



## TRAINING GUIDE



Hit the High Spots  
of Success by Probing the  
Fundamentals of **SMART Goals!!!**



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# *Introduction*

GOALS – A combination of letters that has the potential to define the whole of what you are seeking in life.

Yes, goals are important. They are like the steering wheel of your car. You direct it to left or right and your car just moves accordingly. Similarly, goals direct your life and take it in whichever direction you aspire to.

If you want to achieve something in life, the preliminary step is to decide what that is! By setting goals you state what you are actually seeking to attain in life. It defines how you wanna see yourself for the rest of your life. Goals may pertain to any aspect of your life like financial stability and security, fitness, education, career, chasing a hobby, anything. But remember anything you wish to attain, or dream about can be your goal, and no matter what it should be taken seriously. Definitely can't be a joke or done just for fun.

Choosing one's ultimate goal is the most important and far-reaching decision anyone ever makes. It is the most practical decision made -- for it governs every other decision. It is an interesting paradox that the only decision one makes which is not governed by his ultimate goal is the choice of his ultimate goal. When considering the primary importance of this decision it is a wonder that so few choose to take the time to understand its significance.

Every goal should be static, but the plan to incorporate it needs to be dynamic, i.e. one needs to be flexible enough to adjust his plans as and when required. In the case of long-term goals, when it takes several years in accomplishment, the strategies decided at the time of goal setting are bound to change, keeping in mind the latest trends and developments. Be adaptive to such changes that come rather than being rigid and adamant to them.

Lastly - Make sure that your goals are SMART. Align them with the vision that has been identified so that they can add value to your life. So get started and gain a deep insight into everything that you need to know about goal-setting.

Good Luck!





# CHAPTER 1



## Goals and Smart Goals An Overview

You could say that the whole human endeavor is geared toward setting and achieving goals. Goals are part of every aspect of life: how you conduct your relationships, what you want to achieve at work, the way you use your spare time... Everything comes down to priorities, and what you would like to accomplish in every aspect – whether you make a conscious choice or go with subconscious preferences.

Without setting goals or objectives, life becomes a series of chaotic happenings you don't control. You become the plaything of coincidence. Accomplishments like sending someone to the moon, inventing the iPod etcetera are the result of a goal that was set at some point. A vision that was charted and realized.



## 1.1 What are Goals?

Goal definition by itself is as relative and dynamic as the people who set goals themselves. Below are different ways to define goals in order to help you get on the right track towards achieving yours and turning yourself into a superstar in your own eyes.

- The simplest way to define a goal is as a desired result envisioned by a person or a group and accompanied by an effort aimed at the achievement.
- According to **Wikipedia** the exact definition of a goal is:

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*“The desired result a person or a system envisions, plans and commits to achieve a personal or organizational desired end-point in some sort of assumed development.”*



In addition to the desired result, a goal includes plans and commitment that will ensure that the ambition is fruitful. This means that you can't just sit on the couch all day in your sweats dreaming of owning your own business and call that a goal. You need to get up and do something about it.

In other words, any planning that you do for the future regardless of what it is **- is a goal.**

According to **Locke and Latham**, goals affect individual performance through four mechanisms:

1. Goals direct action and effort toward goal-related activities and away from unrelated activities.
2. Goals energize people. Challenging goals lead to higher manpower and effort than easy goals.
3. Goals affect persistence. People exert more effort to achieve high goals.
4. Goals motivate people to use their existing knowledge to attain a goal or to acquire the knowledge needed to do so.



### 1.1.1 5 Golden Rules of Goal Achievement and Defining a Goal



1. Include a detailed and time sensitive plan of action. – Similar to SMART Goals that we are going to explore in the next section of this chapter.

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2. Seek mentorship from people who have had success with similar goals. – Comes down to surrounding yourself with people who will hold you accountable, support you and be with you every step of the way.
3. Believe in yourself even when no one else does. – Having self-confidence in knowing you can achieve your goals. Don't worry if your ideas are not validated by your surroundings, fight for what you believe in.
4. Cut yourself some slack; even the best fall down sometimes. – Don't beat up yourself and don't be too hard on yourself. Have confidence and don't get demotivated for any reason.
5. Remember to always have fun while working on achieving your goals. – Having fun and enjoying the process will allow you to understand your goal even more. The definition of what is a goal will be discovered throughout your goal achievement journey.

It is important to understand that the journey to setting and achieving your goals will not be all smooth sailing. Be prepared to face naysayers and other obstacles.

## 1.2 Exploring SMART Goals

SMART is an acronym that you can use to guide your goal setting.



To make sure your goals are clear and reachable, each one should be:

- **Specific** (simple, sensible, significant).
- **Measurable** (meaningful, motivating).
- **Achievable** (agreed, attainable).
- **Relevant** (reasonable, realistic and resourced, results-based).
- **Time-bound** (time-based, time-limited, time/cost limited, timely, time-sensitive).

## 1. Specific

Your goal should be clear and specific, otherwise, you won't be able to focus your efforts or feel truly motivated to achieve it.

- Well defined
- Clear to anyone that has a basic knowledge of the field



**Set Well-Defined and Specific Goals**

When drafting your goal, try to answer the five "W" questions:

- **What** do I want to accomplish?
- **Why** is this goal important?
- **Who** is involved?
- **Where** is it located?
- **Which** resources or limits are involved?

## 2. Measurable

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It's important to have measurable goals so that you can track your progress and stay motivated. Assessing progress helps you to stay focused, meet your deadlines, and feel the excitement of getting closer to achieving your goal.

- Know if the goal is obtainable and how far away completion is
- Find out when you have achieved your goal



A measurable goal should address questions such as:

- How much?
- How many?
- How will I know when it is accomplished?

### 3. Achievable

Your goal also needs to be realistic and attainable to be successful. In other words, it should stretch your abilities but still remain possible. When you set an achievable goal, you may be able to identify previously overlooked opportunities or resources that can bring you closer to it.

- Agreement with all the stakeholders what the goals should be



An achievable goal will usually answer questions such as:

- How can I accomplish this goal?
- How realistic is the goal, based on other constraints, such as financial factors?

#### 4. **Relevant & Realistic**

This step is about ensuring that your goal matters to you and that it also aligns with other relevant goals. We all need support and assistance in achieving our goals, but it's important to retain control over them. So, make sure that your goals drive everyone forward, but that you're still responsible for achieving your own goal.

- Within the availability of resources, knowledge and time





A relevant goal can answer "yes" to these questions:

- Does this seem worthwhile?
- Is this the right time?
- Does this match our other efforts/needs?
- Am I the right person to reach this goal?
- Is it applicable to the current socio-economic environment?

## 5. Time-bound

Every goal needs a target date so that you have a deadline to focus on and something to work toward. This part of the SMART goal criteria helps to prevent everyday tasks from taking priority over your longer-term goals.

- Enough time to achieve the goal
- Not too much time, which can affect project performance



A time-bound goal will usually answer these questions:

- When?
- What can I do six months from now?

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- What can I do six weeks from now?
- What can I do today?

## Conclusion

Goals are what take us forward in life; **they are the oxygen to our dreams.** They are the first steps to every journey we take and are also our last. So it's very important that you realize the significance and importance of goal-setting and apply this knowledge in your life.





## CHAPTER 2

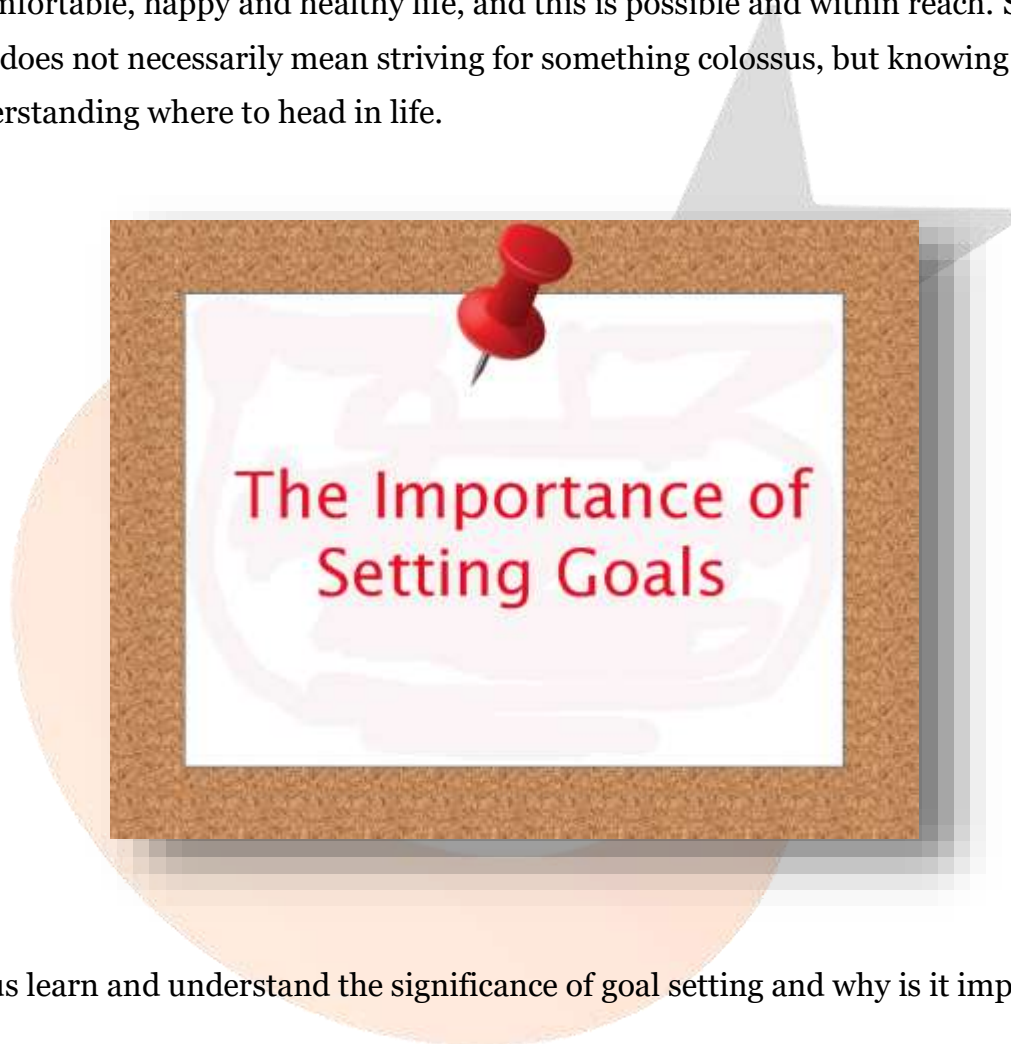


# Why is Setting Goals Important?

Goals are important in the sense that they give you a direction in life. It is better to have a simple or not so important goal than having no goals at all.

Having goals is like having a map. You know where you are heading, and this gives you zest, motivation, more energy and a reason to get up in the morning. You become more alive.

A goal does not have to be something big. Not everyone wants to achieve big goals, on a major scale. Most people are satisfied with simple goals, and that's okay. They want a comfortable, happy and healthy life, and this is possible and within reach. Setting a goal does not necessarily mean striving for something colossal, but knowing and understanding where to head in life.



Let us learn and understand the significance of goal setting and why is it important:

### **1. Goals Give you a Focus in life**

Working on something without having a goal or a target is futile and a waste of both time and energy. Imagine having to shoot an arrow without being given a target. What will you aim at? And even if you manage to aim at some random point, will it serve any purpose? No.

This is a perfect example of what life is like without having a goal or a target which is a complete waste of energy and effort. You may have enough



potential in the world but lacking a focus would make it all worthless. At the end of the day, goals are what give you a direction in life. By setting goals for yourself, you provide yourself a target to shoot at. And this sense of direction allows your mind to focus on the desired target rather than moving aimlessly in life.

## 2. Helps in measuring progress

Setting goals help to track the progress of your overall accomplishment. It helps you to measure your progress against the fixed endpoint and compare it with the benchmark that was set in the initial phase of the process of goal setting.



A simple scenario for example – Suppose you set a goal to write an eBook of 100 pages within 2 months. After 1 month, you should be in the middle of this target which means you should have written around 50 pages by then. Now, as this goal was set, you were able to track your progress, say after 1 month or 15 days. Hadn't been set, you would have been merely writing without even knowing the status of the eBook completion.

Setting goals avoid such situations of uncertainty and help you proceed in the rightfully set direction.

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### 3. Goals give you the motivation to move ahead

Goals have the potential and power to motivate you for free. The root of all the motivation that you will experience in life is through goals. By setting a goal, you give yourself a chance to be happy and excited about attaining something in life. You give yourself a concrete endpoint to target at.

As the goals are set by you, you move towards your goal happily and joyfully, by focussing to put 100% effort in what you do. And this focus develops motivation. You can say that goals are simply tools to focus your energy in positive directions, these can be changed as your priorities change, new ones added, and others dropped.

### 4. Setting a goal is like having a roadmap

Setting a goal is like having a map, a compass, and a clear route to your destination. You know where you are and where you are heading. For example, if you are riding a bicycle, you have a set route to follow to reach your destination. No matter, how much traffic or road-blockers you find on your way, you will make the necessary variations and ensure that you keep moving on the right path and reach your destination.



Similarly, if you have the correct goals set for yourself, you have the map and know which direction you have to move in. Even if you face obstacles in your

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way, you will make the necessary adjustments to keep it going. With a clear-cut goal, you know where you are heading, and can always correct your course if you move away from it.

## 5. Build confidence and Boosts Hope

Setting a goal is like switching on a torch that sheds light on your path and helps you go in a straight line, instead of going in circles.

When you set a goal, you experience hope, inner peace and zeal to move forward towards your goals. You go the extra mile to accomplish your goals. Goal setting builds up self-confidence because it teaches you to take steps and attain desired goals independently. Self-confidence plays a key role in every phase of one's life and so any activity that boosts it should be noted and taken into account.



## 6. Goals keep you locked in and undistracted

Goal setting creates mental boundaries and deadlines to achieve things. Having clear deadlines in mind makes you more deliberate and determined towards accomplishing your goals. It keeps distractions at bay and retains focus towards the goal. No matter what you face on the way, you ignore everything and stay locked in with your goal.

Say you have fixed an appointment with a doctor at 7 PM in the evening, and it takes 20 min from your office to reach the doctor's place. You miss the cab

and are running late. So you start walking the road to meet the doctor in time. On your way, will you get distracted by other people or things that you see? Or will you share your focus on anything else? No, you won't because you have to meet your goal i.e. seeing your doctor in time. So you are locked in and thus, are undistracted.

And by the way if you didn't know yet this is how you become successful, you set a goal, you lock it in and then give it your 100%.

## 7. Goals help overcome procrastination

With goal setting automatically comes accountability - that is - you make yourself accountable to accomplish your goals. You will go back and forth to finish the piece of the task and on time. Goals tend to stick to the back of your head and when incomplete they give you reminders every now and then which help in overcoming procrastination and laziness.



But it is important to note that long-term goals mostly promote procrastination. The reason is that people have a feeling in mind that they have an ample amount of time in achieving their long-term goals. This results in delay and missing deadlines in more than 80% of the cases. Thus, while targeting long-term goals, it is advisable to break it down into several short-term goals so that you are always on top of your final goal and have a track of the progress weekly.



## 8. Creates a Self-Belief

Setting goals for yourself is a way to add fuel your aspirations. Now goal setting is not just about creating a plan but also holding on to it, by constantly motivating yourself towards accomplishing it and uplifting your self-belief every day. It is about giving yourself an inspiration to aim for things that we thought were never possible.

When you measure your performance and see yourself making progress, your dreams and ambitions seem to be realistic and achievable. It creates a sense that your goals are much more than ideas floating around in your imagination.

## 9. Goals help you realize what you truly want

There are incidents and events in life when we set goals that don't match what we intend to achieve in life. Sometimes we wish for happiness, but go towards money, or there are cases when we chase our career and compromise on love. This occurs because generally, people miss realizing what they truly want in their lives. Is it a more free time or more passionate work that we desire to do?



And that is where the goals play a key role in our lives. They help us move towards the things that we truly want to achieve in lives. Without goal setting, we merely wander through the false notions of becoming or achieving something else and fail to understand the true source of our ambitions and happiness.

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## 10. Goals transform Insurmountable Mountains Into Walkable Hills

For most, big dreams seem impossible to accomplish. It builds a sense of discouragement while you look at it and feel fearful to proceed towards achieving it. But appropriate goal setting can make this process efficient. By proper goal setting, complex and massive goals are broken down into simple and smaller ones, making them easier to accomplish. Planning towards these smaller goals not only makes it easier to formulate a definite plan of action that we can start working on right away, but research has shown that hitting smaller milestones provides real motivation and greater contentment.

Goal setting is an effective way to make your dreams and mission achievable stepping stones.

