## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td><strong>Part I SETTING GOALS</strong></td>
<td>5</td>
</tr>
<tr>
<td>Types of Goals</td>
<td>5</td>
</tr>
<tr>
<td>Set Realistic Goals</td>
<td>6</td>
</tr>
<tr>
<td>Be True to Your Authentic Self</td>
<td>7</td>
</tr>
<tr>
<td>Breaking Goals Down</td>
<td>8</td>
</tr>
<tr>
<td>Set Specific Goals</td>
<td>9</td>
</tr>
<tr>
<td>Short-term and long-term goals</td>
<td>10</td>
</tr>
<tr>
<td>Short-term Goals are the Stepping Stones to Long Term Goals</td>
<td>11</td>
</tr>
<tr>
<td>Setting Tangible Goals</td>
<td>11</td>
</tr>
<tr>
<td><strong>Part II PLANNING GOALS</strong></td>
<td>13</td>
</tr>
<tr>
<td>Be Informed - Planning your Goals</td>
<td>13</td>
</tr>
<tr>
<td>Prioritizing Your Goals</td>
<td>14</td>
</tr>
<tr>
<td>Map Out Your Goals</td>
<td>15</td>
</tr>
<tr>
<td>Laying Out the Plan</td>
<td>16</td>
</tr>
<tr>
<td>Steps to Follow</td>
<td>17</td>
</tr>
<tr>
<td>Alternate Plans</td>
<td>18</td>
</tr>
<tr>
<td><strong>Part III MOTIVATION TOWARDS GOALS</strong></td>
<td>19</td>
</tr>
<tr>
<td>Visualise Your Goals</td>
<td>19</td>
</tr>
<tr>
<td>Motivation Towards Achieving Your Goals</td>
<td>20</td>
</tr>
<tr>
<td>Stop Procrastinating</td>
<td>21</td>
</tr>
<tr>
<td>Removing Limits</td>
<td>22</td>
</tr>
<tr>
<td>Getting Help on the Path Towards Your Goals – Your Support System</td>
<td>24</td>
</tr>
<tr>
<td>Dump the Negativity</td>
<td>25</td>
</tr>
<tr>
<td>Positive Affirmations</td>
<td>26</td>
</tr>
<tr>
<td><strong>Part IV MEASURING SUCCESS</strong></td>
<td>27</td>
</tr>
<tr>
<td>Monitoring Progress</td>
<td>27</td>
</tr>
<tr>
<td>Keep a Journal</td>
<td>27</td>
</tr>
<tr>
<td>Build on Your Successes</td>
<td>28</td>
</tr>
<tr>
<td>Rewards</td>
<td>28</td>
</tr>
<tr>
<td>Start Again</td>
<td>30</td>
</tr>
</tbody>
</table>
Everyone has something they want to achieve or strive for in life. As we grow and change so do our goals. There are many types of goals in life – some that are short-term and others that are long-term. Have you ever wondered why some people are so good at reaching their goals while others may continually fail to reach them? Setting and reaching goals isn’t an exact science. In fact it’s different for each person. How to set and achieve goals is something that you can learn and with practice can become proficient at.

Goals are important to our growth and happiness. The goals we set help guide our path through life. When people fail to reach their goals it’s usually because they just didn’t know the steps to take to set and achieve them. Goals are very individual in nature – different people have different goals based on what’s important to them.

Part I  Setting Goals
Part II  Planning Goals
Part II  Motivation Towards Goals
Part III  Measuring Success

“If you don’t know where you are going, you’ll probably end up somewhere else.”

~ Lewis Carroll
Types of Goals

There are many areas of life and having a balanced life is important to our overall happiness and well-being. When looking at our goals it’s good to take a look at the various parts of our life to see which ones need attention.

Goals may have to do with:
- Career
- Finances
- Health / Fitness
- Friends / Family
- Home
- Romance
- Recreation
- Personal Growth / Spiritual Development

Often goals may belong to more than one segment of our lives at the same time. For example a goal may be to change careers. This goal has to do with the career segment as well as the finance segment. It also may be part of the family and friends segment since a new career may impact on time spent with others.

Goals are anything that you want to attain or strive for. There are no goals that are too insignificant or too large to get. The key to achieving what you want is to set goals that you really want in ways that allow you to work towards them.

“You have to think anyway, so why not think big?”

~ Donald Trump
Part I  Setting Goals

Setting goals forces us to look at our lives and make some evaluations. The idea of setting goals creates a need for us to determine which areas of our lives are the most important and which areas need more attention. The best goals are those that are aligned with our priorities and needs. For example if you want to increase your level of fitness, evaluate how important that is to your life as a whole. You’ll need to make room in your life to spend focusing on your goal. If you don’t have the ability to make room you won’t be able to achieve what you want.

