list everything from the littlest thing like brushing your teeth twice a day to flying in the space shuttle.

Keep making the list until you reach 100, however, don't stop there. Carry the list with you and continue to write down more goals as you think of them. It may take several hours or days to complete this list. However, it's essential that you do it.

Goal Setting Tip #2: Let's get specific

The second goal setting tip, get specific about the things that you want. Take your top 100 list and start with the easiest ones and write a more specific description of what you want. If it's a car, what make and model, what color, leather or cloth seats. If it's a trip, where are you going, how will you get there and what will you see. If it's money, be specific. How much, why do you want it and what will you do with it when you get it. Remember, BE SPECIFIC!

Goal Setting Tip #3: It's in the want to, you'll find the how to.

Now let's discover the key to successful goal setting. Why do you want it? Think about and write on paper why you want each of the dreams on your Top 100 list. Get specific and dig deep to the emotions and feelings that are behind each one. It's in this step you'll find which ones you truly are willing to pay the price to get and which ones are not really important.

"The best way to predict your future is to create it". - Chinese Proverb

In order to create your future you have to know what you want to create.

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Chapter 5 - Goal Setting Tools Make Achieving Goals Simple

Many people know about the power of goal setting. Some people even go through the trouble of setting goals. However, for most, part of the reason people don't set goals is they find it to be a tedious exercise. In order to eliminate that, goal setting tools such as software can make goal setting activities much easier. The new age has arrived. Computers and the software that run them are helping humans in ways we never imaged just ten short years ago.

There are a multitude of goal setting tools out on the market. The best ones allow you to not only set goals, but also to help you achieve them. Writing down or typing a list of goals is not enough. They must be reviewed and action must be taken on a regular basis. Goal setting tools will help you do just that. I myself use goal setting software and it really helps me to stay focused on my goals.

Depending on your preferences, some software is available on the internet and some come as software for your computer. The advantage of the internet-based goal setting software is that you can access it anywhere there's a computer with an internet connection, and you won't need to haul a laptop around to get to your goals.

The disadvantage is that you have to have a computer with an internet connection. Software on your computer is advantageous in that you can use it regardless of whether there is an available internet connection or not. The disadvantage is that it has to be on a laptop if you want to use it away from home. Some software will allow you to do both - it is installed on your computer and will allow you to upload your data files to the internet. Then, if you have the software installed on another computer, such as at work, you can download your data from the internet and pick up where you left off.

The first thing goal setting tools will assist you with is setting a proper goal. Many software applications have a wizard that walks you step-by-step through a properly-defined goal. In fact, it should be one of the first things that come up when you run the software. After inputting your goals, it should allow you to

revisit them every time you fire up the software. It will help keep you on track until you achieve your goals.

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Chapter 6 - What Personal Goal Setting tip increases your chance of achieving your goals by over 1,000%?

Personal goal setting is a major component of any personal development program and indeed for anyone wanting to succeed in any or all areas of their life.

Why set personal goals?

By setting personal goals on a routine basis you decide what you want to achieve, and then move step-by-step towards the achievement of these goals. The process of personal goal setting allows you to choose where you want to go in life. By knowing precisely what you want to achieve, you know what you have to concentrate on to do it.

Personal goal setting is a procedure used by successful business people, top level sports women and men and achievers in all fields. It gives you long-term vision and short-term motivation.

By setting clearly defined goals using a goal setting worksheet, you can take pride in the achievement of those goals. You see progress in what might otherwise seem a long pointless struggle. With personal goal setting, you will also raise your self-confidence as you recognize your ability and competence in achieving the goals that you have set. The process of achieving those goals and seeing this achievement, gives you confidence that you will be able to achieve higher and more difficult goals.

How should you set your goals?

When personal goal setting, take yourself off somewhere where you feel totally in tune with yourself. I have a favorite caf? that plays the right kind of music and early in the morning there are few other people around. I sit in the sun with my coffee and the thoughts, ideas and pen just flow. Be as descriptive as possible and notice your emotions whilst you are writing. If you can, close your eyes and visualize yourself experiencing and having everything right now! This can add

huge weight to having your achieve these personal goals. Do this as often as you can.

The first step in setting personal goals is to consider what you want to achieve in your lifetime, as setting Lifetime goals gives you the overall perspective that shapes all other aspects of your decision making.

In order to find out what personal goals you want to set, you need to ask yourself some pertinent questions and could include to the following:

- What will your life look like when you have what you want?
- What is the ideal career/job/business?
- How much money do you want to make?
- What things do you want to experience?
- Where do you want to go?
- What does the ideal relationship look like?
- How do you feel when you have everything you want?

