

Developing Goal Setting and Action Planning

10 Ideas for Developing and Achieving Your Aspirations

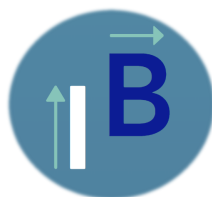
- 1) Set high goals
- 2) Write your goals down on paper
- 3) Pursue your goals with passion
- 4) Prioritize your goals
- 5) Develop powerful action plans to attain goal achievement
- 6) Establish stringent timetables and hold yourself accountable to meet those timetables
- 7) Be flexible and adaptable with your action plans – but never give up on the goal
- 8) Be sure your goals are congruent with your values
- 9) Be sure there is purpose and meaning behind your goals and that you have a burning desire to achieve them. Are you motivated to attain your goals?
- 10) Approach your goals with a positive attitude and with certainty that you will achieve them

Clarity is Power

Clarity is power and you must be clear on what you want and why you want it. If you do not set precise goals based on precise outcomes with precise timetables, you will fall short of your potential to live the quality of life you are capable of. Consider these questions as you develop your goals:

- What do you REALLY want to do?
- Who do you REALLY want to become?
- What do you REALLY want to see?
- What do you REALLY want to have?
- Where do you REALLY want to go?
- Whom do you REALLY want to be with?
- What do you REALLY want to learn and earn?

The key to developing goals is to consider the realm of ALL possibilities. In other words, consider everything, regardless of how outrageous and impossible it may seem at the moment. You can always scratch your ideas off the list later.



Sample Goals may include:

Relationship goals

(Find my soul mate, get engaged, get married, reaffirm vows, etc.)

Social goals

(Make new friends, join a social club, go out every Saturday, etc.)

Family goals

(Call mom every week, go on weekend outings once a month, sit at the dinner table with the family at least four times a week, etc.)

Health goals

(Lose 10 lbs., eat healthier, hire a nutritionist, exercise daily/weekly, etc.)

Career goals

(Secure a new job, start a business, earn more money, get a promotion; finish a degree, etc.)

Financial goals

(Save money, start a retirement fund, save for college, attend a financial seminar, etc.)

Things goals

(Purchase a new car, new watch, new house, jet skis, or boat, etc.)

Adventure goals

(Visit the Grand Canyon, go helicopter skiing, go zip lining, go scuba diving, vacation in Aruba or Europe, etc.)

Spirituality goals

(Read the Bible or other spiritual guides daily, go to church/temple weekly, meditate or do yoga regularly, etc.)

Contribution goals

(Volunteer at the lung association, heart association, Red Cross, join the PTA, etc.)

Personal development goals

(Read a book a month, return to school for a degree, complete a certification, exercise, lose weight, etc.)

Overcoming fear goals

(Jump out of an airplane, hold a snake, mend a broken relationship, meet new people, seek new employment)

Turnaround goals

(I want to turn around my relationship with my brother, I want to mend fences with a friend, I want to improve my finances)

Note that some goals cross boundaries and may fall under the heading of two or more goal categories.

So take a moment and jot down some of the categories that are most important to you. If you decide to include all the categories or even more categories than noted above, that's great!

1) _____

7) _____

10) _____

2) _____

8) _____

11) _____

3) _____

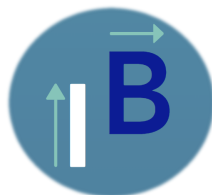
9) _____

12) _____

4) _____

5) _____

6) _____



Innovative Blueprints

List all your goals—lifestyle or career:

Long- or Short-Term Goals?

GREAT! You have now completed writing down all your goals in many varied categories. Some people have put on their goals list writing a book, going back to school, losing weight, quitting smoking, becoming a good public speaker, learning a new language, learning gourmet cooking, or having children. Some people have a goal to own a dog, spend a week snowboarding in Colorado, contribute to the Special Olympics, or learn to dance.