Most people are happiest when they have a well-rounded life. This means that all areas are somewhat equal to each other and the areas that are most important are being taken care of. If your life is out of balance you may feel incomplete or you may feel that part of your life is lacking. If this is the case, take steps to activate that area of your life by choosing goals that focus your attention on it.

Set Realistic Goals

Goals need to be attainable to be worthwhile. While it’s great to have high aspirations you do need to temper your enthusiasm with common sense. Setting goals too high will only result in failing miserably and then you’ll be less likely to want to try again.

Think about what your goals are and write them down. Now get real. Some of the goals may simply not be realistic. You need to seriously consider which of the goals are truly attainable rather than simply pipe dreams. For example, what little girl didn’t want to be a ballerina as a child? That dream just isn’t attainable for most of us as adults. Say goodbye to the dreams you may have once had which are just not realistic.

Keep in mind that even difficult goals can be achieved with dedication and perseverance. Many times people are not aware of how much effort it may take to reach their goals. It’s much easier to talk about reaching your goals than to actually work towards them. Goals that are attainable are goals that you can stick to without giving up. When you set goals that are too hard to attain, it’s highly likely you’ll be unable to reach them.
Setting goals for your game is an art. The trick is in setting them at the right level neither too low nor too high.”

~ Greg Norman

One of the most common reasons why people don’t attain their goals is that they have set unrealistic goals and have no way of achieving them. There is a fine line between having a lofty goal and a goal that’s out of reach. It may take some skill, knowledge and experience to know the difference. Remember that you can adjust your goal as you move towards it. If the goal isn’t working out properly, evaluate what is and isn’t happening and correct your goal expectations to move forward.

Be True to Your Authentic Self

A big reason that many people fail to achieve their goals is that they didn’t really want them in the first place. Maybe you have set goals that you think you should attain or that others want for you. You may be guided by what you think is normal for your age or gender or place in life. Forget all that. The most important thing to think about when setting goals is what you want.

This creates the need to find your authentic self. Don’t look to others for what you want but instead look inward. You need to choose goals that are in tune with who you are and what you really want. This means you’ll need to take a good look inside yourself to find your own goals.

Ask yourself these important questions:

- What is important to me in my life?
- Is this goal something I want or something I want to do to please others?
- Am I ready to make sacrifices to achieve my goal?
- Will achieving the goal make my life better? In what way?
- Where do I see myself in 5 years? In 10 years?
Part I  Setting Goals

*How different our lives are when we really know what is deeply important to us, and keeping that picture in mind, we manage ourselves each day to be and to do what really matters most”*

~ Steven R. Covey

Ellen DeGeneres is a celebrity with a love for helping others. She has a knack for setting goals and achieving them. She recently had a goal to get George Clooney on her show. George is known for avoiding talk shows and everyone thought he certainly wouldn’t come on the show. Ellen had a plan. She devised several ways to get George’s attention since his studio was very close to hers. She persisted and after months of trying George actually appeared on the Ellen Show. After that Ellen had a new goal. She decided to try to get onto the cover of Oprah magazine. That was unheard of because since its inception Oprah has always appeared alone on the cover. Ellen had a plan again and continued to pursue her goal tirelessly. Finally Ellen got a call from Oprah inviting Ellen to join her on the cover of her magazine!

**Breaking Goals Down**

Crunch large goals into smaller ones to make them much easier to manage. Consider the goal of losing 100 pounds. That can seem like an insurmountable task when you look at it as simply one big goal. Instead, break the task down into smaller goals that can be more easily attained. You could set a goal of losing 5 pounds in the first month. This smaller goal has two important parts – a measurable objective and a time frame for completion.

Take large goals and create smaller ones from them. These smaller goals or mini-goals are like stepping-stones towards achieving your main goal. Breaking up your goals into smaller ones helps accomplish two things:

- Smaller goals are easier to manage and attain
- Accomplishing smaller goals helps build momentum towards your main goal.
It’s much easier to work a little bit each day towards a goal than it is to try to accomplish larger chunks of work at a time. For example if your goal is to lose weight you must be aware of your goal every day so you can monitor your daily food intake. You simply can’t do nothing until one day when you decide to fast. Most goals work in this way. Find the small things that you can be doing every day to head towards your goal instead of waiting to complete one large task.

Set Specific Goals

The more specific your goals are the better able you’ll be at attaining them. It may seem easier to set goals that encompass more but it will be harder to reach them. Goals, like anything else, need to be as precise as possible. Specific goals are set up to inherently help you reach them. The more specific a goal is the better able you are to target it. One of the keys to reaching your goals is to create the goals in a way that makes them more attainable.

This means you need to think about your goals before you set them. For example, if you want to lose weight don’t just set the goal of losing weight. This goal is too general and doesn’t give you any help in reaching it. How much weight do you need to lose to reach the goal? When do you need to lose the weight? How do you plan on losing the weight? These are all questions that you need to ask before you set the goal. With these questions in mind you can better set the goal to be more specific such as – I want to lose 20 pounds in three months.

“Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude.”

~ Thomas Jefferson
Part I Setting Goals

Setting goals that are specific will help you reach them. If you aren’t sure if a goal is specific enough ask yourself these questions –

- Can the goal be achieved in only one step? If so, the goal is likely too low or not complex enough.
- Will the goal take more than 6 months to achieve? If so try to break the goal down into smaller segments that can be attained in less than 6 months.
- Do I understand the exact goal that I have set? If your goal is not easily understood you’ll have a hard time reaching it.
- How will I measure the success of my goal? If there isn’t a way to measure the goal you should try to rewrite your goal in a way that makes it measurable.

Short-term and long-term goals

Goals can usually be classified as either long-term goals or short-term goals. The length of time may vary from person to person but in general long-term goals are those that you intend to see through in the next several or more years while short-term goals are in the category of the foreseeable future. Most long-term goals are made up of many short-term goals.

“Begin with the end in mind.”

~ Stephen Covey

Almost every goal can be broken down into smaller goals. Long-term goals need smaller goals that help create a path towards them. It is important to look at your goals and decide which ones are short-term and which ones are long-term. Getting a clear understanding of where you are and where you want to be will help you create both short and long term goals in your life.
Short-term Goals are the Stepping Stones to Long Term Goals

Setting long-term goals is important – you need to know where you ultimately want to end up. In order to reach your long-term goals you’ll need to set some short term goals to get you headed in the right direction. Planning your goals is key to pursuing them. No matter what your ultimate goal is, there are steps you can take to get there – smaller goals to put you on the right path.

Think of smaller goals as a way to get the larger goal with less effort. Consider the boy who wanted to fight the dragon. If he simply picked up a stone and threw it at the dragon it would do no good and he would not reach his goal. Instead the boy walks through the woods picking up stones along the way. He keeps putting stones into his knapsack until he can barely carry the pack. When he reaches the dragon he’s now prepared to fight the dragon and can easily defeat him using all the stones he’s collected. The same is true for all goals. Setting short term goals will help you move more quickly and easily towards your long term goals.

“If you’re bored with life — you don’t get up every morning with a burning desire to do things — you don’t have enough goals.”

~ Lou Holtz

Setting Tangible Goals

Goals are best when they include a way to measure them. You need to be able to know how well you’re doing and when you’ve made it to your goal. Measurable goals are easier to achieve because you can see and measure your progress towards getting them. Actually seeing your progress is often the most powerful motivational tool you can have.
One way to begin to set goals is to write them down. Get a large poster board and some markers. Write down all the things you want to achieve. Now take a red marker and circle the ones that you want to get right away or that are most important. As you begin to look at the goals you’ll probably be able to eliminate some completely and add others that you forgot about. Consider this a work in progress and keep it handy for the next week.

While reviewing your possible goals you’ll begin to evaluate them in your mind. You should soon be able to sort them out between short and long-term goals. Write them all down in a notebook or journal and keep reviewing the list throughout the week. At the end of the week set aside some time to review your list. Begin to choose goals that can be measured.
Once you have decided on your goals the next important step is to plan them out. It’s essential that you take the time needed to create a plan. A plan will help you stay on track towards achieving your goals whether they are small or large. The planning stage is often the most important, without a plan you are likely to fail to reach your goals.

**Be Informed - Planning your Goals**

It’s important to learn as much as you can about attaining your specific goals before you set them. This will avoid much frustration in the long run. Most people fail to achieve their goals because they simply didn’t put enough thought or research into them before they started.

Setting goals is somewhat like drawing a map. You need to know where you are now, where you want to end up and what some of the important signs along the way are. Since you can’t always clearly see your goal it’s important to know what is entailed in the process before you begin.

Everyone knows the old saying “plan your work and work your plan”. This is truer than ever when it comes to setting goals that you can achieve. Planning helps you understand what the whole process will be before you start. If you don’t know you’re bound to be thrown off track or be held back.