These questions may relate to Personal, Relationships, Financial, Business/Career, Health & Fitness etc

Once you have the questions answered, make each goal as specific and clear as possible and start breaking things down so you have clear timeframes around each objective. Personal goal setting usually includes and a series of lower level goals culminating in a daily to-do list.

By setting up this structure of plans you can break even the biggest life goal down into a number of small tasks that you need to do each day to reach the bigger personal goals. Write down your goals - make up and use a goal setting worksheet.

...and the answer to the question above?

Did you know that the single act of writing your goals down increases the chances of achieving them by 1,100%? Amazing, isn't it! You can increase your chances of reaching your goals by 11 times just by writing them down.

A major newspaper did a significant survey and asked people if they had achieved their goals from the previous year. 46% of those who had written

down their goals did achieve them. And only 4% of those who didn't have written goals achieved them. That's 11 times the difference!

Want to catapult your way to achieving your goals?

Make sure you increase your chances by over 1,000% by writing down your goals and read them every day!

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Chapter 7 - Setting Your Lifetime Goals

Setting goals needs to be holistic. It is no good focusing on one narrow area, for example your business, and then ignoring the rest of your life. That is the way to become unbalanced and miserable very quickly!

So begin by looking at all the different areas in your life and figure out the broad categories and what, in general, you want to achieve in them. Do not be too specific here – just the overall plan will do.

By definition, this is a very personal exercise. I cannot tell you what those broad categories are and what you need to achieve, as I do not know you. Everybody will end up with a different broad plan. But just to give you a taste of what I mean, here are some examples of categories and general goals you might consider.

- **Business or Career.** Where do you want to be in, say, five years from now? If you run your own business, what do you want its turnover and profit to be? How much do you want it to be worth? If you work in someone else's business do you still want to be there? If not, where do you want to be? If you want to stay there, what do you want to be doing?
- **Financial.** How much income do you want? How wealthy do you want to be? Note these are not exactly the same thing, as one is an ongoing flow and the other is a measure of what you have already built up. Do you still have any debts (including a mortgage), and if so when do you want them paid off completely? How does this relate to your answers to Business or Career? Change the answers in that category if necessary.
- **Family.** Do you already have a family? If so, what do you want to achieve in your relationships with them? What do you want to achieve for them (but be careful here that you do not then attempt to push them in a direction they don't want to go!)? Do you want to create more quality time to be with them? If you do not have a family yet, do you want to find a partner, and if so what kind of person do you want to find?
- **Education.** I mean this in the broadest sense. Do you have any knowledge you would like to acquire? Perhaps you have never thought about doing this before, but there is nothing to stop you. Spend some

time thinking about it. Maybe you would like to learn a foreign language. Learn to play a musical instrument. Broaden your general knowledge. Improve your English language abilities by extending and improving your vocabulary. Or learn another entirely new skill set. There are plenty of courses out there to help you if you really want to do this.

- **Leisure.** What do you want to do to relax? Once you have spent some time thinking about this and listing some of the things you enjoy doing, and other things you don't do yet but would like to try, check how that might impact your answers to Education and maybe add some additional goals there.
- **Health.** Do you want to get fitter? Slimmer? Stop doing something that is damaging your health?

Don't be judgemental when compiling this list. Don't begin with the limitation of what you think is possible. Put down what you really want to achieve. You can deal with how to get there afterwards!

When you have finished building this list you may be surprised by some of your answers. You will almost certainly find some goals appear here which you never knew you had, and which excite you when you read them again. Just the exercise of putting these goals on paper is a really great step towards having a happier, more fulfilling life.

Chapter 8 - Creating a Five Year Plan

Now that you have some broad lifetime goals you need to start working on your plan to achieve them. I suggest a five year plan is a good way to do this.

First, spend some time brainstorming all those goals you have listed. Make sure they really are goals you want to achieve. Remain true to yourself, and not simply put down something you think someone else wants you to achieve. Make sure you have not included any negatives in there, as the Universe has a way of punishing us if we go after negatives rather than positives. Those goals should all be aligned with your own sense of personal morality.

Slim them down a little now, to end up with maybe two or three main goals in each broad category. You can always add to your goals later when (as may well happen) you find you have achieved them ahead of target!

Take each major goal and consider what smaller goals you need to achieve in order to reach it. There will always be some smaller steps you can take, and which are much more easily achievable than that main goal, so spend some time looking for those steps and write them all down. Put a timescale for when you would like to achieve each step. This timescale should lead to achieving your main goal within no more than the next five years. For some goals it will be a lot shorter.

Make sure you have some small goals there that you can achieve over the next six months. With some even smaller ones you can get to over the next month. Steadily strip those big goals down into easily manageable bite sized chunks.

Now prepare daily “To Do Lists” of the things you can do to achieve those bite sized chunks. If you need some help with your “To Do List”, read my publication “The Best Time Management System in the World” to master a system you can use to do this.

Chapter 9 - How To Achieve Your Goals In 5 Fast Tips

Now that you have some clear goals, how can you achieve them? We need to take action and do something, but first we need a plan that help us to stay organized and focused with mindfulness. Here are some simple tips that can help you reach your target:

1. Study the target. In order to reach our goal we must first take a step back and look the object or the work of our desire. Make a list of pros and cons that will help you to consider why we want that thing and, done that, if we feel that is worth we can proceed and make a plan.
2. Make a plan. How to achieve goals? Write a list of thing and moves that you can realistically do, efforts you can bear, and once you have a nice number of options simply chose by elimination the best one. With a plan, and some patience, we can avoid some mistake (the ones that can be prevented) and save some trouble or money.
3. Talk with someone you trust and listen what they have to say. Other people may offer you their opinion and some advice that you have not considered. This part is important because it takes into reality your plan or idea and once you have told to somebody you had done the first step to realize your goal.
4. Commit to your plan. How to achieve goals? Commitment. Without effort or even some sacrifice you will hardly succeed in your plan. Accept that things almost never come easy to us and no matter what stick to your general plan.
5. Learn to be flexible using a little bit of mindfulness. It is very important to maintain, through the entire process of our plan, a flexible mind. When we put our dreams into reality the things change. We cannot predict our future and the variable between us and our goals are infinite. We may find ourselves take a different direction or a different path along the way. Remember that there is always more than one way to achieve goals of any kind.

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Chapter 10 - Using the Laws of Attraction to Achieve your Goals

Once you have formulated your goals, written them down, and started working towards them you should leverage the power of the Universe to achieve them far quicker than you might have dreamed.

The starting point for this is to internalise each goal and affirm it. Visualise what your life is like now you that have achieved it. No, that was not a typo. I said “now that you have achieved it”, and that is what I meant! Believe with every ounce of your being that you have already achieved this goal. Feel it. Internalise it. Know how good life is now you have achieved it.

This is the beginning of your application of the Laws of Attraction. The Universe will respond to this creative visualisation of your goal by moving towards it faster.

Many books have been written on this subject. Perhaps the most famous of these is “The Secret”, but it is not the only one and nor was it the first. It is certainly a very good introduction to the Laws of Attraction though, and you will find a lot in that book to help you focus on and achieve your goals.

Check out my blog for more information, and for other ideas to help you get to your goals. Go to <http://iwanttoimprovemyself.blogspot.com/>

References

Chapter 1: Graham Dragon

Graham Dragon is a researcher into self-improvement systems that really work. Why not visit Graham's blog at <http://iwanttoimprovemyself.blogspot.com/>?

Chapter 2: nkthen

Goal setting is important for your personal development and you can see how devastating it can be. Learn more about goal-setting for FREE at: <http://www.1-goal-setting.info>

Chapter 3: Bill Urell MA.CAAP II

Now there is a gallery of powerful information yours for the taking. Now there is a gallery of powerful information yours for the taking. Bill Urell MA.CAAP II reviews only the best plans, tips, and articles that promote healthier lifestyles. Click here: <http://goal-setting-mastery.com/>

Chapter 4: Jim Klein

Jim Klein provides salespeople with effective strategies to increase their business while working less, GUARANTEED. Receive free sales training. Read all the articles at: <http://www.fromtheheartsalestraining.com/free-sales-training.html>

Chapter 5: Keith Londrie II

Keith Londrie II is the publisher of <http://www.personal-goal-setting-software.info/> A website that specializes in providing tips on goal setting that you can research on the internet.

Chapter 6: Karen Oates

Karen Oates - a woman just like you, who has 'majored' in the lessons of life. Find out the D-I-Y tools that helped her redesign her life which include the great Think2Ink Diary/Workbook

complete with an effective goal setting section <http://www.15-minute-life-coach.com> or <http://www.think2ink.com>

Chapter 7: Graham Dragon

Don't forget to visit my blog, at <http://iwanttoimprovemyself.blogspot.com/> for more useful self-improvement tips

Chapter 8: Graham Dragon

Chapter 9: Mark Magnus

Mark Magnus is a writer who is passionate about meditation, self improvement, philosophy and all the subjects that can help human beings to evolve.

Chapter 10: Graham Dragon