## Conclusion

When you take the time to set goals, you ensure that your life is geared towards getting the most out of every moment. There's so much to do and experience in life, but many of the things we want to achieve and experience won't be handed to us – we need to work for it.

In many ways, life is like a vacation (though it certainly doesn't feel like it); we're given a finite amount of time to pursue the experiences we want and then before you know it, it is time to go. If you want to get the most out of your precious moments of life, you have to know what you want. During your journey, you'll find lots of interesting things to see and do that you would never have thought of before you started. Your destination might change as you travel down the road and learn more about yourself and the world you inhabit. But without a clear sense of what you want to do and where you want to go, you'll never be able to live life to the fullest.

Enjoy the journey toward your goal. The goal is important, but the route is not less important. On the route, you learn new things, have new and exciting experiences, interact with people and get new skills. You will experience more happiness and satisfaction if you enjoy the road, not just wait to arrive at your destination. You will

be happier if you adopt this attitude when working on your goals. The goal sets the direction, but you should enjoy all the steps leading to the goal, all the creative thinking, the action, and the rewards. The journey might be long, and the actual moment of arriving and enjoying it, short. So, why not enjoy the journey, instead of waiting impatiently to arrive at your destination? Now that you know why it is important to set goals and work on accomplishing them, start enjoying every moment you spent on moving toward your goal. Make it fun and joy and your life would be fun and joy.





## CHAPTER 3



## Long Term and Short Term Goals



If you live by the old proverb that states "**Man plans, God laughs,**" you may decide that it is a waste of time to set long-term and short-term goals for your future. Don't make that mistake because an unplanned future will be chaotic. Setting goals will help you have a satisfying and cherishing future, but that old proverb isn't entirely wrong. Plans don't always work out, which is why you must be flexible enough to change them when the need arises.



Goal setting is a major component of the planning process. Your goals and the steps you take to achieve them will make up the action plan for your future. This is the roadmap that will take you on the path of success. Goals can be broadly classified into two categories: **short-term goals and long-term goals**. You will be able to accomplish a short-term goal in approximately six months to three years, while it will usually take three to five years to reach a long-term one. Sometimes you can reach a short-term goal in fewer than three months and a long-term one may take more time.

## 6.1 Short-Term Goals

A short-term goal is something you want to do soon. It is something that you desire to achieve in the near future. The near future can mean today, this week, this month, or even this year.

- Short-term goals help you think about what you can do right away.

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- They can help you manage your time.
- Short-term goals might seem small, but completing them can lead to big accomplishments in your life and career.

### 6.1.1 Achieving Short-Term Goals

Short-Term goals can be extremely important, often as part of the process of achieving a bigger goal. Though they tend to be simpler than long-term goals, but may still be a challenge to achieve. Ambitious short-term goals are most likely to be busted if executed without planning.



#### 1. Examine the Goal

##### (i) Making sure that the goal is Specific and Realistic

Every goal should be specific and clearly defined. As the short-term goals involve lesser duration of work and effort, you should take the necessary steps to avoid any type of confusion around it. Confusion creates delay and hassles. Not to forget, the goals should be realistic enough to get completed in the available time.

Goals that are achievable in the fixed or assigned duration of time create motivation to pursue the next one. On the contrary, if you fail

to achieve it within the given time frame discourages and demoralizes you.

**(ii) Determining the Steps to move towards the Goal**



Every goal can be broken down into smaller steps and make it more manageable and achievable. It also helps to create a better plan of action to progress towards achieving it. It is necessary to determine these steps that line up together to accomplish the bigger goal.

**(iii) Time Estimation of Accomplishment**

Assigning a deadline for goal completion can help you accomplish it. It will motivate you and make you accountable to complete it. Assign a deadline to the smaller steps also as it will help you remain on track while working forward to completing it. If you stick to the timeline of the smaller goals and manage them, then the bigger goal will punch the clock in time.

**(iv) Planning it out by writing down**



Once all the steps are in place, create a plan by correctly sequencing the steps in an order and jot it down on a paper. Mention the timelines against each step as it will help you analyze the areas where you are falling short and where you are arriving on time. Writing things out avoids confusion and situations of forgetting important things. It may seem to be silly for some, but this would make your goals tangible and realistic.

## 2. Achieving the Goal

### (i) **Prioritizing the tasks leading to the Goal**

While dealing with short-term goals, there arise situations where we have multiple goals lined up together. In such cases, you need to prioritize them by understanding which goal is most important and should be picked up first. Doing everything in one shot together puzzles the doer resulting in doing absolutely nothing. Prioritizing tasks should be taken seriously.

### (ii) **Taking Action and Getting to Work**

Short-Term Goals like anything else can be only accomplished by putting in time and effort. You need to start taking action and



once you get started you will gain the momentum to achieve the end result.

### (iii) **Retaining Focus**

Goals are attainable with constant focus and steadily working on it. And with short-term goals come greater responsibility as there is less time to focus and accomplish it. It becomes crucial to stay focussed and avoid distractions.



Few things that will help you retain focus:

- Regularly measuring and tracking goals.
- Consistently remain motivated to achieve goals
- Creating a positive environment for success.
- Avoid interruptions and distractions.

### (iv) **Flexibility**

Remember that plans might change at the last moment. Mostly, things don't work out as planned. We prepare a plan, execute it and later observe that things are not working out as expected. The results rendered are not as expected. In such a scenario, if

you foresee success with a better plan, do it. Don't be rigid and stick to the set plan. Be flexible to accommodate last minute changes in your plans.

There may even be cases where you will have to entirely drop one set goal in favor of another bigger goal. Don't be afraid to do it. Instead, do what it takes to accomplish your goals.

#### (v) **Rewarding Success**



When you successfully accomplish a short-term goal, reward yourself. This comes as a motivation for achieving your future goals. This reward can be of various forms like going out to a fancy dinner, shopping in the mall, gifting yourself a new dress, anything that motivates you for future prospects.

## 6.2 Long-Term Goals

A long-term goal is something you want to do further in the future. They require time and planning and are not something you can do this week or even this year. Long-term goals are usually at least several years away.

- Long-term goals are those whose time limit is decided by the course and path you choose to achieve them.
- They are harder than short-term goals, and more efforts are required to achieve them.

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- Here you have to wait for an opportunity.

### 6.2.1 Achieving Long-Term Goals

While all goals require commitment and focus, long-term goals are unique. They require dedication and hard work over several months or years, so it's easy to lose your motivation and let your goal slip away. To avoid this situation, you can take several steps that will keep up your motivation and make your long-term goal much more attainable.



#### 1. Developing your Goal

##### (i) **Ask Questions to Yourself**

To start developing your long-term goal, ask questions to yourself about your future endeavors. For example: Ask where you want to see yourself in next 5 years, where you want to settle down or live, and other things that might help you in discovering your goals. When you have concrete answers to these questions, your vision of an ideal future will be clear and crisp.

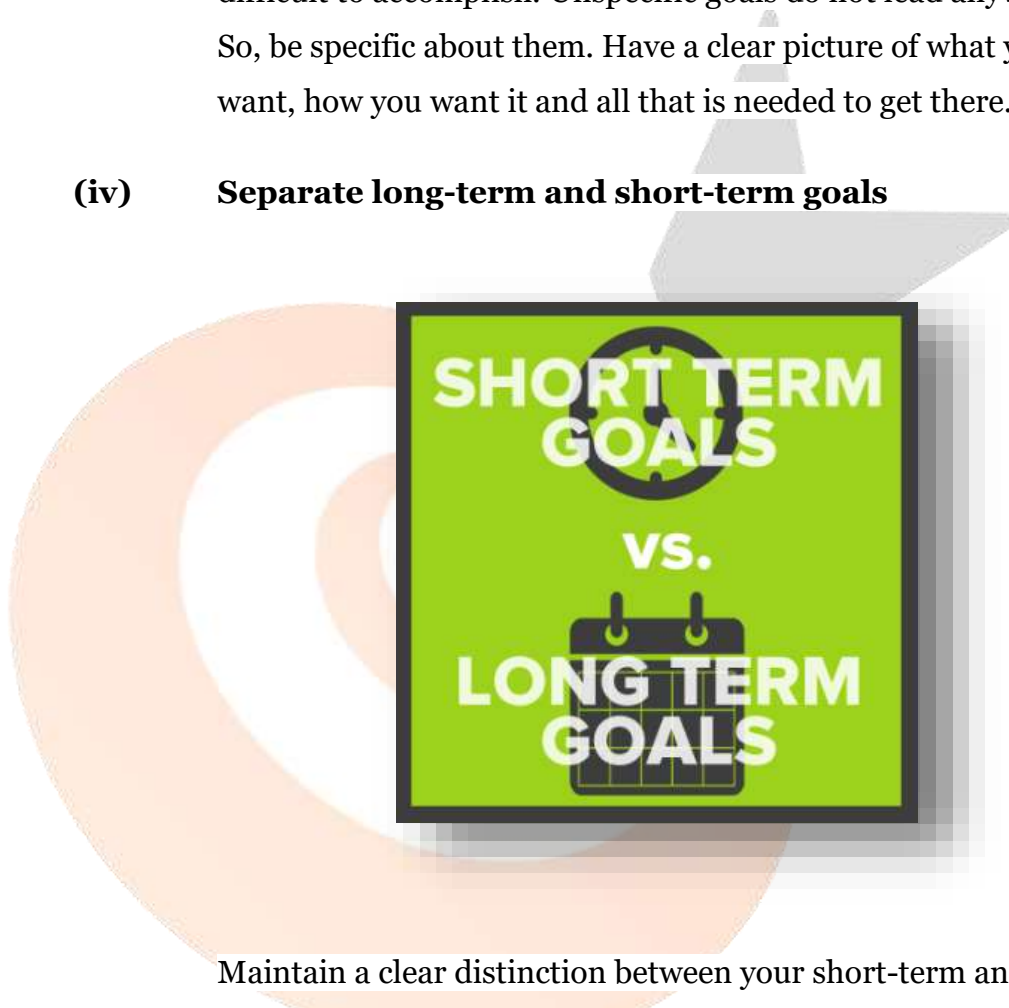
##### (ii) **Broadly idealize your Goals**

When your visions and dreams are clear and well-defined, it is the time to set up your long-term goal. Explore the elements that are needed to make up the future that you've just thought up. Broadly think of ideas that may lead to this future.

**(iii) Be Specific**

For long-term goals, lack of specificity can make them quite difficult to accomplish. Unspecific goals do not lead anywhere. So, be specific about them. Have a clear picture of what you want, how you want it and all that is needed to get there.

**(iv) Separate long-term and short-term goals**



Maintain a clear distinction between your short-term and long-term goals so that your focus is directed to the right area. If you concentrate only on long-term goals, you slip on the short-term ones and vice-versa. Investing your time and effort on short-term goals might deviate your focus from the long-term goals.

**(v) Assess your goals to make it manageable**



Stick to goals that are manageable. Setting goals that are much difficult to achieve can end up leaving you in a state of discouragement, frustration, and fear. This would have a direct impact on the other goals that are achievable. Spot unrealistic goals – Either make them attainable or just get rid of them.

## 2. Achieving your Goal

### (i) Commit to one goal at a time



Long-term goals require a huge amount of time, effort, commitment and resources to accomplish. Thus, when working with long-term goals, it is advisable to commit to only one long-term goal at a time. Else, you will always be miles away from its successful completion. Working on more than one long-term goal at a single time will result in limited commitment and infeasibility in completing it.

### (ii) Break your long-term goal into short goals

A long-term goal can seem to be huge and complicated when you first look at it. However, they become manageable when broken

into several simpler modules. That way your focus is shared on smaller goals ultimately leading to the accomplishment of a bigger one, thus easing the entire process.

**(iii) Set a Deadline**



Prepare a chart or a timetable for the long-term goal, which also has a tentative start and end dates of the smaller goals. This would help you stay focused and committed to working on it. Also, when you view this chart on a daily or weekly basis, you get to know how well you are performing to accomplish it.

**(iv) Inculcate self-discipline**

Being disciplined is important especially if you truly want to achieve something in life. Without discipline the journey of success is unattainable. In order to inculcate self-discipline, you need to:

- Avoid distractions and work in a place that has minimal distractions. Try to get rid of them totally.
- Meditate regularly as it will sharpen your focus and committed to seeking your goal.

- Stick to a schedule. Lack of a schedule will give you into procrastination.

**(v) Develop habits that aid in goal accomplishment**



You might need to restructure your lifestyle completely if you are willing to successfully accomplish your long-term goal. Give away habits that restrict you to achieve your targets and pick up new habits which aid in reaching your goals. Some of these habits can be waking up early, maintaining proper sleeping habits, eating a healthy diet, meditation, and doing almost everything that helps you to stay fit, active and healthy.

**(vi) Track your progress regularly**

Reviewing your progress regularly is mandatory when it comes to long-term goals. As long-term goals go on for several months and years, in most cases people totally lose a track of where you are with your goal. Plan out ways to track your goals and be on top of it.

**(vii) Identify Obstacles that you might encounter**



Hardships are a part of goal accomplishments and success. You will face many obstacles on your way to successful goal completion, and you cannot avoid them. All you can do is plan overcoming them. If you anticipate problems ahead of time, you can have a system in place for overcoming them.

### 3. Staying Motivated

#### (i) Take breaks

Excessive stress and fatigue may lead you to failure. Though working hard is important and need of the hour, you also need to take breaks and get some rest in between. If you are tired and worn out, then your mind and body will not perform optimally. Take a walk outside, read, walk, play, and do whatever that relaxes you and makes you fresh.

#### (ii) Make your goals exciting

It is important to enjoy while working towards your goals. Else, it will be monotonous to simply chase your goals without excitement and enjoyment. Find ways to actively enjoy your work.

#### (iii) Celebrate Success





While moving in the direction of achieving your long-term goal, there will be many incidents when you will successfully accomplish many short-term goals. Celebrate such moments as they will be one step towards reaching your overall goal. These celebrations will give you something to look forward to and keep you motivated to accomplish your goal.

## Conclusion

It is much easier to define a goal than it is to achieve it. Your hard work toward achieving it plays the biggest role in your success, but if you don't formulate your goals properly, it will be much more difficult to reach them.



## CHAPTER 4



## The Rationale of Smart Goals

The concept of SMART helps people to outline their goals. Each component of the acronym SMART is beneficial and should be applied to goals.

Though we have already explored SMART goals in the previous chapters, let us quickly revise what does SMART stand for before moving to the Rationale of Smart Goals:



SMART stands for:

- **S - Specific**
- **M - Measurable**
- **A - Actionable/Achievable**
- **R - Realistic/Relevant**
- **T - Time-Bound**

#### 4.1 “Specific” Goals

- The first step in the SMART method of goal setting is to get highly specific about what you intend to achieve. A specific goal has a much greater chance of being accomplished than a general goal.
- When you get specific about a goal, it materializes. It moves from the abstract into reality. To do that, it must be written down. It must move from your mind to a piece of paper or a screen. What do you want to achieve? What does your life look like at that point when you reach that goal? And many more similar questions. The more specific your description, the bigger the chance you'll get exactly that.

- S.M.A.R.T. goal clarifies the difference between 'I want to be a millionaire' and 'I want to make €50,000 a month for the next ten years by creating a new software product'.



Many people struggle to get started on their goals because they don't really know what is it that they want to achieve. They haven't made their goals specific enough. They fail to understand that the more specific goals, the easier they are to achieve. When a person is clear on what he wants, it becomes easy to make decisions and take action because he knows exactly what he is doing and why?

- For example, if you have money goals, it needs to involve a specific amount of money. Like, you plan to set up a business and earn \$20,000 per month in the next 2 years. You need to be specific on both the numbers \$20,000 per month and 2 years.
- Similarly, if you have a health goal, it also needs precise information like losing 20 pounds in the next 6 months. A generic goal which simply reads "losing weight" won't outline as a SMART goal, because it isn't specific. Figures and numbers matter.

## 4.2 “Measurable” Goals



The second step for achieving your goals is to ensure that they're measurable.

How will you or anybody know that you have achieved your goal unless you can measure it? And if you can't prove that you have completed your goal then it is not Measurable – and if it isn't measurable – then it is not SMART! In fact, measurability is an important part of making your goals specific.

- When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.
- Measurable goals mean that you identify exactly what it is you will see, hear and feel when you reach your goal.
- Establish concrete criteria for measuring progress toward the attainment of each goal you set.
- It means breaking your goal down into measurable elements. You'll need concrete evidence.
- Measurable goals can go a long way in defining what exactly it is that you want, too. Defining the physical manifestations of your goal or objective makes it clearer, and easier to reach.



You can measure goals by putting time, date, place and amount or figure expressing it. By these indicators, you can actually measure how long a goal should take to complete, the amount of time and money that you need to invest

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and the results. By this, you can appropriately work towards completing it in the allotted time. And if you are lacking, you will exactly know the pain points and how to correct them.