The process of planning for your goal isn’t as difficult at it may seem. In fact it can actually be a fun and interesting project. The internet makes researching everything easier. No doubt someone else has already attempted the same goal as you and has posted something about it online. Learning from others is helpful since you won’t need to reinvent the wheel. Find out what works and what doesn’t work so you can plan accordingly. Avoid the pitfalls by learning about them before you begin.

Planning your goals will also help you find out steps you didn’t know to take or ideas you hadn’t thought of. This gets your creative juices flowing and can help you choose the best goals in the end.
Prioritizing Your Goals

Once you have some well thought-out goals you can begin to prioritize them. The object is to put your goals in the proper order. The majority of people will be most successful when they are striving towards only one or two goals at a time. Any more than that and you’ll lose focus on all of them. With this in mind take a look at all the goals that you have.

A good way to prioritize them is to look at them all at once. To do this start by writing each goal on its own index card. Create three sections to sort the cards. One section is for immediate goals – things you want to achieve in the next 3 to 6 months. Next create a section for mid-term goals. These are goals that you want to attain in the next 6 to 18 months. Finally, create a section for long-term goals – up to five years or longer.

Place all your goal cards into the sections where you think they belong. Now that they are placed review them again to see if they are in the correct places. Sometimes certain goals need to be accomplished in the short term in order to pave the way for a long-term goal. For example if you have a goal of changing careers this would be the long-term goal. You may have a short-term goal of enrolling in an education program to prepare yourself for your new career goal. Of course the short-term goal must be completed first in order to move you towards your long-term goal.

When prioritizing goals you’ll need to look at them realistically and decide which goals you want to come first. We often have more goals than we have time for and so something has to give. Instead of trying to take on more than you can handle, it’s always best to reduce the number of goals to make sure that you can easily attain them.
Map Out Your Goals

Now that you have your goals in mind you need to figure out how to reach them. It isn’t enough to just sit back and wish for your goals. You need to take active steps that will help you attain your goals. Keep in mind that you can always change course along the way – you may find a new way or a different idea that will help you get there faster or more easily, so by all means be open to that.

When goals are not well thought out you may have trouble even getting started towards them. That’s because you really don’t know where to begin. Before you start heading towards your goal you need to think about how you’re going to get there.

“If you don’t know where you are going, you might wind up someplace else.”

~ Yogi Berra

One way to prepare for planning your goals is to brainstorm. Brainstorming is a successful technique that can be used to help us reach into new areas of our brains – it helps us to think outside the box. To brainstorm get a large dry erase board and some markers. Write your goal on the board and consider ways to achieve it. What steps will you need to get there? Start writing down everything, and anything, that comes to mind. Be sure to write down even the ideas that may seem silly or dumb. New ideas are born everyday and if you dismiss anything too quickly you may miss out on an exciting new idea.

Now write down everything in a notebook. Take each idea and begin to develop around it. Ask yourself if the idea is feasible, if it is cost effective and if it is likely to work. Whittle away at all the ideas until you find the ones that seem to be the best for you and your goal. Another variation on brainstorming is to do it with a group of friends. This will really multiply the ideas and bring new ways of thinking about your goal to the surface.
Laying Out the Plan

Once you’ve narrowed your goals down you need to map out a strategy for getting them. Think about each goal and what needs to be done before you can attain it. It may help to use index cards. Write your goal on an index card and lay it out in front of you. Now think about what you need to do to get your goal. Write each item down on an index card and lay them all out. Now read through them and place them in logical order towards getting your goal.

For example if my goal is to have a new career there are steps I’ll need to take in order to get there. On my index cards I write “take a class”, “find an internship”, “get a mentor”, “find an online support group”, “create a new resume”, “post resume online”. Now I line these up in logical order and use them as mini-goals towards reaching my main goal. I can’t simply wake up one day and start a new career! But by breaking the goal down into logical steps it’s much easier to manage and attain. I have my roadmap to follow.

Famous basketball star Michael Jordan has been able to reach many of his goals. He recalls a time in high school when he was cut from the varsity basketball team. While he was discouraged it also gave him the motivation to try again. He knew that he needed to build on small successes until he reached his goals. He practiced all summer with only one goal in mind – to make the varsity team. He ended up making the team and of course the rest is history. Michael Jordan says that small steps are essential in building the confidence to keep going towards your goal.
Steps To Follow

“...Step by step, I can’t see any other way of accomplishing anything.”

~ Michael Jordan

The ultimate key to successfully reaching your goal may lie in how well you can set and plan your goals. The better your goals are written and more well defined your steps are the better able you’ll be to stay on track. Create actual steps that you can follow to get to your goal. It’s important to understand that right now you may not know the best path to take moving forward. That’s okay. You’re going to evaluate your steps and revise them as you progress so you can’t make a mistake.

The best way to get started is to simply dive in. Create the steps as you see them today. Of course that may change as you begin to travel the path and gain a new perspective. Steps towards your goal are flexible so be aware that if you find a better path by all means take it!

However people do the best at attaining their goals when they have steps to follow. So if you begin down the path and find that the steps you so diligently defined at the beginning aren’t working by all means step aside and evaluate. But don’t simply jump onto a new path without first reviewing it so you know that it will lead in the right direction ultimately.

You’ll probably start getting lots of advice from people as they hear about your goals. This is good but you need to know when to listen and when you should ignore advice. First, always acknowledge that the idea may be a good one and may have worked for someone else. Don’t automatically dismiss any ideas just because you didn’t think of it first. Write down the ideas and spend time evaluating them. If they work you can try to incorporate them into your plan. If not simply keep the idea for future reference.

At any rate create some steps that you can follow towards your goal. If you can determine when they should occur that is helpful to the plan. For example if my...
Part II  Planning Goals

goal is to increase my salary by £10,000 I need to start somewhere. I may have a step that says I prepare myself to ask for a raise by a certain date. I might need to update my resume by a particular date. Whenever you can attach specific dates to the stepping-stones the better off you’ll be.

Alternate Plans

You’ve probably heard the old saying “don’t put all your eggs in one basket”. This simply means that you should never invest all your energy in one area because if it falls through you’ll end up with nothing. When working on your goals you’ll want to follow the same advice. You need to take into account what could happen if you can’t get past a particular stepping-stone.

Create alternate ways of achieving your goal. There is always a variety of ways of getting to the same place. The plan you choose may end up being a direct route or a longer path. The idea is to consider alternate routes before you begin the journey. All too often people encounter a roadblock and immediately give up working towards their goal. If you have an alternate route mapped out ahead of time it’s much more likely you will reach your goal by another path.

Alternate plans are important because they give us a necessary choice of options when life throws us curveballs. Nothing is ever as simple or straightforward as it seems on paper. Undoubtedly you’ll be hit along the way with some unexpected circumstances that will detour you from your goal. Know that these may occur and be ready for them so you can react in a positive rather than a negative way.
“The big secret in life is that there is no big secret. Whatever your goal, you can get there if you’re willing to work.”

~ Oprah Winfrey

Visualise Your Goals

Visualization is a powerful process that helps people attain their goals. Visualizing is all about creating a scenario in your mind. There is scientific proof of a strong connection between the mind and the body. The mind can actually help to create what you want to happen. Visualization means to see something in your mind. The mind is a powerful tool that can help you achieve your goals.

The mind doesn’t necessarily know what is happening outside – it knows what you tell it. Use your mind to create movies that you can replay over and over again to see what your goal looks like. Visualizing what you want can actually help you attain it more quickly.

Visualise your goal as though you have already attained it. Use all of your senses to see, smell, hear, taste and feel what your goal looks like once you have it. Picture yourself as if you have already achieved your goal. Make note of what that feels like. The better you are at visualizing the goal the more likely you are to achieve it quickly.

You don’t need to spend a lot of time visualizing. Carve out just a few minutes a couple of times a day to visualise your goals.

Steps to Visualizing your Goals

- Find a quiet place where there are no disruptions
- Clear your mind of other thoughts and worries
- Think about your goal
- Don’t think about how you’re going to achieve it
- Picture yourself as if you already have reached your goal
- Spend some time soaking in the feelings and senses that you have when you’ve attained your goal
- Combine visualization with affirmations to increase the effectiveness
Motivation Towards Achieving Your Goals

No matter how carefully you’ve planned your goals and how much effort you put into setting them you’re bound to reach a point where you get discouraged. This happens to everyone and is a normal part of the process of living. The key to achieving your goals is to get yourself back on the path towards your goal.

You’ve probably heard of someone (maybe even you) who was on a diet to lose weight. After some time on the diet the person has a setback. Something happens and they decide to eat the dessert they’ve been denying themselves up until now. Then they suddenly feel guilty and more discouraged than ever about the diet. The person decides that because they ate that one dessert they are now off the diet, they have failed - and then they begin binge eating. Everything they have worked for and achieved up until now is lost and they are back at square one. This - happens to almost everyone in some form or another.

The moral of the story is that you need to know you can get off-track from time to time but can still keep moving forward. If you’ve messed up on the way towards your goal that’s fine. Allow yourself to be human - but get right back on the path again. Remember that you’re still at a better place than you were before you began striving towards your goal, so don’t let yourself give up.

“Just don’t give up trying to do what you really want to do. Where there’s love and inspiration, I don’t think you can go wrong.”

~ Ella Fitzgerald

Some Reasons Why We Lose Motivation

- Goals improperly set to begin with
- Goals aren’t what we really want
- Goals are too broad
- Goals are too hard
- Goals are not realistic
Stop Procrastinating

Procrastination is just a way to impede our forward movement. When we procrastinate we are actually making a choice to stop progression or at least slow it down. It’s human nature to procrastinate and everyone will have procrastinated to some extent at some point in their life.

**Procrastination is typically linked to a few flawed key thoughts:**
- I Can’t Do It
- I’m Afraid to Do It
- I Don’t Want to Do It

The two main reasons for procrastination are fear of failure and fear of success. Fear of failure takes on many flavors but typically is at the bottom of statements such as “I can’t do it” or “I’m afraid to do it”. Fear is a natural human feeling that occurs when we are in situations that are unfamiliar to us. We may have been running full speed ahead and suddenly we stop for a breath and find ourselves in unfamiliar territory. Procrastination stops us from moving forward by keeping us in a holding pattern.

Some procrastination is normal and we do sometimes need to slow down a bit. But if the feeling persists we need to examine it and find out why. Are you afraid of failure or afraid of success? Either way the result can be procrastination. The best way to work through procrastination is to take the following course of action:

**Recognize and acknowledge your procrastination.**
- Allow yourself to have a specific time period where you take no action (a day or two).
- Spend time finding out why you feel the need to procrastinate.
- List ten things you can do right now that will help you move towards your goal.
- Enlist the help of your support team to get you over the procrastination period.
- Remember that procrastination isn’t the end of the process but merely a temporary slump.
Part III  Motivation Towards Goals

• Work through the reasons for your procrastination.
• Use a calendar or daily to-do list to help you work through your procrastination.

If after careful examination you find that you are still having a hard time moving forward it may be because you have chosen a goal that isn’t in line with your own authentic personality. You just may not really want the goal you’ve set for yourself. You may also have previous issues surfacing that make you feel as if you don’t deserve your goal, and find yourself subconsciously sabotaging your efforts. If you find you do have issues coming up, you need to know that you can park your baggage at the door and proceed. Often once you get past the initial fear you’ll sail through towards your goal freeing yourself once and for all from the past.

Removing Limits

Everyone seems to have limits in their lives – things they can’t do, won’t do or shouldn’t do. Often these limits are self-imposed. Limiting yourself is the surest way to admit defeat. Children start out in life without limits – they want to run fast, play hard and do everything. Children learn to accept limits that adults set them. Usually these limits are based on safety but only too often children begin to internalize these limits. Soon they start to create their own limits.

If you’ve ever told yourself you can’t do something, have you really ever stopped to think about why not? Instead of saying something can’t be done you should always consider the why not. Often we find that we’re just putting limits on ourselves out of habit, out of guilt or because we’ve come to accept mediocrity. Reaching your goals means letting go of your limits. You can do anything you set your mind to.

Some people think that by setting limits they are in control of their lives. Setting low limits allows people to take the low road – to accept only the things they feel they can comfortably do. Stepping out of the comfort zone would be going beyond the limits and therefore would not be good.
Consider driving in a car. What if someone gave you a car that didn’t have a speedometer? You are told that you can drive the car wherever you want at whatever speed you like. You get in the car and start to drive but see no speed limit signs. You can go at whatever speed you like with no boundaries. Striving towards your goals is similar. You are in control of your path towards the goals. There aren’t any limits except any you’ve self-imposed.

You can remove or get around anything that is limiting you in getting your goal. The story of a single mother comes to mind. She had two young children at home. She had quit college some years earlier to take care of the kids. Recently single, she considered going back to school. What she really wanted to do was to become an interior designer. She was just shy of one year left before graduation. Yet she struggled with the idea of trying to reach her goals. She couldn’t go back to school because she had to watch the children after school. This is a self-imposed limit. In reality there are a number of creative ways in which she could take care of her children’s after school needs. She couldn’t go back to school because she had to work to support the family. Another self-imposed limit. She could take evening classes, change jobs, take courses online, etc. The point is that every problem is just a limit and every limit has a work-around if you look hard enough.

