

Top Ten Tips Setting and Getting Great Goals

1. What is your goal?

Get clear for yourself about exactly what the goal is and you can use this common SMARTER acronym to help.

Specific – the goal statement must say exactly what it is you want to achieve. Don't say 'to earn more money' – be specific, how much? E.g. To earn \$2,500 more per month.

Measurable – make sure you have a way of 'measuring' your goal – ask yourself, how will you know when I have achieved this?

Achievable – this is about checking that it is achievable by you. True, it might be a stretch but then if it wasn't you'd probably have achieved it already.

Realistic - while we know stretch is good for us it is essential that this is a goal that you believe you can achieve. If you create an unrealistic goal it could be very demotivating if you don't achieve it.

Time framed – set a limit for this goal. Have a specific date you want this achieved by

Energising – it's really important to engage your emotions around a goal. This assists in maintaining the momentum and motivation. Check that working towards this goal will be an energizing and inspiring thing to do – if not, then you probably won't do it.

Rewarding – there has to be a personal pay off to you to achieve this goal. All the effort you are putting into achieving something new should be able to contribute to something that makes you feel much more satisfied and fulfilled about your personal/professional development.

2. Check the wording of the goal

Is it stated positively? This is really important. You want your brain to be thinking what you do want, not what you don't. e.g. to lose 6 kilograms, make that, weigh in at 56 kilograms (or whatever 6 kgs is lighter than your starting weight)

3. Resonance

What does it **feel** like to say the goal out loud? How does it sit? Will working on this goal honour some of your values and who you are as an individual? For the goal to have a powerful resonance it needs to have a clear connection with who you truly are

4. Develop a 'high level' plan to achieve the goal.

What are the key steps you will need to take to achieve this goal?

Getting clear about the detail of the goal achieved, how it will feel, what will have changed, what the benefits are; Understanding where you are right now in relation to the goal – how far away are you really? Identify the gap between where you are now and where you want to be? What is in the gap? E.g. training, discipline, resources of some kind, equipment, knowledge; Draw up a plan; implement, monitor and review

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5. Evaluate your goal

Now that you can see what might be involved, check in with yourself that you DO really want this. Ask yourself are you prepared to do what is required? Check it fits within your own personal values. Check if, when the goal is achieved it does not impact negatively on any other part of your life or people in your life.

6. Complete one key step at a time

Go back just to your very first step and decide what the actions are that you will have to take to complete just this first step. Write the actions down and decide when you will take each action on. Stay in action, one step at a time and if it's a BIG action, try to do it in small manageable chunks....this helps you notice your progress and keeps a balance overall. When you have completed the first step, tick it off, reward yourself and start on the next step.

7. Set up accountability and support structure

Announce your goals, inform others what you have set out to achieve, as the power of having this accountability element to your work is very motivating and can sometimes just the thing that has you complete what might be a difficult task. Ask friends, family or get yourself a great coach.

8. Stay in action

Find a way to keep the image and idea of this goal alive to you every day. Do something towards it every day, or if you can't do something every day make sure you have a reminder so that you stay connected to it.

9. Staying connected

Keep a journal of your 'journey' to the goal. Write down the experiences you are having – what you are learning about yourself, your strengths, others, your goal. Capture your emotions about these things. This is usually a rich part of the work, the emotional journey to the goals.

10 Celebrate

And now you have completed the plan and achieved your goal, reward yourself, and celebrate it. You could even decide at the outset what this celebration will be for you.

If you have found these **Pivotal Pointers** Useful, go to www.pivotpartners.biz for more and programs on goal setting and getting.