For example, if you have a goal of increasing your rate of conversions in the coming year, you cannot measure if the rate has been increased or not until you define a limit of what you're aiming at. Set up your goal as increasing your rate of conversions from 40% to 70% in the coming year. This would allow you to track your progress and build a plan of action to get the desired results.

Another example of measurable goals is having a website set up and running within a span of the next 2 months. This means you need to build your strategy and plan out on your goal really quick because you know that you have only 2 months to do everything. Here in this example, if you don't assign 2 months, you will tend to do it forever, and never complete your goal.

#### **Measurable Goal Tips:**

1. Your measure can be a financial amount, an increase in the rate of something, or increased count of some metric. For some goals, the measure is a change from 'No' to 'Yes' for the task completion. For example, Going Live with your website in 2 months – Yes or No.
2. In the case where you cannot prove the completion of your goals, then your goal measure is still not specific. Make sure that you make it clear and provable.

### **4.3 “Achievable” Goals**

The “A” in the SMART Goals stands for Achievable/Attainable/Actionable.

Is your goal attainable? That means investigating whether the goal really is acceptable to you. You weigh the effort, time and other costs your goal will take against the profits and the other obligations and priorities you have in life.

It is important to set goals you can achieve, instead of setting yourself up for failure; identify the obstacles that can stand in your way or the possible difficulty you may face.



- Ten years down the road, we can achieve anything as long as we work hard during that entire period. But, when it comes to your one, two and even three-year goals, ensure that they're achievable.
- When you pick goals that are achievable, not only are you more likely to achieve them, but you can also develop some momentum in the process. It's exciting to accomplish a goal that is currently out of reach, no matter what that goal is. Once you get there, you're fuelled by the zeal and enthusiasm of reaching your goal.
- Find goals that are big, but not impossible to achieve, at least for your shorter-term goals.
- Plan your 12-month goals so that they act as milestones or markers towards the longer-term, much bigger goals. Then, be sure to create a massive action plan that will help you see things through.

**There is one more important aspect to understand this** - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial

capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

- You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps.
- Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them.
- When you list your goals you build your self-image. You see yourself as worthy of these goals and develop the traits and personality that allow you to possess them.



If you don't have the time, money or talent to reach a certain goal you'll certainly fail and be miserable. That doesn't mean that you can't take something that seems impossible and make it happen by planning smartly and going for it!

For example, if you are interested to buy a new laptop worth \$800, and you earn \$1000 per month, then you can target to save \$200 per month and buy it in another 4 months. This is achievable if you plan your savings smartly with proper consideration of your goals in mind.

#### 4.4 “Realistic” Goals

Feeling Good and Realistic about our Goals is important. If we set goals that are out of our reach, it often leaves us in an overwhelming state. We tend to self-judge our self and then we give up on our goals altogether. SMART goals need to be challenging



enough to motivate you and realistic enough to make you believe that you can achieve it. Realistic Goals set you up for success.

Apart from being Realistic, they should also be relevant to your life and future. They should resonate with your core values, beliefs and with you yourself. The goals that you pick shouldn't go contrary with the grain of who you are, else it would become difficult to follow through.

- Setting goals and achieving them not only gets things done, but can also build self-esteem, happiness, and a sense of well-being. This is more likely to happen if your goals are realistic. They are also more motivating than those that set the bar too high.
- To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work.
- A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress.
- A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.



### Tips to make your goals Realistic:

1. **Possibility** – Question yourself - Is it physically possible to complete the goal or Action? Goals that are stretched way too hard are inspiring only if they seem to be possible, else they can be a source of discouragement.
2. **Break it down** – If you are struggling with a goal that is big to achieve, then it should be broken down into smaller ones. Question yourself – What small steps can be taken to make a move towards achieving the bigger goal? What can be the possible first action that can be taken to make the big dream turn into reality?
3. **Commitment** – Make your actions and goals doable, only then you can be 100% committed to them. Though in the beginning, you do not say if the goal will be accomplished or not, still you need to be committed to it to make it realistic.
4. **Rate yourself** – Mark yourself on a scale of 1 to 10 as to how likely you feel your goal will be achieved. If the marketing is below 8, then
  - The goal set is too challenging, complex and huge.
  - You do not feel 100% connected to your goal
  - You lack self-confidence.
  - You are unsure about the overall goal and its reachability

### How to make a Goal Realistic?

The best way to make a goal Realistic is to create a range of Goal Achievement Levels:

- (i) **Minimum** – Set a level that is easily achievable in a short span of time. This is the minimum mark that will be set for your goal achievement.
- (ii) **Target** – This is a good level to set your target. An ideal level for your goals, so to speak.
- (iii) **Extra-ordinary** – Here you will stretch yourself, wherein you put that extra effort and time to go beyond the expectation level of yourself and others.

Creating a Range takes the pressure off and still inspires you to go the extra mile i.e. with the Extra-Ordinary Range.

## 4.5 “Time-Bound” Goals

All SMART Goals are Time-Bound i.e. they go by a deadline. A deadline is a pre-set timeline which is the last date by which you will complete your goal. This is a tentative date by when you are likely to accomplish your goals.

- A goal without a time frame lacks the sense of urgency.
- Making sure that you give yourself a deadline to accomplish your goal will give you the motivation you need to get on your feet and get it done.
- You cannot just say that you want to become a millionaire in the future, instead, you need to give yourself a timeline, that by the year 2022; you need to be a millionaire.
- Only when you pick a certain date on the calendar, makes you more serious about achieving your goal. When your goal is specific and measurable, it's trackable.
- Only when your goals have a strict timeline, you can break them into weekly or monthly goals, moving one step closer to achieving them.
- This also helps you in charting and visualizing your progress; how far you are towards achieving it.



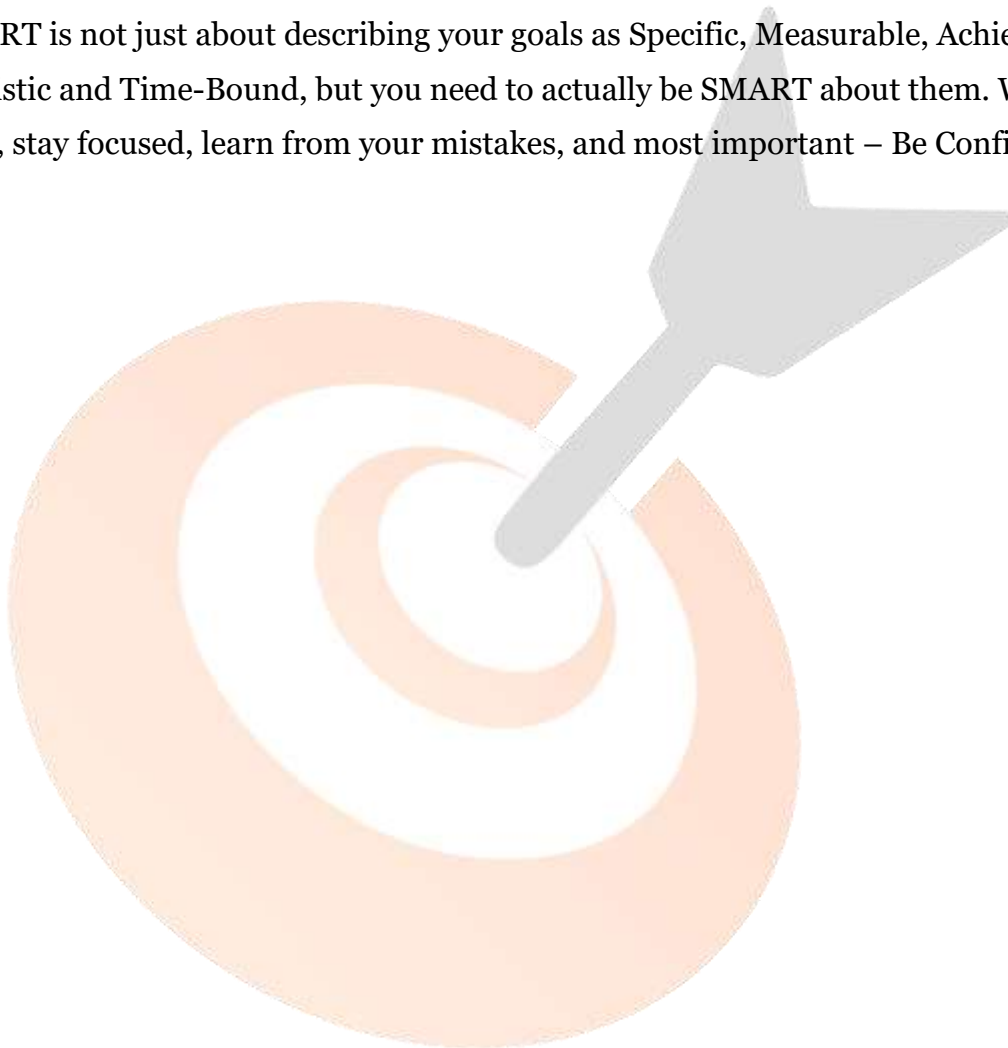
A date also gives the opportunity to visualize completion and allows you to imagine the time in future when it is completed and finally your dreams are fulfilled. This makes you happy, keeps you motivated and gives the zeal to complete it. It keeps you focused on achieving it.

### **Tips to make your goals Time-Bound:**

1. Pick a date that is challenging, inspiring and also feasible for you.
2. Prioritize your date relative to other components associated with your goals.
3. You can also choose to offer yourself a range of dates (Minimum, Target and Extra-Ordinary) for proper balancing.

## **Conclusion**

SMART is not just about describing your goals as Specific, Measurable, Achievable, Realistic and Time-Bound, but you need to actually be SMART about them. Work hard, stay focused, learn from your mistakes, and most important – Be Confident.







## CHAPTER 5



**How to Set Powerful and  
Smart Goals?**

We all have goals in life. Each one of us wants to achieve something, whether great or small, at some point in our lives. We have deep-seated hopes and dreams for the future and a burning desire to accomplish some great feats. It's stitched into the very fabric of our society, woven into the core of who we are, deep down inside. It's emblazoned in our DNA, genetically pre-dispositioned, not just for mere survival, but also with a yearning passion to thrive.



It's not easy achieving your goals in life. That much is certain. And the greatest problem that most people face is that they fail to set their goals the right way. And once they do set their goals, their approach is all wrong. The best way to achieve any goal in life is to not only set them the right way but also to plan and execute their actions in accordance with achieving those dreams over time.

## 1.1 Things to Consider Before Setting SMART Goals

But before you start on setting your SMART Goals, here are few things to consider:

### 1. Check if the goal is POSITIVE

An optimistic and positive approach gives life to your goal. What we think, we achieve. So if you put your goal as “I want to do.....” Focussing on what you don’t want won’t help. Instead, work to achieve something, fulfill your wants, rather than focussing on what you don’t want.

## 2. Make sure that the goal is stated in Present Tense

State your goals in the Present Tense. For example, I have a new job within the next 2 months. This will help your brain assume that you will be successful and your goal will be definitely be accomplished.

## 3. Explore the purpose of the goal



Examine and analyze the purpose of the goal that you are seeking to accomplish. Probe the expected goal outcomes. What will you get when you achieve this goal? This results in creating more excitement among people to work towards their goals. It gives extra motivation to push through challenges and overcome hardships as and when they occur.

## 4. Explore the benefits of the goal

Drill deep down and analyze the benefits of achieving your goal. Having a broader picture of goal benefits develops inspiration to go the extra mile and attain it.

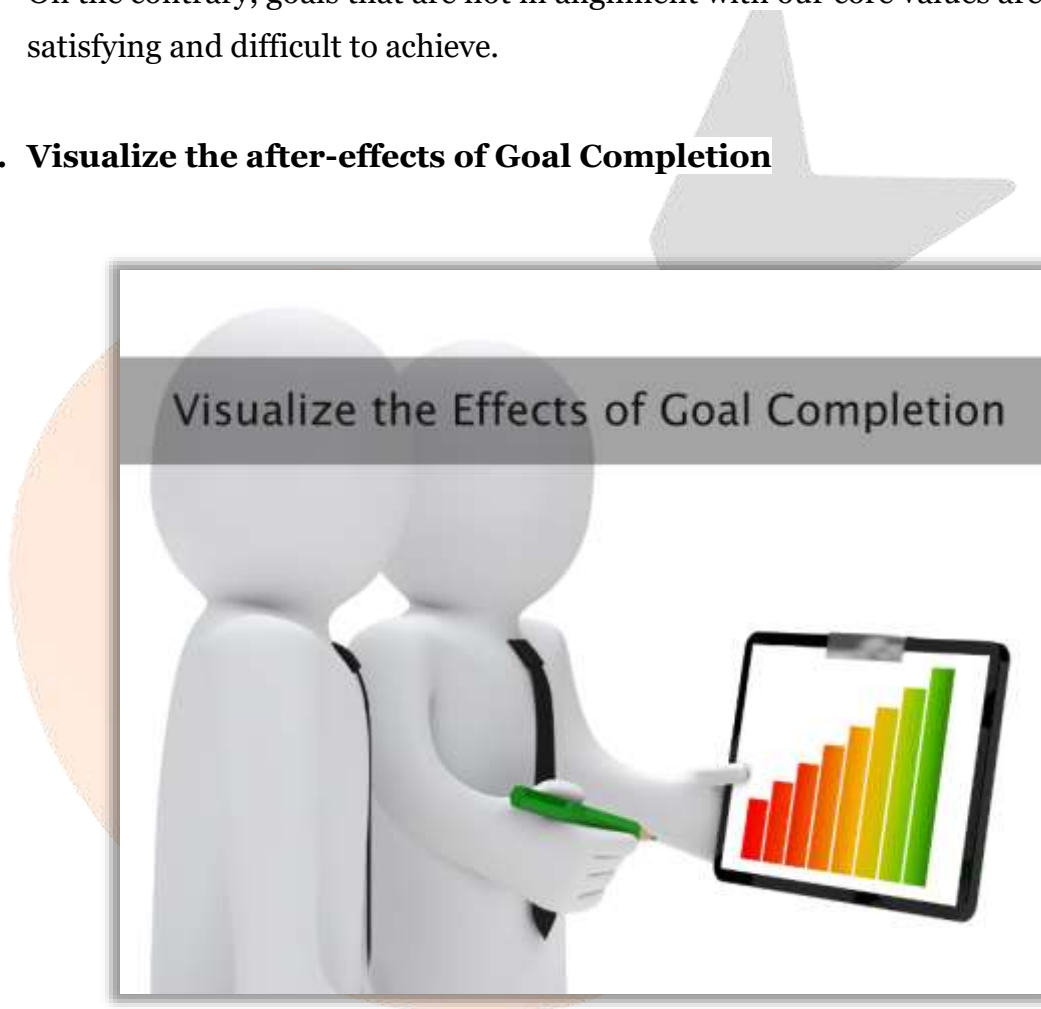
## 5. Foresee the pain of Not accomplishing the Goal

An interesting part of goal setting is trying to visualize what you might miss on if, for some reason, you fail to achieve your goal. It can sometimes be a healthy and a gentle reminder to evoke action towards chasing your goals. The pain of NOT achieving something develops motivation and inspires to achieve that thing.

## 6. Align with moral values

Goals that align with your inner values and your morale, is easier to achieve. On the contrary, goals that are not in alignment with our core values are less satisfying and difficult to achieve.

## 7. Visualize the after-effects of Goal Completion



Lastly, it is always good to envisage the situation after the goal has been accomplished. It motivates us at a sub-conscious level and makes the goals appear easy, more meaningful and action-oriented.

## 1.2 How to Set SMART Goals?



Goal setting is a powerful process for thinking about your ideal future, and for motivating yourself to turn your vision of this future into reality. The process of setting goals helps you choose where you want to go in life. By knowing precisely what you want to achieve, you know where you have to concentrate your efforts. Here is how you can set SMART Goal for your life:

### **I. Decide on the BIG Picture**

- Envision your life. Come up with a vision. Ask yourself where you want to be in the next 10 years of your life. Where you want to see yourself? Know and decide the big picture if you really want to set the Right goals for yourself.
- Sometimes, there are situations when you really don't know where you want to be in the next few years of your life. And that is absolutely fine. It is OK if you can't decide who or where you want to be later in life, but then at least decide on who you don't want to be.
- If you exactly know what you don't want, then you will be able to streamline your choices and figure out what you desire to be.



A simple example to understand the above – Suppose if you graduate in Computer Engineering but don't want to pursue your career in this field, you cannot put up your goal as "I want to get a job as Software Developer in an MNC. No, you just can't because that is not right. It would be a waste of time, effort, and money.

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By this, you can clearly figure out that you don't want to work as a Software Developer. You want something else. To figure out the "Else", you need to explore, analyze and finally introspect. Just do it. Decide on the big picture, what you want to be, or what you do not want to be?