Eventually the single mom decided that she wanted to reach her goal badly enough to find a path to get to it. She was able to take evening courses just two days a week and found a local babysitter that she could easily afford to pay. Soon she graduated with her degree in interior design. She found an internship and quickly worked into a full-time position. Today she has her dream job!

If you want your goal enough you need to be able to work towards getting it. Step out of your own boundaries and limits so you can see that there may be another path that you can take to achieve what you want.
Part III  Motivation Towards Goals

Getting Help on the Path Towards Your Goals –
Your Support System

Getting support in reaching your goals is a critical and necessary step towards attaining them. Putting together your own support team can help you make great strides towards achieving your goal. A good support team knows ways to help pick you up when you’re down and encourage you when you need it. They are always there to cheer you on when you have successes.

Your support team should help you by:
• Cheering you on (not jeering you on)
• Becoming as involved as possible in the process
• Learning about your goal
• Celebrating your successes no matter how small
• Providing caring support for your spirit
• Avoiding being judgmental
• Being there for you
• Being supportive and loving without pressure

Actively seek out at least two or three close friends or relatives who fit the bill. Explain to them what your goals are and what would be expected of them if they help you. You need your support team to be there on your terms and show unconditional support throughout the process. Give them a list of the things you expect from them before they agree to take on the assignment. Finally, don’t accept anyone on your team who isn’t able to give you 100% support in the ways you need it.

Avoid negative impact. This includes those around you who give you negative feedback under the guise of helping you. The overweight wife trying to lose weight certainly doesn’t need negative comments about her size. These only tend to create a hostile environment and make it harder to continue focusing on our goals.

If you have a negative support person you need to take action. If the person is just an acquaintance you can simply avoid seeing or talking with that person. However
in many cases the most negative feedback often comes from our own family and loved ones. They may mean well when making negative comments, but the result can be devastating.

To resolve this situation have a discussion with your friend or family member. Let them know that their remarks aren’t positive and aren’t helping you reach your goal. In fact their negativity is causing you pain and you need to let them know this. Tell them better ways in which they can be of assistance in helping you reach your goal. If the negative behavior continues the most positive thing you can do is to remove them from your support team. Don’t discuss your goals with them any longer.

Remember that what’s important about your support team is that they have your best interests at heart. They don’t necessarily need to agree with your goals, but they do need to be able to cheer you on towards them.

**Dump the Negativity**

Positive energy attracts positive energy. The same is also true for negative energy. Negative thoughts attract more negative thoughts. Too much negativity can make it difficult to keep striving towards your goals. Keep in mind that minor setbacks are just that – minor. They aren’t the end of the world and certainly won’t keep you from your goal if you don’t let them.

Instead of focusing on the negatives in your life rejoice in the positives. Try to renew your spirit to allow yourself to see things in a more positive light. Rather than viewing a glass as half empty think of it as half full. You’ll be surprised at how much better you’ll feel once you make an effort to get rid of the negative aspects of your life. All things can be viewed more positively.

An example is the single mother who is struggling to make ends meet each month. Rather than focusing on the money she doesn’t, have her time and energy is better placed in creating the life she wants and striving towards positive goals.

It can be hard to release the negative thoughts from our lives. After all, most of us
have come to have negative thoughts every few minutes all day long. Make a conscious effort to pay attention to your thoughts. You’ll be surprised at how many of them are negative ones. Then try to turn each negative into a positive. This takes a lot of practice at first but with some patience it will become second nature. That is the place you need to be in when you want to reach your goals.

Positive Affirmations

Some people find that using positive affirmations helps them reduce negative thoughts and keeps them on track towards reaching their goals. Positive affirmations can give you an extra boost when you’re starting to lose your motivation. Affirmations rely on the fact that the more you say something, the more you begin to believe it and to live it. Come up with affirmations that work for you or use some of the ones listed below.

“Start each day by affirming peaceful, contented and happy attitudes and your days will tend to be pleasant and successful.”

~ Norman Vincent Peale

Affirmations:

- I am successful in everything I do.
- I am filled with abundance.
- My income is always increasing.
- I work to my full potential.
- I am rewarded for a job well done.
- I am attaining my goals.
- I have all the money I need.
- I am successful in reaching my goals.
- I am worthy of everything I want in life.
- I am in control of my life.
- I am at peace.
- I have energy and good health.
Monitoring Progress

You’re on your way, striving to achieve your goals - and now you need to see your progress. It’s important that you find ways to monitor your intermediate results and not just the end result – although that’s the most important. For each goal you have set, find ways that you can check to see how you’re doing along the way. This helps you stay motivated and on the path towards your goal.