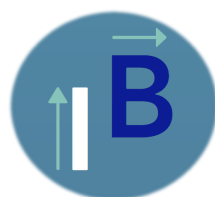
Some people want to see Cher in concert, travel around the world, or get out of the rat race and start a small farm. Other people want a new home, a new job, a new loving relationship, or more money. And finally, some people want more time to read, study, grow, or to get to know themselves and/or a Higher being better.

Review all your goals when you have them all written down and you feel the list is fairly comprehensive, go back and at the end of each line place an “S” for a goal that you want to achieve in the short term or put an “L” signifying this is a long-term goal.

Prioritize Your Goals

Now that you have identified your long- and short-term goals, review all of them and be prepared to put them in order of priority. In other words, identify your 10 most important short-term goals and your 10 most important long-term goals.

In the end, you can't work on dozens of goals simultaneously, because you don't have the time. You would be significantly diluting the achievement process. However, you could productively pursue and successfully achieve a few goals that you spend the majority of your energy and resources on.



Innovative Blueprints

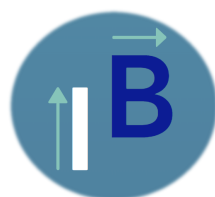
By prioritizing your top 10 short-term goals and 10 long-term goals, you become AWARE, consciously and subconsciously, of what you want to attain in your life. And most importantly, you are committing these goals to paper. When anything is written down, clarity is realized. In other words, when you write down and prioritize your goals, you realize and acknowledge to yourself what it is you want to get from, and give back to life.

Now that you have your list of goals, you can work to identify the most important ones that you would want to invest most of your time and attention to. In the following section, list your top 10 short-term goals and then your top 10 long-term goals (goals that will take longer than one or two years to attain but are worth planning for and pursuing).

Top 8 Short-term Goals

(One to two years to achieve)

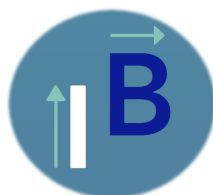
- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____



Top 8 Long-term Goals

(More than two years to achieve)

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

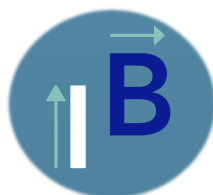


List the Big Three

Review your top 10 short-term goals and focus on which three goals out of these 10 that can be achieved in the next 12 months would revolutionize your life forever. Allow yourself to “feel” how it would feel to accomplish these three goals.

The Three Most Important Goals I Want to Achieve in the Next 12 months!

- 1) _____
- 2) _____
- 3) _____



Action Planning

Take Action

You have given thought to the goals to which you aspire. You have put them into words by writing them down, prioritizing them, and identifying the three most important goals you want to achieve in the next 12-24 months. You have inspired yourself with reasons “why” you want to attain the goals and have acknowledged the “consequences” if you fail to realize them. After all this analysis, you have made the commitment to GO FOR IT! Now you need a plan.

For each of your three main goals, write down an action plan on how you will achieve them. What specifically must you do? What is your completion dates? What is your PLAN? Put your plan in priority order, i.e., step one, step two, etc.)? How will you accomplish it? Who is involved?

For your top priorities, create an action plan to help you address them. You can choose from any of the categories and as you consider it:

Strength: How can I build on this? Can I extend the range of my strength through practice? Is there anyone in my orbit that can help me achieve this priority?

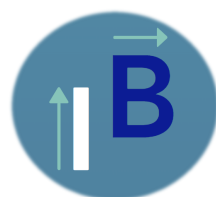
Weakness: Does it matter? If it does, how can I deal with it? Is there training or information I can get to help me? Do I have any strengths (or resources/people) that can help me? Who?

Opportunities: Which of these opportunities is most promising? What is my first step toward achieving this? What do I want to do? Is there anyone who might assist me in achieving this?

Threats: What is the first thing I can do that might mitigate any threat? What resources might I rely on? Who might support me?

GOAL #1 Action Plan (SWOT):

GOAL #2 Action Plan:



Innovative Blueprints

GOAL #3 Action Plan:

