



# Simple Steps for Setting Goals

*One of the keys to achieving success is establishing suitable goals. But merely thinking about future goals is not enough - they will remain in the back of your mind unless you put them on paper! Once they are written, be sure to put them where you will see them daily. And, don't forget to redefine your goals as you change and grow.*

## **1. Start by making inventory of your dreams.**

There is no limit to the things you want to have, do, be and share. Write everything down that you can think of including work, family, relationship, mental, emotional, social, material, and physical goals you'd like to achieve.

## **2. Go over the list you've made, estimating when you plan to reach those goals.**

Prioritize your goals; decide what you'll start on first.

## **3. Select the four most important goals for you this year.**

List all the reasons these are important to you. Then, list what excites you about reaching these goals. The reasons can be even more important than the object you want.

## **4. Write down how you will feel when you achieve each goal.**

What will you see, hear and smell? Use all of your senses to draw a complete picture of the excitement.

## **5. List all the reasons you CAN achieve these goals this year!**

What do you have going for you—character traits, friends, financial resources, education, time, energy? Take inventory of your strengths, skills and tools.

## **6. Describe the kind of person you would have to be to attain your goals.**

Would you need to be disciplined, motivated, a better time manager? The components of success—the attitudes, beliefs and behaviors that go into producing success are what makes success stories.

## **7. Write down the things that prevent you from already having the goals you desire.**

We want a lot of things, but lack of action is what usually prevents us from having them. We must know what we need to overcome and have a step-by-step plan of action.

## **8. Take time now to develop your step-by-step plan to overcome obstacles.**

Ask yourself, "What would I have to do first to accomplish this?" And, "What can I do to change the things that prevent me from having my goals now?"

## **9. Establish role models.**

They can be people from your life or celebrities. Write down the names of three to five people who have achieved what you want to achieve. Write down the qualities and behaviors that made them successful. Then, close your eyes and imagine each of them giving you advice on what to do. Write down their advice.

## **10. Take a few minutes to give yourself credit for goals you already have accomplished and write them down.**

These could be in work, marriage, home, parenting or anything else. Don't hesitate to give yourself credit for things already done. **YOU DESERVE IT!**