If you find that your progress is less than expected, now is the time to take further action. Sit down and determine why you haven’t been able to make more progress towards your goal. You may find that you have been making significant progress but that your method for measuring progress is flawed or you were too ambitious in your progress steps.

Use a calendar to help monitor your progression towards your goal. Use the calendar to make note of significant achievements on your path. Determine some intermediate steps that need to be taken and mark them on the calendar. For example if your goal is to lose 10 pounds in a month you’ll need to lose approximately 2.5 pounds a week. If by week three you’ve only lost a pound you know you’re not on track towards reaching your goal.

Re-evaluation is always part of achieving goals. How do we know what success to expect until we begin the journey? Our goals may simply be too ambitious – a common problem among goal-setters. If you find that you’re not on track towards your goal don’t despair. Instead reevaluate your progress and your goal to see how it fits together. You may find that you just need to scale back your expectations, give yourself more time to reach your goals. You may find that you are off track. If that’s the case re-evaluating will help you get back on course.

Keep a Journal

Journaling is an excellent way to keep track of goals and successes. Keeping a journal can help you not only in charting your goals and staying on track, but also - in making and meeting new challenges. Daily or weekly journaling will help you to
know where you’re at with your goals. You’ll be able to see what stumbling blocks are in your way and how to get around them.

Keeping a journal will help you understand yourself better. This is extremely helpful as you work towards your goals. Knowing what motivates you and how to better move towards your goals will help you reach this goal as well as others throughout your life. Writing down your challenges will help you work through them to find solutions. Keeping track of your successes will help you stay on track towards your ultimate goal.

**Build on Your Successes**

Sometimes you may strive towards your goal without ever really getting there. For example your goal may be to lose 40 pounds. You may end up losing 30 pounds and get stuck. The best advice is to take the achievement and claim it as your own. You’ve done a great job in attaining most of your original goal. It may be more effective to end your goal and start afresh by setting a new one. In this case a new goal may be to lose ten pounds. The steps needed may be totally different than those of the last goal.

Take your successes and build on them. Even though you haven’t yet attained your ultimate goal you’re well on your way and are almost there. Use achievement as a base from which to start towards a new goal. Give yourself permission to say that your previous goal is complete and use the momentum you gained from your success to help catapult you quickly towards a new goal.

**Rewards**

While actually achieving your goal is a huge reward in itself, some people like to use rewards to give themselves more motivation. Reward yourself - as you reach milestones on the way towards attaining your goals. Rewards don’t need to be monetary and in fact often aren’t.

When setting up rewards for yourself, think of things that you wouldn’t normally
get or do for yourself. If the rewards are not important enough to you, they won’t help motivate you. Rewards should be fun and motivational. Think of ways that you can treat yourself. For example someone who has an ultimate goal of losing 30 pounds may have intermediate goals of losing 10 pounds. When the first 10 pounds are lost the reward may be styled new hairstyle. When the next 10 pounds are lost, you may reward yourself with a manicure. When the final goal is reached, why not reward yourself with a new wardrobe that fits your new size.

Of course rewards can be anything you like. Something as simple as an hour in the bathtub with no interruptions may be the perfect reward for you. The object in using rewards is to give yourself more motivation towards reaching your ultimate goal. Rewards are especially useful when you are working on a large or complex goal that involves many steps. Using rewards will help keep your motivation high as you attain your mini-goals along the way.

Before you begin heading towards your goal consider some of the ways that you might reward yourself for a job well done. Whether you give yourself weekly rewards or just want to reward yourself with something once you achieve your goal is up to you. Here are some rewards that others have used to successfully help motivate themselves:

- A day at the spa
- An evening without kids/spouse
- A night out on the town
- A makeover, manicure or new haircut
- A New DVD or Game
- A shopping spree
- A box of chocolates
- A new outfit
- A special dinner out
- A new handbag

- A new gadget
- A concert
- A day at the races
- A hot bubble bath
- A fancy day out
- An afternoon in the park
- A new book
- A new pair of shoes
- A nice bottle of wine
- A holiday
Start Again

Once you’ve successfully reached your goal it’s time to celebrate. Once the celebration is over you’ll likely be ready to take on a new challenge. You can start the whole process over again with a new goal in mind. Use what you’ve learned from reaching this goal - to make it easier to attain your next goal.

Challenge yourself to take on another goal – maybe even a bigger or loftier goal. Use the positive momentum you created with your last goal to jumpstart your new one. *Remember that anything is possible and you can do it!*