## II. Categorize your Life Goals

Goal setting is about making your goals specific, realistic and achievable. But that is not easy. It requires hard work, proper understanding, re-defining your life. To make the process simple, it is advisable to categorize your life into parts:



### (a) Career

Check on your career goals, first step. Decide what you want to go in your career, where you want to work, what is the minimum salary that you want to draw? What do you see yourself in the next one, two, five or ten years? Have a clear vision and answers to all of these questions and some more, as they will help you define your career and work towards achieving them.

### (b) Education

To pursue your dream job, or your desired career, recognize the skills that you need and the educational qualification that is needed for you to reach there. It also involves the grades that you need to reach the desired position in your career. The programme which you choose matters – does it need a Masters or a Doctorate degree? Attending relevant seminars and training also matter.

**(c) Mental**

Analyze if your goals motivate you, make you happy, and excites you to work on it. Pick things that increase your mental capacity. For some people, goals might align with getting more spiritual in life, developing a belief to serve God, spend more time reading holy books, or other things related to this life concept. Spiritual goals can also exist parallel to other career or education oriented goals. Decide on what and how you want it.

**(d) Physical Health**

Inspect if you have any health-related goals. Like, reducing 10 pounds in 2 months, practicing Yoga daily, gym for 1 hour daily without fail, get six pack abs, eat healthily, etc.

**(e) Emotional**

For some people, goals exist on an emotional tangent or getting into relationships. Any goals dealing with your relationship status like getting engaged, getting married, start dating someone, becoming parents, etc. fall into this category. These goals play a significant role in your life just like your career goals.

**(f) Others**

Any other goals falling into none of the above categories falls here. This can be anything else related to your personal or professional life, like getting a pet, donations, and charity, feeding the poor, volunteering for an NGO, and many more things.

As you categorize your goals and life, step 1 i.e. seeing and deciding the big picture would seem easy and clear. Only when you think deeply about your goals and the category that they fall into, you will be getting one step closer to setting and achieving them. Eventually when you set up your goals for a month, 3 months, a year; your days will become more constructive and rewarding.

### III. Write down an Action Plan



People get too involved and focussed on the goal outcome that they miss on making an action plan to proceed and write it down. An action plan is a simple plan in writing containing all the steps that are required along the way. Writing down goals and the necessary steps of action build confidence. When you strike each goal as it completes, you get to know that you are progressing and getting closer to the final result. This step is important especially for long-term goals because tracking plays an important role there.

### IV. Stick to It

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## STICK TO THE PLAN!

Sticking to your action plan is mandatory to reach the target. Goal setting is not a one-time activity, instead it needs regular follow-ups, tracking, and review. Keeping yourself on track is necessary to accomplish your goals. Your end destination may remain quite similar over the long term, but the action plan you set for yourself along the way can change significantly. Make sure the relevance, value, and necessity remain high.

### **Conclusion**

Goal setting is much more than simply saying you want something to happen. Unless you clearly define exactly what you want and understand why you want it the first place, your odds of success are considerably reduced. By following the above steps you can set goals with confidence and enjoy the satisfaction that comes along with knowing you achieved what you set out to do.



# Smart Goals

## Expertise

## CHAPTER 6



# Golden Rules of Goal Setting

Goals act like a road map for your life. They help you take control and guide you along your journey so that your experiences are rich, satisfying, and enjoyable. There is nothing that bolsters your confidence and sense of accomplishment quite like setting goals and achieving them. Goal setting puts you in the driver's seat and gives you the power to transform your life or your company. It gives you the capacity to decide what you want to make your future.

Goal setting not only allows you to take control of your life's direction; it also provides you with a benchmark for determining whether you are actually succeeding. If you relish the golden rules while you set your goals, you can guarantee successful goal accomplishment.



### **Rule #1: Set Goals that Motivate You**

- When you set goals for yourself, it is important that they motivate you: this means making sure that they are important to you, and that there is value in achieving them.
- If you have little interest in the outcome, or they are irrelevant given the larger picture, then the chances of you putting in the work to make them happen are slim. Motivation is the key to achieving goals.



- Try to imagine working day-in, day-out towards a goal that doesn't excite you very much. It doesn't sound much fun, does it? If something isn't very important to you, chances are you'll give up before you achieve it.
- When you think about setting a goal, take the time to analyze why it's so meaningful to you. If you're not truly excited about it, then it's probably not worth pursuing.
- So, start with the goals that are highest on your priority list. It's easy to be overwhelmed by everything that needs to be done, so start simple. We live in a "snack-sized" world, meaning that we are able to digest information in short bites and shut down when we receive too much.
- Break down your goals into your top three, or top five, overall goals, the ones with the highest sense of urgency. Then start working on them.

## **Rule #2: Write Down your Goals**

- This is the easiest thing you can do. Simply write down what you want. The mere act of committing them to paper sets the energy in motion.



- The moment you write your goals with the word, you will start achieving it. The subconscious mind will stay connected to it and even without your intention; you will be searching for the ways to complete the tasks.



- Writing down a goal makes it real and tangible. You have no excuse for forgetting about it. As you write, use the word “will” instead of “might”, “may” or “would like to”. For example, “I will lose 10 pounds in a month” sounds more realistic, achievable, and tangible than “I would like to lose 10 pounds in a month”. The second one lacks passion, zeal, and enthusiasm to complete the goal. In this case, the goal may even get side-tracked by other goals or tasks.
- Don’t skip this step. There are neurological and psychological reasons for why this works. By the way, when you actually write down what you want, you can feel an instant boost in energy and enthusiasm.

### **Rule #3: Be Realistic**

Set goals that are Realistic in the short run. Though many trained professionals might not agree with this fact still you need to understand it right.

If you’re earning \$60,000 a year and you set a goal of making \$1 Million, that’s a good long-term goal to shoot for. But it’s highly unlikely you will go from \$60k to a Million in 12 months. So setting that as a longer-term goal is fine. But you need to be realistic about what you can accomplish in the short run.



Going from \$60k to \$100,000 or \$200,000 is very realistic depending of course on what you do. And the skills and resources you have.

For example, if you say I want to start making \$100,000 a year online, and you have no marketing skills, and limited resources, while it is possible to do it, the reality is that it's going to take some time - Let alone making a Million bucks. Yes, it's possible and you can do it over a period of time, but highly unlikely to do it in the next 12 months.

Now, if you had \$20,000 at your disposal it's a lot more realistic to make money online to the tune of \$100,000 or more very quickly because you have access to money and resources we can put to work immediately.

***So your short-term goals need to be congruent with the skills and resources you have at your disposal.***

The point of goal-setting is not to get you all excited, without giving yourself any reason to believe you're actually going to accomplish that. In fact, setting unrealistic goals will most likely work against you and damage your self-esteem when you don't even come close to hitting them.

## **Rule #4: Set BIG Goals that energize you**

Now, this rule may seem contrary to the above rule #3, but it is not. The short-term goals need to be more realistic and in line with what is available - your skills, and your resources.



But at the same time, you need to have a bigger vision and loftier goals that get you excited about the future and what's possible. You may be starting from scratch, but you can absolutely create a Million Dollar business over the next few years. And if that idea motivates you then, by all means, put that as the BIG goal that will drive you. If you have a BIG vision for your future, you will be more energetic towards achieving your goals.

### **Rule #5: Create your Why List**

Goals that have a defined meaning and add value to your life will keep your energized. Initially, the thought of earning a million dollars will keep you excited and happy but after a certain point in time, you will understand that it is not the money that matters most. Instead, it is what this money can do for you and for the people in your life.

A simple example to get this straight is, if you are seeking to lose your weight, then it is not the weight loss that matters the most, instead, it is the outcome of losing weight – being in a good shape, healthy and fit body and becoming the eye candy.

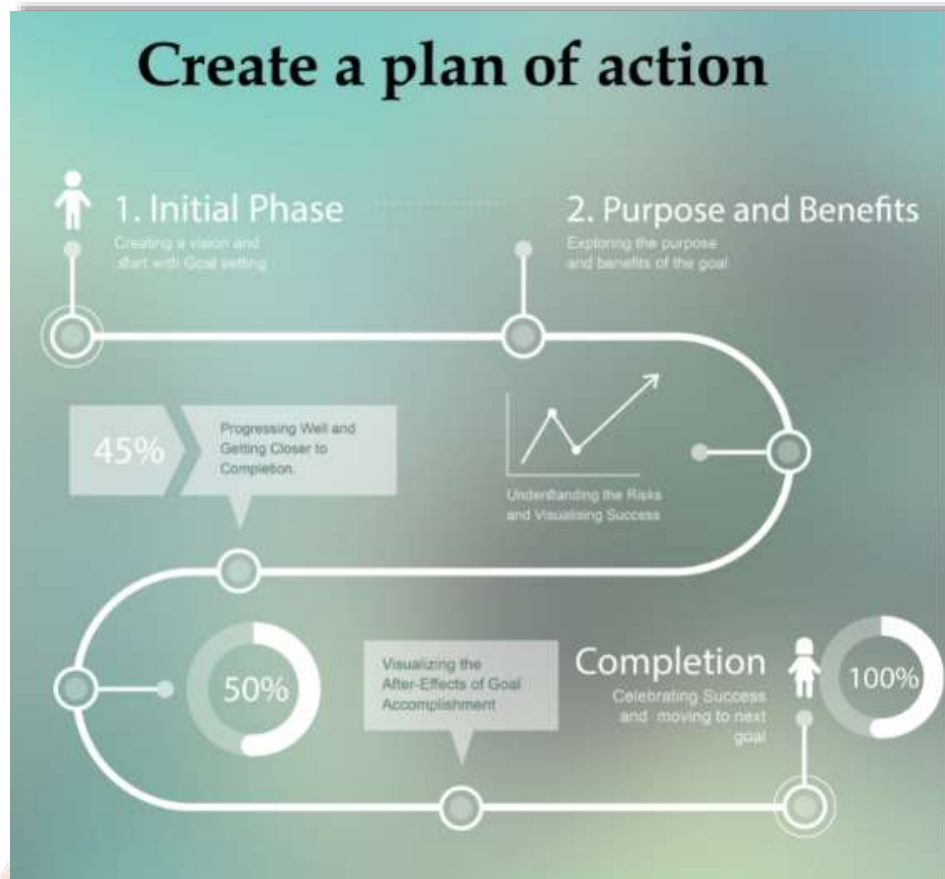


This gets us to an important conclusion of getting clear about WHY you want to achieve a certain goal. Not just once, you need to focus on these reasons often for constantly remaining motivated and inspired to achieve them.

### **Rule #6: Create a plan of action**

This step is often missed in the process of goal setting. It's easy to get so focused on the outcome that you forget the steps needed to achieve the outcome. You might go from A through Z, giving little thought to B, C, D and everything in between. So, write down all of the individual steps. This is your roadmap for executing your plan as flawlessly as possible.





- Having a straight out action plan will give you the steps to follow as you move forward on the journey of achieving your goals.
- Break your goal down into a step-by-step process and write out each action or objective that you need to achieve to reach your ultimate goal. Each step should have a deadline assigned to it so that you are on top of it always.
- Your action plan is meant to keep you moving forward incrementally and give a sense of achievement as you go along. As you move through the steps, cross each one off, so you can visualize the progress you're making.

If you fail at achieving your goals, or begin to feel like you are backsliding, you may be left feeling disappointed and frustrated. Don't let yourself fall into a destructive frame of mind where you tell yourself "I suck at everything" or "I can never get this done." Just get up and keep moving forward, because there is no road leading on the backward journey.

This is why having a plan of action is especially important if your goal is big and demanding, or long-term.

## Rule #7: Work out your plan

Having a plan in place makes you official. Working the plan makes you successful. If you take the time to draw up a good plan, why not use it? It's tempting to keep changing your mind or to draw new plans when things go awry, but variables aren't an excuse not to stick to the plan. Trust your instincts.



Remember, goal setting is an on-going activity – not just a means to an end. Set reminders to keep yourself on track, and make time to review your goals regularly. Your end destination may remain quite similar over the long term, but the action plan you set for yourself along the way can change significantly. Make sure the relevance, value, and necessity remain high.

## Conclusion

Leading the life or a day happily is not the main goal. Rather you have to make your mind to believe that you are going to achieve something after 5 years or assign small objectives to yourself and boost yourself to complete them in a given time frame. Always ask yourself what you have done today to make your ultimate dream come true. By following these Golden Rules of Goal Setting you can set goals with confidence and enjoy the satisfaction that comes along with knowing you achieved what you set out to do.



## CHAPTER 7



**How to Determine your Goals? –  
Questions to Ask Yourself**



Goal setting is just as much art as it's a science that can be learned. One must make a deliberate, intentional effort in working on goals to see them achieved. Resolutions rely on willpower, and willpower is usually more effective at the beginning of change, which is more of a marathon than a sprint. Instead - setting goals, creating an action plan, neutralizing the fear and resulting negativity that often accompanies change, getting support, and setting up structures like tracking your progress will help you go the distance.



To determine your goals effectively, there is a bunch of few significant and unavoidable questions which you should ask yourself. Take time to contemplate your career satisfaction, your job search, and also your level of satisfaction with the different areas of your personal life: your health, your relationships, finances, personal and spiritual growth, fun and recreation, etc. They are all connected. Write the answers as they come to you. Answering these questions and probably writing them down might make a huge difference in your life and the way you see your future missions.

**Question #1: What were your finest moments over the last year?**



## What were your Finest Moments over the Last Year?

- Look back at the last year of your life and recall the things that you accomplished.
- Think about the moments that made you laugh and smile, moments that made you proud of yourself.
- Get back to the past when you made a significant change, did something well, had a positive and everlasting impact on somebody else's life.
- When and how you solved a problem for somebody and were of a great relief to someone.

### **How does it help?**

The answer to this question “What were your finest moments over the last year?” lets you recognize the things that worked out for you, which gave you a sense of accomplishment or made you happy.

And the sense of being accomplished in the past boosts your confidence for the present and motivates you to keep moving forward with other goals.

### **Question #2: What were your biggest disappointments and regrets in life?**



## What were your Biggest Disappointments and Regrets in Life?



- Remember the incidents in life where you felt disappointed and broken down.
- When someone close disappointed you or hurt your expectations
- A time when you met rejection and were surrounded by feelings of dejection and despair.
- Days when your dreams were crushed, not fulfilled due to some reason.
- Ultimately recall the things that you are regretting in your life till today.

### How does it help?

You shouldn't feel depressed by recalling the hard times of your life. Instead, be matured to learn from your hardships and tough times in your life. The dream that wasn't fulfilled yesterday can come true today, only if you know your shortcomings.

Regrets should not last forever. And definitely, you might have fallen short on something resulting which your goals were not accomplished in the past. Digging deep into the failures of the past helps to identify your flaws and the mistakes that you made. Pledge that you will not repeat these in your present or your future.

### **Question #3: What are the 5 most important values in your life currently?**



- Make a list of your values that are the most important to you.
- Identify and prioritize the things that are most important to you right now.
- If your values are not clear to you, it can be helpful to think about how you would like to be remembered.
- Or, what would you like to be admired for?
- You can also recognize the personalities whom you admire, or are ideal for you. It can help you know your own values or things that are important to you.
- If you are clear on your life principles and values, then recognize how well you are living them.

#### **How does it help?**

Identifying the above helps you to set the right priorities in life. It helps you to figure out whether you are aligned with your life values or they are just side-tracked. Goals should always be in alignment with morale, values, and principles of life.

Also, recognizing whom you admire outlines that personality in your mind knowing that you want to be transformed into someone like that. No that doesn't mean that you are a "wannabe" but it exactly clarifies what you do want to become, or at least aspire to become in life.

**Question #4: What are the three most important goals in your life at present?**



- If you can instantly answer this question and tell someone about the 3 goals in your life that are at the top-most priority or your Hitlist, then it means you are truly focused on them.
- Your goals should keep on enchanting in your mind, only then they can be termed as "goals".
- Your important goal can be a problem which you just want to put behind your back.
- Or it could be something that gives you a breakthrough or anything that makes the biggest difference in your life.



- The goals on your hit list are the areas of major focus in your life.

### How does it help?

Having a clear vision of things, tasks or goals that are the most important to you helps you stay focused. And the vice-versa is also true. Knowing exactly what you want helps you to concentrate and invest your time and effort in the right direction. There are lesser chances of getting distracted.

Only when you know your priority task list, can you progress on the path towards achieving it.

### **Question #5: What have you always wanted to do, but were afraid to try?**



- Were there times in your life where you wanted to chase a passion or a hobby but failed to do so?
- You did not want to complete your graduation or masters in the field that you are specialist at today. Which was that specialization that you failed to give your best shot at?



- You had dreams but you were afraid to turn them into reality. What were they?

### **How does it help?**

Remembering the non-attempted goals of your life, you get to know that it's not too late to attempt them now. There might some inevitable reasons which stopped you from attempting them then, but today is different. Recalling things that you always wanted to do but couldn't, provoke you to step out of your comfort zone today and do them now.

It inspires you to make a move in regard to stepping out of your comfort zones and take action which was not taken before. It makes you overcome your fear and do things by going out of the way.

### **Question #6: What do you want your legacy to be? What impact do you want to make in the rest of your life?**

- What do you want to leave for the world that will affect it when you are gone?
- How do you want to change the future? What would you like to be remembered for? Who do you admire – and for what?
- Write down everything you think of that has an exciting effect on you.
- Having a broad picture of the effect you want to have on the world will help you pinpoint the actions necessary to achieve it.

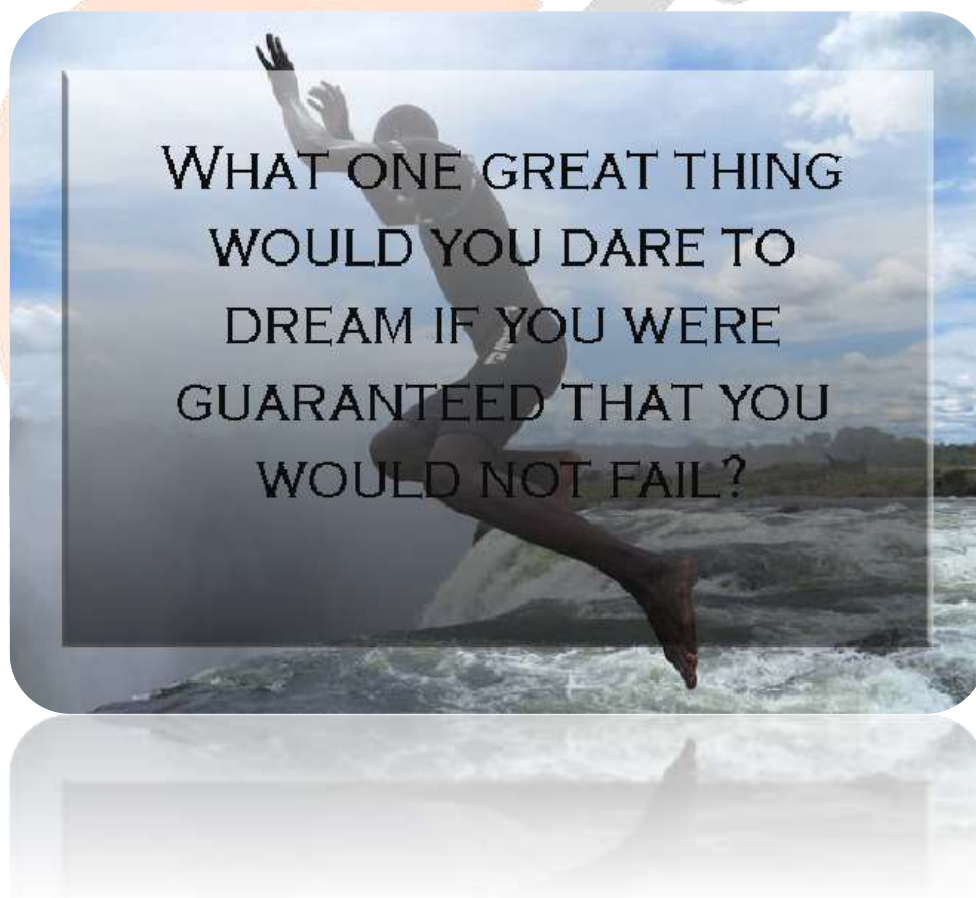


## How does it help?

These questions contain clues that will help you begin to think about this important question. They will help you develop a meaningful philosophy of life that goes beyond just creating financial wealth. Your words become the building blocks of your legacy.

Knowing what's important, what drives you and how you want to be remembered creates tremendous clarity in how you should live your life. Creating a legacy statement will help you commit to what you wrote down and live your life in line with your higher values.

**Question #7: What one great thing would you dare to dream if you were guaranteed that you would not fail?**



- What is that thing which you want to successfully accomplish, without failing even once?
- What would you want to do if you knew you would be 100% successful?
- This definitely has to be something which you desperately want and must be craving to achieve since long.

### How does it help?

People are generally scared when asked such questions. They really make you think seriously about who you want to be in life because it eliminates all the limitations that we put on ourselves. This helps you to outline your genuine aspirations, determine true goals and create an imaginary world where you literally fulfill this dream. This imaginary world makes you happy because for a while you experience a world that you have wanted for long.

This fills a new zeal in you work on your goals and achieve them. You expedite your approach to work at them with energy to accomplish them for real. It instills motivation, power, and enthusiasm.

**Question #8: Do you want it badly enough, and are you willing to pay the price to get it?**

DO YOU WANT IT  
BADLY ENOUGH,  
AND ARE YOU  
WILLING TO PAY  
THE PRICE TO GET  
IT?

This is the most important – and sobering – of all. If it's all just platitudes, and pie-in-the-sky dreams then you're wasting your time.

- Do you really are interested in achieving what you are longing for? Or it doesn't matter that much?
- If you really want to achieve what you have been dreaming of, then are you ready to pay any price for it?
- Price can be anything, a dozen sleepless nights, capital investment, hard work, detachment from family (in the initial phase), it can be anything. Think about it!

### How does it help?

If your answer is **No**, then it's pretty clear and obvious that you are wasting your time to achieve something that you're not ready to give your 100% at. So, it's not worth it.

If you answer **Yes** and can do or sacrifice anything to achieve it, then probably you are walking in the right direction. Just keep moving at the right pace and effort.

### Conclusion

Whether or not you answered every question in detail, allowing yourself time to reflect is a rejuvenating process that will help you have a deeper sense of who you are and your purpose. From that place of clarity, you will find it much easier to create a future that is uniquely rewarding for you.

Most people know the steps to take to succeed at common challenges. If you want to lose weight, you know you need to eat less and focus on nutritionally dense foods, and exercise. Or to find a new job: get clear on what you want, and present yourself to employers as willing and able to solve their problems.

For most people, the problem isn't in knowing what to do, but in doing it. Where people get stuck is in knowing how to customize general advice to your needs, make doable plans, overcome inner obstacles, and accept and learn to work with your own style for implementing change.





## CHAPTER 8



### Common SMART Goal Setting Mistakes

The standard wisdom for achieving any of your lofty aspirations is to set a goal that's specific, measurable, attainable, realistic and time driven i.e. SMART goal. It's easy to see why SMART goals became popular: They are clear, concise and seemingly simple. Indeed research has shown SMART goals can save time and simplify the process of setting measurable goals.



But it is very important to achieve a goal the right way. And there are common mistakes associated with Goal-Setting which people often make and end up with failure. Let us learn about them so that they can be avoided:

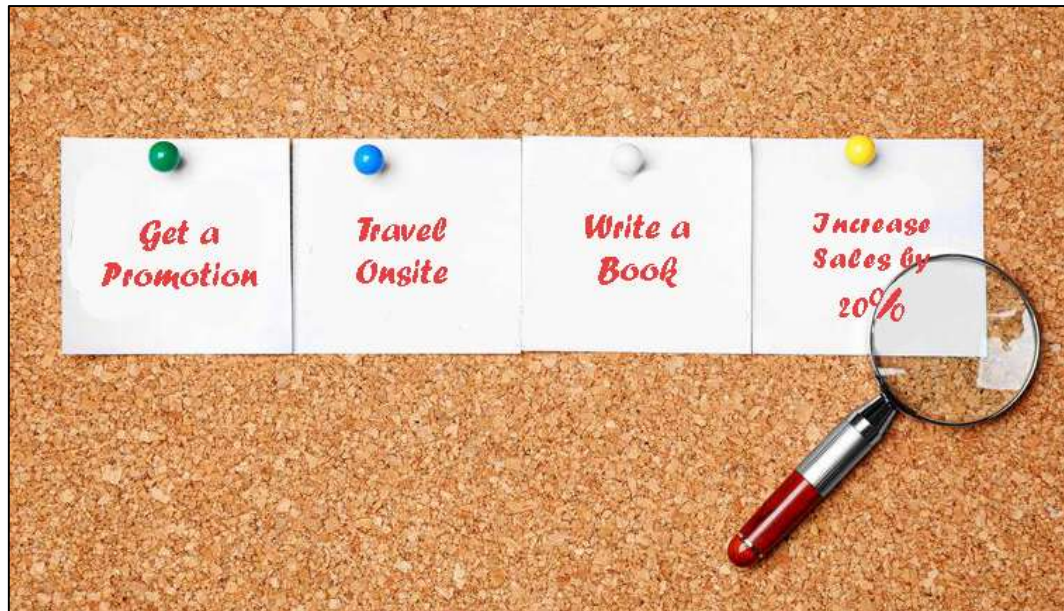
### **1. Focussing on Too Few Areas**

Many people only focus on their career and work when they set goals. They ignore other important areas of their lives and activities that bring them joy. Suppose you have created a list of goals for the next 1 year. You have made a commitment to increase your sales by 20%, get a promotion, grab an onsite business opportunity, and get 100% appraisal bonus.

Though this is an ambitious list of career-oriented goals, there is a potential problem: it focuses only on your career. Important goals from other parts of

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your life are omitted. The truth is other parts of your life are also equally important. Goals like writing a book, competing in an adventure race, or starting a home garden might also be incredibly important for your happiness and well-being.



So, when you set your goals, make sure that you strike the right balance between different areas of your life. And remember that "balance" is different for everyone –introspect and understand which areas of your life you need to focus on most.

## 2. Not Appreciating Failure

No matter how hard you work, you will fail to achieve goals from time to time. We've all been there, and it isn't fun! However, your failure is what ultimately determines your character. They also contain lessons that can change your life for the best, if you have the courage to learn from them.

Recognizing failure is the hardest part. Being able to recognize a failure just means that you'll be able to re-cast it into something more likely to succeed. Recognize failures timely and do not fear failures, instead learn from them.





Don't be too upset if you fail to achieve your goals – just take note of where you went wrong and use that knowledge to reach your goals next time around. Also, gather your shortcomings and overcome them to avoid this situation in the future.

### **3. Underestimating Completion Time**

How often your deadlines have been extended? Or your goal has taken a long time than you have estimated. This is a commonly occurring and has happened to most of us quite a lot of time.





If you don't estimate goal completion time accurately, it can be discouraging when things take longer to achieve than you think they should. This can cause a feeling of discouragement, ending up you to give up on your goal before it is completed.

Plan your activities effectively and always pad your timelines to account for delays and setbacks. If you add extra time to your estimate, you'll feel less pressure to rush and finish by a certain date.

#### **4. Setting “Other People’s Goals”**

When you set a list of goals, especially short-term, many-a-times people around you – your friends, family, sometimes even your boss, try to influence you. Perhaps they feel that they know what's best for you, or maybe they want you to take a certain path or do certain things.

My Goals

are being created over here.



Clearly, it's important that you have good relationships with these people, and you need to do what your boss asks, within reason.

However, your goals need to be your own – not anybody else's. So be politely assertive, and do what you want to do! You are the right one to decide what you want and how you want it. So, your ultimate goal should be your decision and not somebody else's. Communicate it politely to people superior to you and do what is best for you.

## 5. Setting Negative Goals

How you think about your goal can influence how you feel about it, and whether you achieve it.

- For instance, many people have a goal to "lose weight." However, this goal has a negative connotation; it's focused on what you don't want – your weight. A positive way to reframe this goal is to say you want to "get healthy."
- Another example of a negative goal is to "stop staying late at work." A positive way to rephrase this is to "spend more time with family."



Negative goals are emotionally unattractive, which makes it hard to focus on them. Reframe any negative goals so that they sound positive: you may be surprised by the difference this makes!

## 6. Setting Too Many Goals

When you start setting goals, you may see many things that you want to accomplish. So you start setting goals in all areas. The problem with this is that you have a fixed amount of time and energy. If you try to focus on many different goals at once, you can't give individual goals the attention they deserve.



Instead, use the "quality, not quantity" rule when setting goals. Work out the relative importance of everything that you want to accomplish over the next six to twelve months. Then pick no more than, say, three goals to focus on.

Remember, the success of your work towards a goal rests on focusing on just a few things at a time. If you limit the number of goals you're working on, you'll have the time and energy you need to do things really well!

## 7. Not Reviewing Progress

It takes time to accomplish goals. And sometimes it can feel that you aren't making much progress. This is why it's important to take stock of everything that you've accomplished on a regular basis. Set small sub-goals, celebrate your successes, and analyze what you need to do to keep moving forward. No matter how slow things seem, you probably are making progress!



You can also take this opportunity to update your goals, based on what you've learned. Have your priorities changed? Or do you need to set aside some extra time for a particular goal activity?

Goals are never set in stone, so don't be afraid to amend them if you need to.

## 8. Drive towards “Perfectionism”

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Perfectionism is a disease that holds you back. Ever noticed how the drive toward perfection that fuels our success also ends up running right over our happiness? The pursuit of excellence pushes us toward greatness. Simultaneously, it typically leads us into a cycle of perfectionism, procrastination, and paralysis that never ends in happiness.

**Perfectionism  
the art  
of  
unhappiness!**



You need to get this right and straight – No one is perfect. Perfectionism is a myth, an illusion which will eat you up in no time. Do not work to make it perfect or be perfect, do it just because you want to do it because it makes you happy and satisfied. Satisfaction and happiness are the ultimate goals of mankind.

## **Conclusion**

Living a life without setting goals is like sailing a ship without having planned a course: you're likely to end up somewhere that you wouldn't want to go! This is why you need to set goals to develop yourself and achieve your dreams.

But you need to avoid these common mistakes along the way. These can cause you to feel discouraged, question your abilities, or even give up. The good news is that you're much more likely to accomplish your dreams if you know about these mistakes, and avoid them!



## CHAPTER 9



**Balancing Work and Home Life while  
Accomplishing Goals**

Work is an expected societal norm but it doesn't have to be so strict and restraining. Work isn't just a way to make money; it should serve you both financially and emotionally. Success is about living a life by making your own choices which guide towards your goals to be your best. The real key is to create goals that you are passionate about with respect to health or appearance, career, relationships or anything else that holds great importance for you.



While work might be demanding at times, it should never become a priority over your wellbeing. You need time and energy for your hobbies and interests, for your family and loved ones. Don't spend eight hours a day working just to come home and neglect the things that keep your spirits high and passion fresh.

Success is hard. Everyone wants it. Not everyone has it. Whatever success means to you today, you're likely striving towards it, reaching for your goals in an effort to improve your life and take care of your family. Most people are. But as we reach for success, we tend to throw any semblance of normalcy out the window. As a result, our work-life balance doesn't improve, it suffers.

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So how do you begin to achieve balance? Here's how:

**1. Figure out why achieving better Work-Life Balance is important to you**

Ask yourself why having more work-life balance is important to you.

Motivation skyrockets when you connect to what's most important about achieving your goals. The deeper you connect with this reason, the more motivated you will be to make your goal happen. In a nutshell, ask yourself why this goal is important to you five times, going deeper each time. It's easy, and for more details and examples you can see the super-simple, step-by-step process to deeply connect to your why here.



There comes a time when each one of us gets to a point where things are tough and we'll want to quit. Keep these reasons handy for those times. When you know and remind yourself why you're working so hard, it's much easier to uptown that funk.

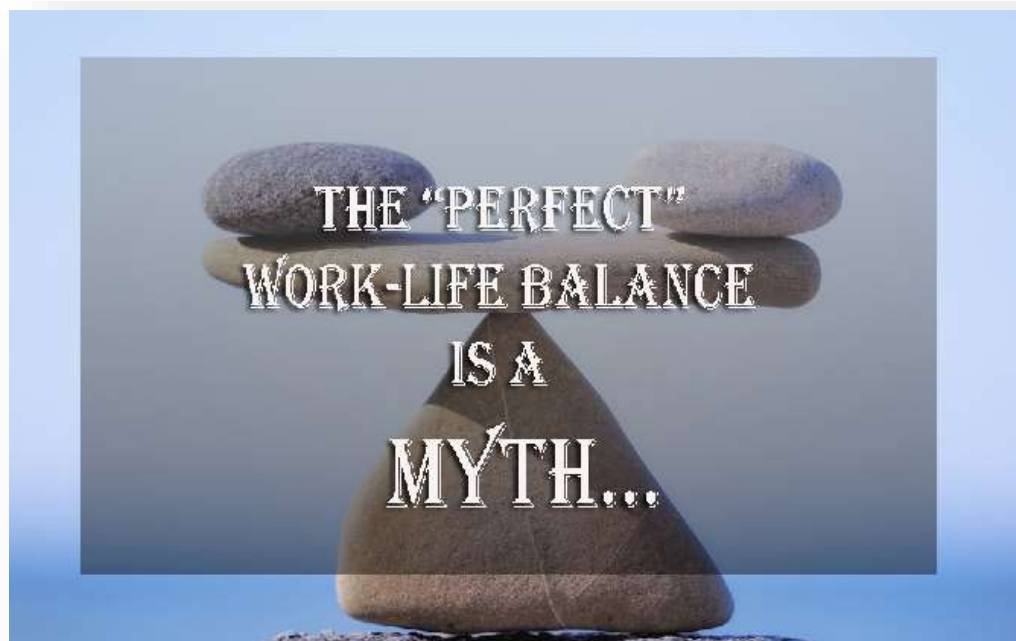
**2. Know that there is no 'Perfect' Balance**

When you hear about 'work-life' balance, you might probably imagine waking up at 5AM, going to gym, prepare your breakfast, get on to work, coming back home at 6PM, cooking dinner, do some household chores, and go to bed; but

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this is not what is a perfect “work-life” balance. Instead, it is a dull mundane routine that will not set your spirits high, but make them worse.



Don't strive for the perfect schedule; strive for a realistic one. Some days, you might focus more on work, while others you might have more time and energy to pursue your hobbies or relax on the couch with your loved ones. Balance is achieved over time, not each day.

### **3. Make sure you like your Work**

If you hate what you do, you aren't going to be happy, or excited. You don't need to love every aspect of your work, but it needs to be exciting enough that you don't dread getting out of bed every single morning. Your work might not be your passion, but it shouldn't be boring or dull either.



If your job is draining you and you are finding it difficult to do the things you love outside of work, something is wrong. You may be working in a toxic environment, for a toxic person, or doing a job that you truly don't love. If this is the case, it is time to find a new job. But make sure it aligns with your passion, happiness and creates a balance in your life.

#### **4. Keep your Priorities Clear**

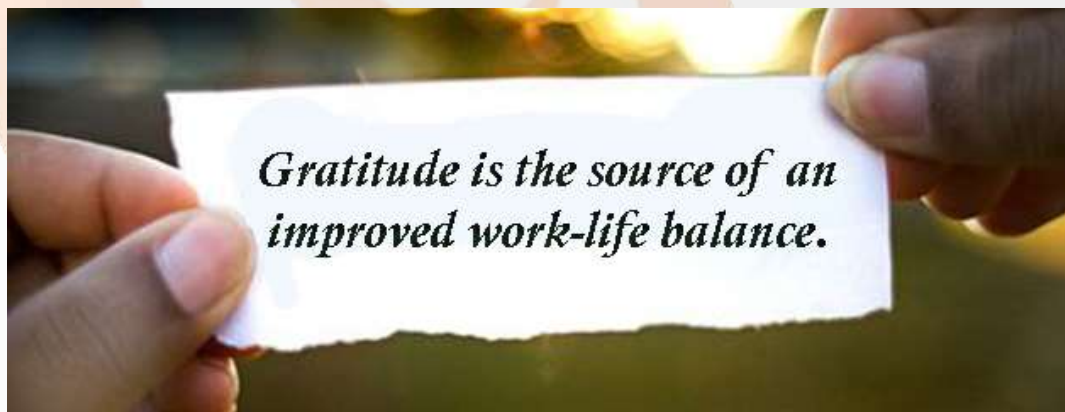
First, it's really important to get clarity on your values. What's most important to you? Taking the time for some self-discovery to define your values is time well spent. Spend some time seriously reflecting on what is most important to you, and make a list of your top priorities at work and at home. Often there is a disconnect between what people say are their values and what they are actually practicing. Once you define and have clarity around your values, it becomes easier to make choices and decisions in your life. Your values guide you in how you want to live your life.



People are better able to express the “things” they want rather than what truly makes them happy. Helping people get reconnected to their values, desires and their dreams help them to steer away from the pursuit of “things” and move them toward what they truly value instead.

#### 5. **Be Grateful, No matter what**

Life can be hard at times and the reality is that everyone suffers from tough and torturous times in their lives. Failure isn't easy for anyone, especially after having to endure it repeatedly. But no matter what the situation is, we just have to be grateful for what we have. It's easy to want things and live in a state of lack, but far harder to appreciate what we have right now.



Today, if we were to stop and throw all of our problems into a hat with everyone else across the earth, we would instantly take our problems back. I know that life can be hard and we can endure some trying times, but the

pathway to an improved work-life balance, and simply a healthy state-of-mind, is gratitude. No matter what, we have to be grateful.

Gratitude is the source of happiness. Thus, it's the source of an improved work-life balance. When we're grateful for what we have, it's far easier to enjoy this journey that we call life.

## 6. Manage your Time Effectively

If you want to improve your work-life balance, you absolutely must learn to become an effective time manager. While most people have an understanding of the importance of time management, not many people follow a structured regime.



The biggest goal here, and the one most people fail often is to avoid time-wasters. Everyone in the world has the same amount of time. It doesn't matter if they're rich or poor, the color of their skin, what religion they believe in or where they live. Everyone has the same 24 hours in a day.

Since such a big part of the work-life balance comes from the availability of time, it's how we use the time we already have that plays such a large role in our effectiveness in devoting the right amount of it to both our work lives and our personal lives.

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## 7. Communicate Effectively

Be honest with people who are in any way involved or are a part of your goals. When you feel you're in a bind, clearly communicate with your peers. Chances are that you're not alone. But don't just complain—suggest practical alternatives.



Looking at a situation from someone else's viewpoint can also reduce your stress. In a tense situation, either rethink your strategy or stand your ground, calmly and rationally. Make allowances for other opinions, and compromise. Retreat before you lose control, and allow time for all involved to cool off. You'll be better equipped to handle the problem constructively later.

## 8. Celebrate Your Wins

At any phase of your goal accomplishment when you win, celebrate it. The celebration gives you motivation and makes you happy. It also prepares you for the next course of action in your goals. Even small wins deserve celebrations.



Choose any way to celebrate that you really enjoy doing. Go to a fancy dinner, shop online if you don't like squandering in malls, watch a movie; anything that you enjoy.

#### 9. Establish Boundaries

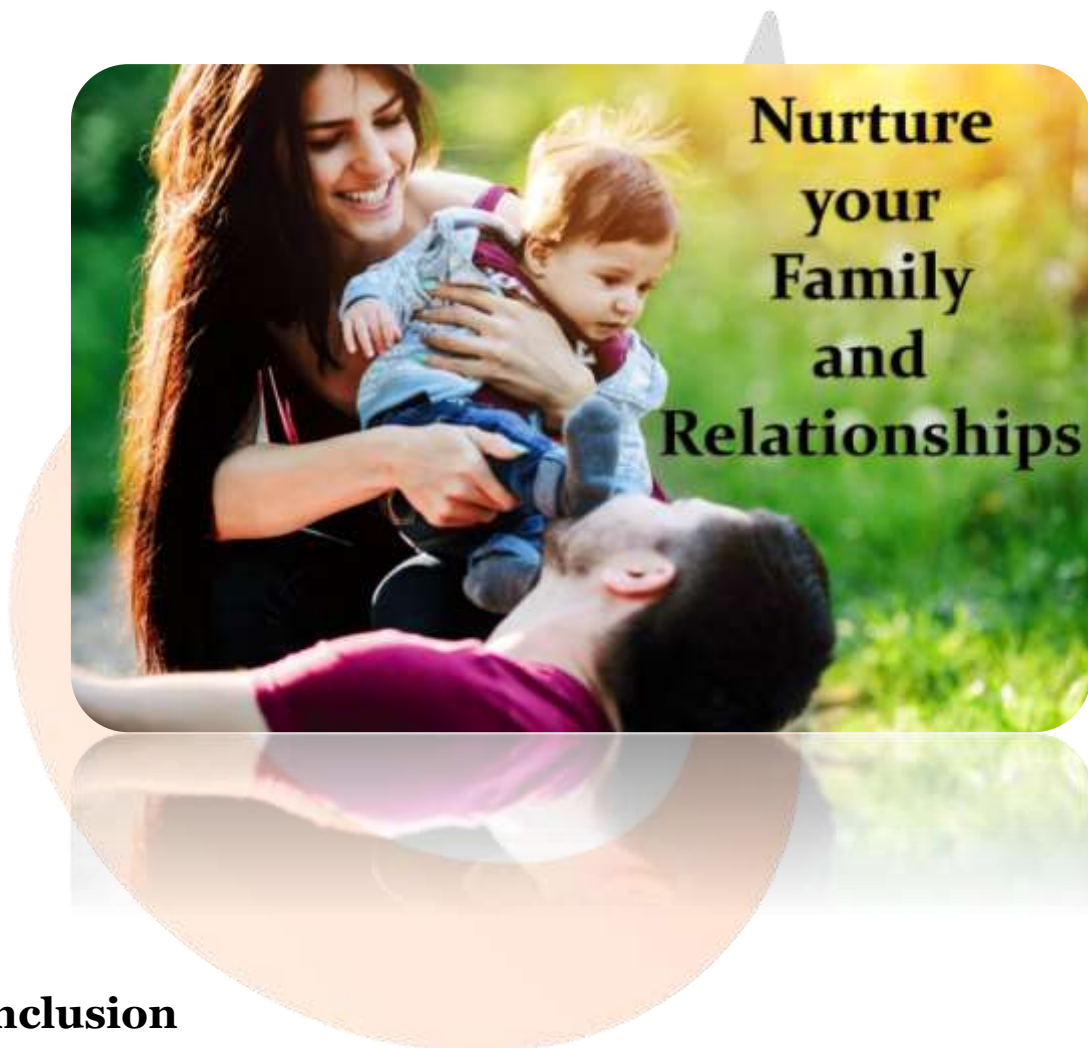
Set fair and realistic limits on what you will and will not do both at work and at home. Clearly communicate these boundaries to your co-workers, peers, partner, and family.



For instance, you might commit to not working late on certain days unless there the situation is critical. Additionally, set aside a time at home during which you will not check or respond to work-related emails or voicemails.

## 10. Nurture your Family and Relationships

Relationships with family, friends, and loved ones are, by far, the greatest source of inner satisfaction. If your job or career is damaging your personal relationships, both areas will ultimately suffer. Sure there will be days when you will need to work overtime. The issue becomes problematic when these days become the rule, not the exception. By making your personal relationships a priority, your productivity and effectiveness on the job will actually increase.



## Conclusion

Many of us set goals, intentions, and resolutions to create more work-life balance but then unintentionally fall short on them. This process of achieving a healthy work-life balance is like becoming a professional athlete or training for a triathlon. It takes a concerted effort to get in shape and a continued effort to stay that way. But those who commit themselves to this quest reap the enormous health and quality-of-life benefits.

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## CHAPTER 10



**Reframing Goals and Perspective**  
**How can it help?**

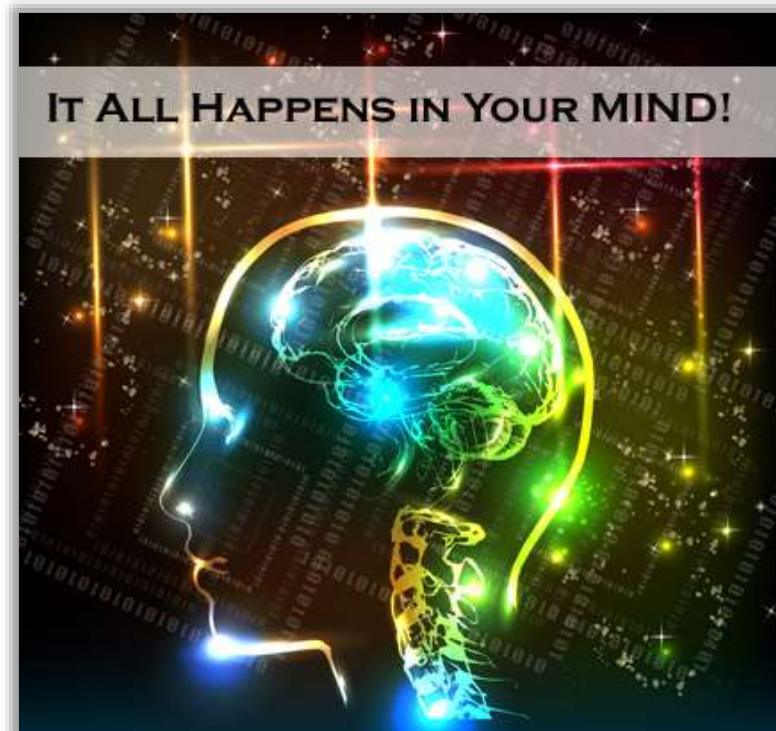


By now, you know how to achieve your goals, but that doesn't mean your goals are correct or rightly set. Take some time to rethink and reconsider them based on how you want to feel at the end of it, not what you want to achieve or accomplish. By realigning your goals to the desired feeling, you gain better depth and perspective to accomplish it. When we work towards achieving a goal, we become attached to the outcomes. We become impatient and when things don't go our way, straight away, we become anxious and antsy.



## 10.1 What is Reframing?

- Reframing means seeing the current situation from a different perspective, which can be tremendously helpful in problem-solving, decision making and learning.
- This fundamental helps you to more constructively move on from a situation in which you feel stuck or confused.
- Coming to the bigger picture -- **Reframing Goals** – which is nothing but going a bit flexible and easy around your goals, reconstructing them if the situation demands.
- The aim of reframing goals is to shift one's techniques of goal setting to be more empowered to act – and hopefully to learn at the same time.



The way that we choose to 'frame' or 'reframe' our goals depends on our personal happiness and achievement. The fact is that there will be times when you don't have complete control over an event or a situation. You do though have control over the way that you 'view' the event or situation.

Everything that happens to you in life has no inherent meaning. You are the one who signs a meaning to it, looking at a situation through a certain frame of perception. With cognitive reframing, you can change the way you look at something and consequently change how you experience it. And this holds true with our goals too. If, in your journey of achieving targeted goals, something goes wrong or doesn't come out as expected, try to see it with a different perspective, a positive one though.

## **10.2 Why is Reframing Important?**

### **1. If a goal is starting to feel impossible, reframe it!**

Although we are talking about SMART goals in this training course; goals that appear to be realistic and achievable so to speak, there might be some goals which may not seem to be possible as we move ahead on our journey of accomplishing goals.



If your long-term goal seems to be unachievable at any point of time, break it down into smaller things that are within your reach, look realistic and easy to achieve.

For example, if the long-term goal is increasing company revenue, and you feel that you cannot figure out how to get this going, then take baby steps and move towards it. Focus on the small bite-size changes like selling overcoats, caps, and boots at an absurdly reasonable price just before the winters creep in, or something even better. Then, watch the effect of these small changes and analyze the impact on your overall goals. The minor tweaks that you do in the recipe of goal accomplishment sometimes become the secret sauce to score big wins.

## 2. It Unlocks Innovation!

Mastering the ability to reframe problems is an important tool for increasing your imagination because it unlocks a vast array of solutions. It gives birth to innovation.

A very simple example to quote here is photography. While you take pictures of an object, anything like a flower, by just shifting your field of view up or down, or panning left or right, you can completely change the image. The important thing to note here is that you didn't even move your feet, all you did was adjusted the camera lens, shifted the view, and you created something different, more classy and innovative.





Similarly, amidst your journey of success, if need be, change your perspective to see things and actions especially during hard times. You might unlock and discover a new way, strategy or a clue to make things working, if not by method A then B. Just because you are ready to see, do and accept things in a different perspective or way, you can keep your goal alive, and do it exceptionally well.

### 3. Reframing builds Resilience!

Reframing doesn't mean completely ignoring the downsides of situations; it doesn't require a denial of reality. Instead, it's an acknowledgment that reality is, in fact, somewhat subjective. Things really do objectively happen, but the meaning of those things is open to interpretation, and this interpretation changes how you experience them, which changes your reality.



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Have you ever seen that “optical illusion” drawing where if you look at it one way it’s a pretty lady, and if you look at it another, it’s an old woman? Which is the “real” or “right” way to look at the picture? Either one is entirely legit.

Likewise, there often isn’t one “right” way to look at the things that happen in your life. Much of what is “true” about a situation is up to you, and there are typically several equally valid ways to see something.

#### **4. Keeps negative thoughts at bay!**

A little of your time and consideration is needed on the below set of statements: Just ponder over-

If you lose your job, this could constitute a terrible, depressing turn of events that will torpedo your life and well-being. But, what else could it mean? Could it also be an opportunity — a chance to finally start that business you’ve been dreaming about?

Most of us (including me) would not feel this way right when we lose a job. In fact, let alone this thought will never come to our mind, if somebody else points it out, 90% of us would throw back on the person right then and will instantly decide not to meet him again in life. But the hard truth is if we inculcate this perception right at those hard moments of our lives, we would be a different, rather more optimistic personality today.



When a project collapses or a girl you ask out says no, or you don't get a job you were going for, it can feel like an absolute failure, and most people believe that failure is a wholly negative thing.

Of course, it's not. Sure, it definitely feels terrible, and it can involve the loss of money, time, and relationships (potential or real). **But failure is never a total wash.** You always learn things — about you, about other people, about how things work. It narrows your field of options that will actually beget success. Or it helps you come up with options you previously didn't know existed. You always end up knowing something that you didn't know before.

It's obviously most beneficial to come at things from a frame of reference that avoids fuelling the negative emotions that lead to dejection, anxiety, frustration, stymy growth, and action, and instead cultivate one which facilitates positive emotions that work towards resilience and keep you moving forward.

### 10.3 Ways to Reframe Goals and Perspective

Everything really comes down to solving problems. To be successful in your goals, you not only have to come up with good techniques; you need to be innovative. And that can feel like waiting for lightning to strike.

#### 1. Rethink and Reconsider facts and thoughts

Rethink the facts that lead to a conclusion. Before you jump to any conclusion or make any decision, **RETHINK!** Think through your decision, the facts leading to the conclusion, before framing any opinion. Sometimes, rethinking leads to innovation, a better and improved mindset of looking at things, people, situations, and circumstances.



Refocusing changes our lens to view things and judge people and situations. Once you reframe your thoughts, you understand that each new thought opens up your ability to generate new ideas.

## 2. Brainstorm Bad Ideas

Stupid or ridiculous ideas open up the frame by allowing you to push past obvious solutions. Sometimes, even terrible ideas can be re-evaluated and turned into something unique and brilliant. It is not mandatory that your mind always comes up with good or mind-blowing ideas to suit the need of the hour. Sometimes you even get bad or irrelevant ideas, but with the right brainstorming, they might be a source of good ideas.



This is another trick to reframe your perspective which makes a pathetically seeming idea to transform into a really interesting one.

### 3. Unpack your Assumptions

Another way to reframe a problem is to challenge its perceived limitations or rules. Assumptions are a human tendency and a habit. Human brains tend to assume things before even the tasks are outlined. Just make a list of all these and turn them upside down by thinking about what would happen if you did the opposite.



This is really tough because a lot of our assumptions are deeply ingrained. But having tried this activity, might turn the events and conceive a plan really unexpected and interesting. Challenging your own assumptions opens new possibilities, giving a different approach to your goals.

## Conclusion

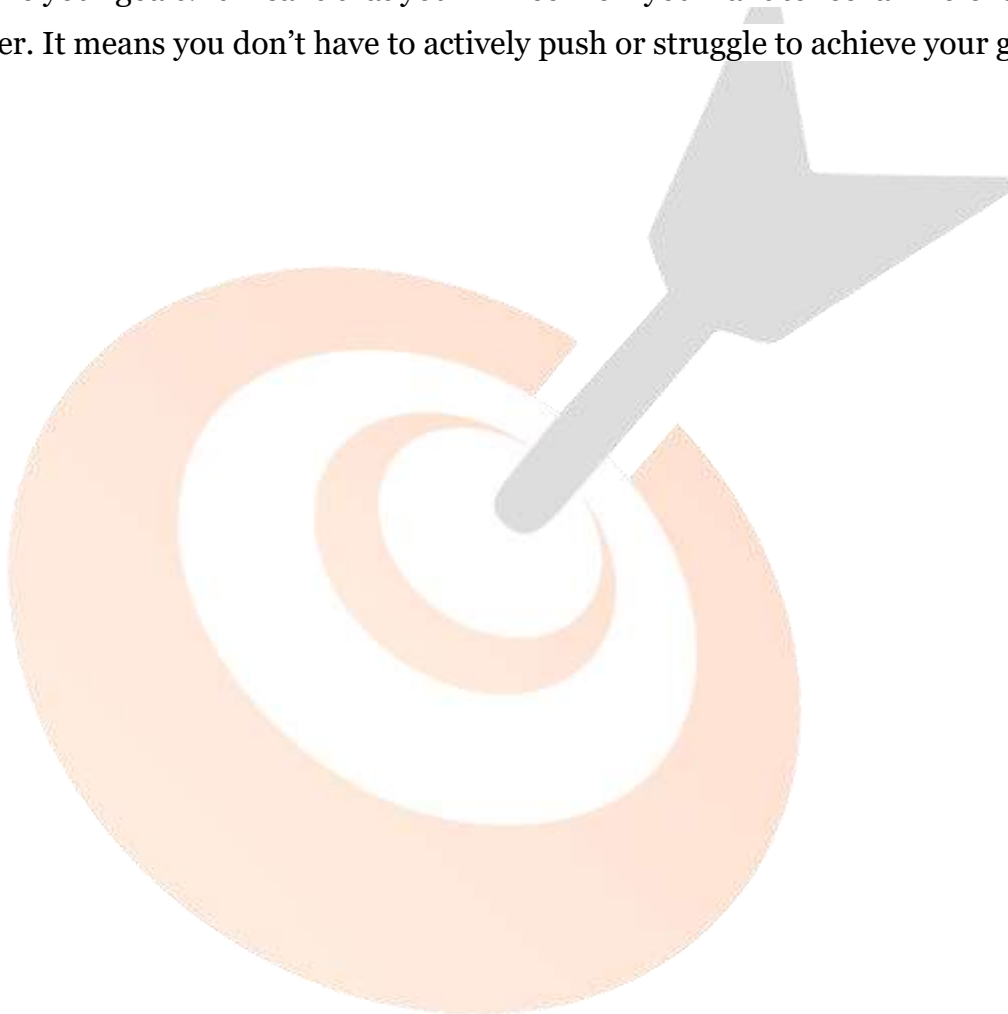
Reframing your perspective, goals, thoughts, and action enables you to implement the ancient wisdom that **you can't always control what happens to you, but you can certainly control how you react** to different situations – no matter how



tough your position might be. And this is the ultimate power that each one of us possesses – only a few use it, that's a different story.

If you want to change something, be it how you feel, how you do things or what you believe, the change always begins with you switching your thoughts and reframing how you see reality. Your thoughts about the situation that happened to you are always more important than the situation itself.

Changing the way we view our goals or resolutions doesn't mean that you won't achieve your goals. It means that you will feel how you want to feel a whole lot sooner. It means you don't have to actively push or struggle to achieve your goals.





## CHAPTER 11



## Time Management and Goal Setting

One of the most effective skills you can have in life is powerful and effective time management. If you're not managing your time well, there's no way you're going to reach your goals at work and the life outside of it. And your time management will be an uphill battle if you don't take your time seriously.

In any small business, **setting goals and practicing time management techniques** are two necessary elements for success. For people who squander and waste the precious little time they do have, they know all too well how difficult achieving even mildly difficult goals can be. Without deadlines to meet, then it just becomes a system of watching the clock and waiting for the day to end.



Time is the greatest equalizer in life. No matter who you are, your age, income, gender, race or religion, you have the same amount of time as the next person. Whether you're filthy rich or dirt poor, your time is the same. It's not about how much time you have. It's about how effectively you manage your time.

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## 11.1 Importance of Goal Setting As a Time Management Tool

Time management comes into play with the measurable and timely aspects of goal setting. It needs milestones and goals in order to be effective. There are many ways to incorporate your goals into your time management process, and if your day becomes goal oriented, then you will find yourself accomplishing much more in the course of a day.

### 1. Provides Right Direction

Setting goals provides a specific direction to everyone who is a part of the goal that is targeted upon. When the parties involved are aware of the goals, it puts everyone on the same page and working toward, the same outcome. By setting goals, you know where the bulk of your time each day should be focused. You are better able to prioritize your workload based on the goals of the business and manage your time better while you are at work.

### 2. Helps Meet Deadlines

Goal-setting results in meeting deadlines effectively because SMART goals are time-bound. It means there is a set timeline of completion attached to them. This gives a motivation to meet the goal within a certain time period. It also provides the information needed to develop an action plan so that the goal can be met within the stated timeframe. You will then be able to manage your time effectively during the day as you have an action plan for each sub-goal that will guide your tasks throughout the workday.





### 3. Avoid Wastage of Time

With goals set in an organized way, all the people associated with them will always have a task on their plate which will be worked on towards accomplishing the goals. This avoids the situation where you do not know what should be the next course of action. One major detractor from effective time management is dealing with time wasters during the day. By having set goals in place, it is easier to effectively manage all work time.

### 4. Manage Distractions

People are often faced with distractions during the workday. Anything that takes away your attention or focus is a distraction. It may be from phone calls to messages or any other personal issues that keep your mind rolling even at the workplace.

When a person has a set plan with business goals to follow, it helps to effectively manage their time. When a distraction arises, he can easily review the goals to see if working on that task will help to meet the goals. If not, they can simply move on to a more efficient task.

## 11.2 Time Management Tips for Achieving Your Goals

One of the biggest problems that most people are effacing today is maintaining a balance without feeling too overworked. Again, this isn't just about achieving and going after goals around the clock. This is also about quality of life. Balance is key. If you lack balance in your life, you're going to feel stressed out. Even if you're able to effectively juggle your responsibilities, without proper balance you're going to eventually reach your breaking point.



Quick tips to help to ace your Time Management and get a balance in life:

### **1. Fix your goals**

A crucial part of your time management system is goal setting, and it is effective on both the micro and macro level. Only when you affix your goals and their importance can you learn the ropes of time management. Make a to-do list of your goals daily, in the order of priority. It will always help you stay on track with your commitment and allocate time judiciously. In case you still do run out of time for some deadlines or tasks, you can fix your next to-do list accordingly.

### **2. Plan Smart, Execute better**

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Making a to-do or priority list doesn't mean that you dump all your pending itineraries into a day's bidding. Such an act will only set you up to fail, which in effect will add to your stress and concerns about running out of time. Therefore, a hint of pragmatism will go a long way while planning your day ahead.



It is difficult for anyone to define concrete time slots for each task they undertake, hence including a little buffer will help, in case a task takes longer than expected. Going ahead, try to maintain an active knowledge of how much time needs to be dedicated to an activity and give it priority accordingly.

### **3. Disconnect from social media periodically**

The itch to constantly check for messages and social media updates bleed most of anybody's time today. Be it at work or outside, constantly being on the phone more often than not keeps us away from the tasks at hand. So try to disconnect every now and then. Disconnecting, as you will realize, will help you give your undivided attention while at work, and also not keep you away from your friends and family in their company.

### **4. Focus on your highest value tasks**

Look at the goals you have for the week. Probably, not all the goals you have will be of high value. So, make sure the first five activities you pick for the day are of high value. Focus on less stuff and see how smoothly the needle moves.

When you spend your quality time on a set of high-value activities you will better manage your time and be more productive.



Time management starts from the minute you wake up and it depends exactly on how you focus on accomplishing your priority tasks.

### **5. Avoid Procrastination**

Procrastination is an enemy of productivity because it diverts you from your goals. Often, the battle is lost because of procrastination. If you want to become perfect at what you do by being good at time management, then start doing the things right now rather than procrastinating on it. Combat this habit and make the most of the day.

### **6. Audit your time for 7 days**





Spend seven days straight assessing how you spend the time you do have right now. What are you doing? Record it in a journal or on your phone.

Split this up into blocks of 30 minutes or an hour. What did you get done? Was it time wasted? Was it well spent? If you use the quadrant system, circle or log the quadrant that the activity was associated with. At the end of the seven days, tally all the numbers. Where did you spend most of your time? Which quadrants? The results might shock you.

## 7. Follow the 80-20 Rule

Another great time management tip is to use the 80-20 Rule, also known as the **Pareto Principle**. This rule states that 80% of the efforts come from 20 percent of the results. In sales, it also means that 80 percent of the sales come from 20 percent of the customers. What is the trick? Identify the 20 percent of the efforts that are producing 80 percent of the results and scale that out. You can do this with meticulous tracking and analysis.

## 8. Every day spend your Mornings on MITs



Every morning focus on the Most Important Tasks (MIT) of your day. **Mark Twain** once said, *"If it's your job to eat a frog, it's best to do it first thing in the morning. And If it's your job to eat two frogs, it's best to eat the biggest one first."* His point - Tackle your biggest tasks in the morning. These are your most important tasks (MIT) of the day. Accomplishing those will give you the biggest momentum to help you sail through the rest of the day.

## Conclusion

Money, you can gain or lose. But – time-- you can only lose. So, be wise where and how you spend it. If you can win the race against time, then there is no barrier between you and your success. If you are particularly serious about achieving your goals, improve your time management abilities by following the above-mentioned tips and adopt the superpower of time management. Time management will make or break you. So, manage your time effectively and bid adieu to failure.



## CHAPTER 12



**How to Keep Motivation Alive?**

**“A diamond is just a piece of charcoal that handled stress exceptionally well.”**

**~Unknown**

You and only you are responsible for what you become next! You have to find that “WANT TO” within yourself to fulfill those WANTS, but it’s not always easy!

But, everything becomes simpler when you’re motivated. Motivation plays a significant role in all aspects and phases of our lives; be it our career, education, marriage, relationships, anything. It determines the level of success that you will achieve. Motivation is required throughout the entire goal process.



## **12.1 Common Motivation Crushers**

There are some common motivation crushers that need to be understood and avoided in order to push through your goals:

### **1. Motivation Mistake: Setting the Bar Too Low**

“I will try my best”! This statement may sound like a worthy vow to make, but it can actually crush all the motivation in you. In fact, this type of vow is vague, making you more likely to procrastinate. It makes you lazy to



implement the things right away because you have set the bar too low for yourself. You just said that you will try your best. So there are higher chances of getting results that are disappointing and dissatisfying.

**Resolution:**

To step up your game, set attainable goals that are clear and challenging and give yourself a deadline. Specific goals help focus your attention and increase your effort, which helps you persist longer. And as you have a time frame and an action plan, there are lesser chances of procrastination and putting things off for later.

**2. Motivation Mistake: Testing Your Willpower**

Willpower can be exhausted from overuse, and when this happens, your brain either makes impulsive decisions or stalls out. On an average basis, a person spends three to four hours of his day resisting the things that he desires to do. And the more often and the more recently he has resisted desires, the more depleted he becomes and the more likely he'll give in to the next one. This has a direct impact on willpower and once it gets depleted, the person tends to shy

away from complicated decision-making. Rather than trying to perform the mental trade-offs to decide what's best or worst, he looks at one single factor and bases his choice on that.



### **Resolution:**

Work towards re-routing some of these desires – for example, changing your way back home to bypass your favorite fast food joint. Also, follow a healthy diet plan, closely watch your sleep routine and practice good habits. When willpower is low, the brain craves glucose, but it's better to have something that will stabilize blood glucose over a period of time, such as lean protein.

### **3. Motivation Mistake: Aiming to Please Others**

The energy and motivation that you possess when you just set a goal are crushed when your motivation is sparked by the wrong things. For example, if you have set a goal and are motivated to lose 20 pounds in 2 months, by eating healthy and exercising regularly, then your motivation can fade away by external reasons like a surprise dinner date, your class reunion after 15 days, or any other cause. These external reasons make your goal less apt to end in success. What works is autonomous motivation, when you want to do something for yourself. **Autonomous motivation** is defined as engaging in a behavior because it is perceived to be consistent with intrinsic goals or outcomes and emanates from the self. In other words, the behavior is self-determined.



**Resolution:** Be enthusiastic to achieve your goal till the end. And to get yourself to that magic point, find a good company or expert who can solve your problem when you struggle.

## 12.2 Ideal Ways to Keep Motivation Alive

Some excellent ways that will help you keep your motivation alive are listed below:

### 1. Attitude/mindset check

Have an attitude of expectancy. You definitely get what you expect. So, if you expect something great to happen to you every day, then it will. Say aloud each morning to yourself in the mirror, "I expect something good to happen for me today!"



Having the right mindset and attitude matters a lot because your success is a reflection of your attitude. Be confident and perceive every difficulty as a lesson from which you can learn.

## **2. Surround yourself with positive and supportive, like-minded people**

Negative people and conversations will have you focused on all the wrong things and may take your focus off of your goals. Seek out positive people and don't engage in negative conversations. Instead, choose to remain neutral or just don't participate at all. If you find yourself caught in the middle of a conversation that is going in the wrong direction, change the subject to something productive.





If you have co-workers that can't seem to be quiet with the negative stuff, politely separate yourself from them. Make an excuse and immediately leave their company, run to the restroom, or let them know you have to get back to work. Surround yourself with co-workers that are inspired and have positive things to say. It will make a huge difference in how you perceive your environment.

### **3. Look back at all you've already achieved**

If you have been taking steps towards your goal for a while, then it can be great to take some time to consider all that you have already accomplished. All long-haul goals take multiple, incremental steps to attain. Pat yourself on the back, and remind yourself of these achievements.



Whenever you feel a lack of movement towards your goal, just make a list of the steps attached to it that you have already accomplished. Then analyze the results of those steps. This will surprise you at what you've already produced thus motivating you for the next course of action towards your goal.

#### **4. Use Downtime to Learn**

If you have finished your day's tasks early, or if you are done with your responsibilities for the week, then instead of sitting around bored with nothing to do, use this welcomed downtime to learn something new. Figure out the ways to see how you can gain more knowledge about your passions, or the tasks that you want to do further. Browse the Internet to learn what's new in market-related to your field, or the latest developments around your technology or domain of work. The bottom-line is – leverage your free time and make it productive.



### 5. Don't Worry About What You Can't Control

Take control of what you can, and don't worry about what you can't. So if you often find yourself paralyzed with the "what ifs" (as in, "What if I write this and no one reads it," "What if I don't get accepted into the program," etc, etc) let it go and just focus on turning out quality work.



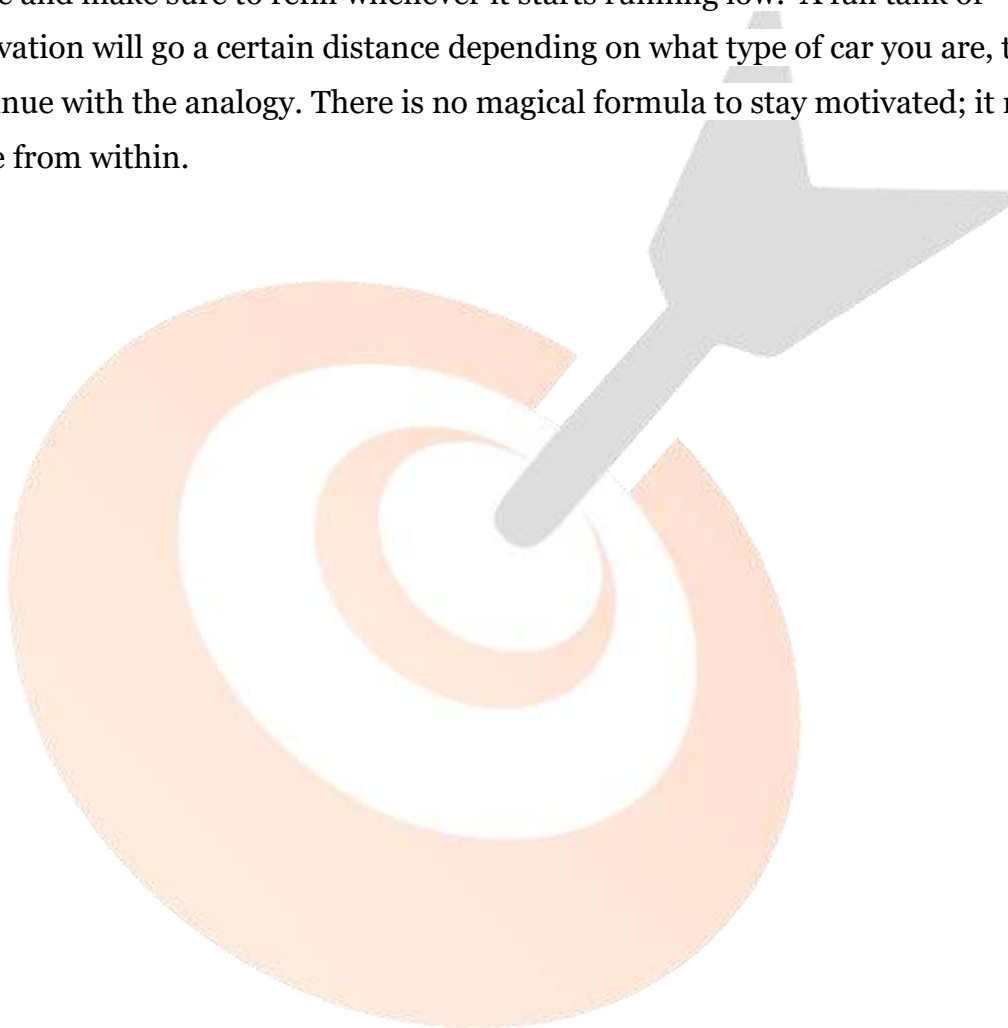
### 6. Speak positive affirmations

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Words have a creative force. Regardless of what is going on around you, speak out loud what you want to happen. Write out an affirmation that you can say daily and put it up somewhere that you are sure to see it every day, like your bathroom mirror or your refrigerator.

## Conclusion

Motivation is to a human being what fuel is to a car; you have to keep your eye on the gauge and make sure to refill whenever it starts running low. A full tank of motivation will go a certain distance depending on what type of car you are, to continue with the analogy. There is no magical formula to stay motivated; it needs to come from within.







## CHAPTER 13



**How to Stick to your Goals?**

Everybody in this lifetime has set goals for sure. And everyone has definitely experienced a failure while working towards accomplishing them. Success or failure is secondary but sticking to those goals is primary. You make some resolutions or set goals at some point in time, but usually slide back into old patterns really soon.

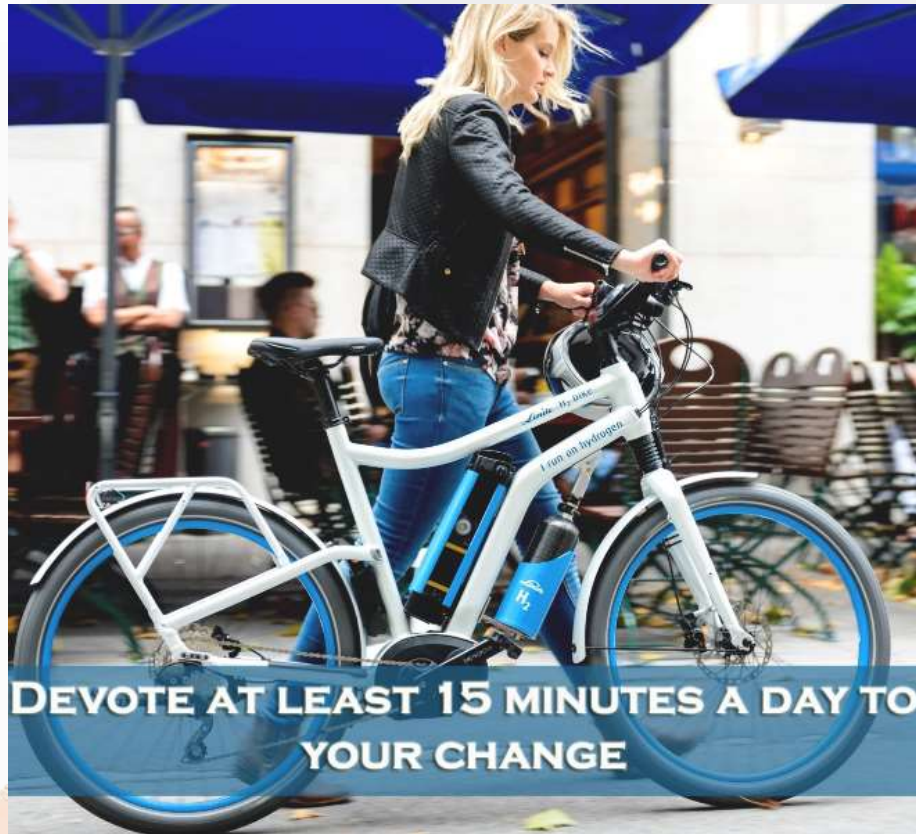


We always start a new project with the best of intentions, but it's easy to quickly fall off the wagon. Life gets in the way or we lose that early rush of motivation, and slowly but surely we land back at square one. It is very hard to stick to your goals because changes are big and fearful. And it is scary to see the change blending into our life. Whether you want to get more done each day, work out regularly, or shed a few pounds, these small changes will help you hit those major milestones.

Here are some steps to help you stick to your goals:

- 1. Devote at least 15 minutes a day to your change**

Even if it's just a walk around your neighborhood, one less cigarette, or reading an inspirational article - do it. Mix it up, too. No one wants to be stuck doing some tedious work the entire day. It makes it seem so much more miserable, doesn't it? So pick up the paddle ball set, the tennis rackets or the Frisbee and go spend time with your family or friends.



It is advised and recommended to choose a new activity every day, 7 days of the week and do something different every day. Take up any change that makes you feel different, exciting, or happy.

## **2. Fork over the truth**

Until you can get real, you'll never be able to stick with your plan. Behavior modification teaches us that we repeat behavior that makes us feel good. What that means to you is until the goal becomes larger than the payoff, you're always going to choose feeling good over feeling uncomfortable. You need to get honest with yourself, understand your choices, the reasons for your choices and then pick ways to overcome them.





For example, if you want to get rid of eating fries, firstly accept that you have a craving for fries, then explore the reason why can't it go without the fries and lastly get on to keep the fries go off your mind.

### **3. Never eliminate. Replace!**

If your goal includes eliminating a specific behavior, it must be replaced with a new behavior if you want permanent change. If we don't substitute a behavior, we end up creating a big void that leads to obsessive thinking, which eventually leads to falling back into old patterns.

For example, if your goal is to quit smoking, and you just leave it suddenly, it doesn't help. It just becomes a temporary suspension of your habit of smoking that lasts not more than a day. Your habit is a habit because you are obsessed about it and you feel it cannot work without it. So find replacements when cravings hit you. Keep other things around to pop in your mouth. Try mints, carrot or celery sticks, gum, or sunflower seeds. Or suck on a drinking straw.

Eliminating habits or stuff creates a void inside you and makes you jump on to it again sooner or later. So replace it with other things to make it work for you.

### **4. Find support**





Very few people are able to get where they're going on their own. We all need encouragement and support throughout our journey of change. For you, maybe that's a friend to hold you accountable or a group that is like-minded in where they want to go. There is power in numbers, and we can use this to our advantage. Find the right support to get moving in the direction of achieving your goals. With the right company, you might even attain your goals before the targeted deadline. It also keeps you motivated, enthusiastic, excited and full of energy to achieve them.

## 5. Start Small



Start  
Small...

Take baby steps in the initial phase. Don't aim to achieve too big immediately when you start. Go slow, take small steps and target on a list of tasks every day. Aiming to complete bigger steps at the start may lead to discouragement when you fail. And failure is an inevitable part of success. There will be hard times and difficult days which are indispensable. So, go slow, as it will avoid risks, especially at the start. Set achievable goals and sub-goals for the day. Successful sub-goals in the starting days of your journey will help you stick to your major goal.

#### **6. Give yourself a day off**



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It may be counterintuitive, but you don't have to commit every day of the week. The dread of doing something difficult (and failing) can be enough to prevent us from even starting. If you've got something tough to get done, know that you can give yourself an occasional "get out of jail free" card. A cheat day can be restorative and give you the encouragement you need to keep going — as long as you clearly define the start and end and keep them on lock.

## 7. Visualize yourself achieving it

Big goals can feel challenging and sometimes overwhelming. When the journey becomes tough and difficult, try to stick to visualizing your successes every day. Wake up to visualize what rewards you will get from sticking to meeting your goals. If you want to lose some pounds, visualize yourself already underweight and benefiting from being underweight. There is a plus side: You can be certain you'll feel radically different (in a good way!) when you achieve them. Whenever your motivation wanes, visualize how accomplished you'll feel when you reach the finish line. The mind has a way of channeling your body and intentions to sticking to your goals and reaching them.



## 8. Put Pen to Paper

Got goals? Write them down. According to Inc., this will not only help you to clarify exactly what you want to achieve but will also be helpful in motivating you as well. A study that found writing down goals, sharing them with a friend, and then sending weekly updates resulted in 33 percent more successful in accomplishing goals. So, write down everything that you wish to achieve for your future, or have already started to. This will help you track the progress of your goals from time to time.





### **9. Tell your Closed Network of Audience about your Goals**

Over-sharing personal information on social media is not likable, but sharing some insights of your goals with your network of friends could actually help you stick to them. Think of how accountable you'll feel to your personal mission when even those people you haven't seen since high school are aware of what you're trying to accomplish. This method is a way to help stick to and achieve goals, as making the intentions public can make a positive difference in the long run.

### **10. Try Mindfulness and Breathing**



Meditation and becoming more mindful can help you stick to your goals and create a deeper sense of its happening. Mindful meditation when it comes to overcoming a certain behavior, for instance — like quitting smoking — can help you understand why this behavior exists for you and what triggers it in order to make change truly possible.

## Conclusion

When you decide to embark on the goal, likely you had a compelling reason why you were doing so. Keep this “why” fresh in your mind, as that element can give you the power to keep on pushing forward and stick to them.



## CHAPTER 14



## Dealing with Goal Accomplishment Failure

Failure is painful. And it is a situation that all of us work tirelessly to avoid. Often, its effects can be long-lasting, leaving a mark in our minds, and creating a mental hurdle that can be difficult to overcome in later years.

*But failure is also necessary.*

When we fail, we tend to ponder, searching for new meaning in our lives, exploring the potential for possible answers and solutions for achieving our goals. In fact, failure is a crucial part of goal achievement. It acts as life's guiding light and as Mother Nature's chisel, playing an important role in improving each subsequent iteration and generation of life.



Setbacks and failures are inevitable in life, no one is perfect, and we all fall on hard times at some point or another. But if we live so carefully to avoid failure, we're also never teaching ourselves how to manage it effectively when we experience it. So when faced with adversity, it often overwhelms us and causes us to give up. The question then remains, how can we train ourselves to overcome these failures and use them to our advantage?

### **1. Understand that Success doesn't come easy**

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We are a part of a society that desires results instantly. People lack patience and want things done immediately. In this world of High-Speed Internet access, where you get everything at your doorstep with the power of a click, no doubt, failure hurts too much. Impatience is growing because the demands are getting fulfilled instantly.



We are so used to getting what we want and getting it instantly that we don't realize how much work and effort it's going to take to achieve something notable. It takes time. But during that time, as we make the journey towards our goal, we build character and reach new understandings, possibly even discover a deeper meaning to our lives.

Understanding that anything worthwhile doesn't come easy and quick is important to deal with failures. Without failure, success is impossible. When we read the success stories of powerful entrepreneurs, celebrities or other personalities, we tend to focus only on their good times, perks they enjoy and visualize only their good part, but there is a struggle, failure, and challenges attached to every success story. You may have to read between the lines to get to that point.

## **2. Search for your clues high and low**

Success leaves clues and you need to find them. Failure is the difficult phase of one's life, but still, that is the right time when you should search for clues. Look for a person who is your inspiration, someone whom you idolize. This

should be the person closely related to your field that you are trying to achieve your goal in. Check out the things they did, how did they do them, how much time did they take to achieve their goals and most importantly, how many times they failed?

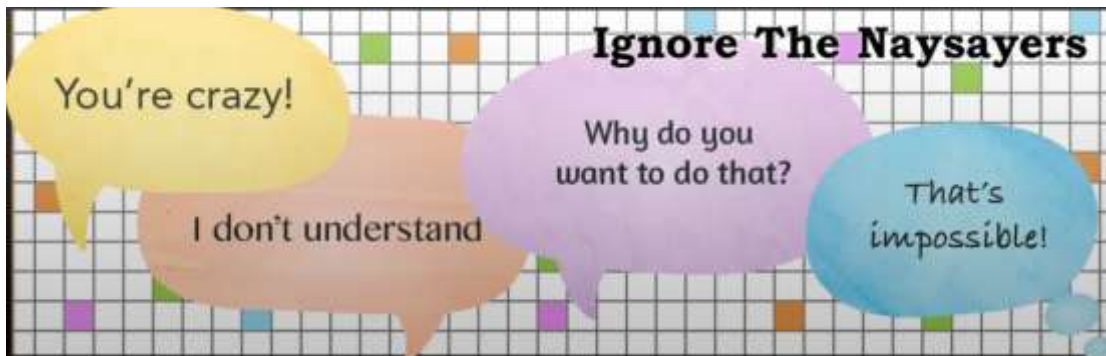


You have to remember that some of the most successful people have also failed many times. But they didn't give up and that's the reason why you are searching for them, probably on the Web. And that is the biggest difference between those who succeed and those who don't - the unrelenting spirit of their persistence.

Success stories matter, but the incidents of failure teach us bigger things. It gives us the power to deal with difficult situations in life and makes us fearless.

### **3. Ignore the naysayers, because they will be out in full force**

The human mind is pretty smart! It does anything to avoid pain. Part of the pain of failing has to do with dealing with other people telling you "I told you this will not work out," or "I knew you are going in the wrong direction," and "Quitting while you were ahead would have been a smarter move."



The naysayers will be out in full force. But don't listen to them. Ignore their calls and their cries to celebrate your demise. Just put your head down and keep plugging away. Just realize that people will always be there to celebrate your demise, but the true friends will be there to celebrate your successes and help inspire and push you to achieve your goals. Ignoring the naysayers don't mean you lock yourself in a room and avoid people. No -- it doesn't work out in this way-- instead will leave you in a bad state of depression! You need to keep working like you were doing previously. Just that avoid meeting people who you think will demotivate, discourage or bring you pain in any way.

#### **4. Maintain a positive environment around yourself**

At times of failure, small or big, it is important to maintain a positive aura around yourself. No matter what kind of problems you encounter in life, be optimistic. Enchant and recite positive statements like "This too shall pass", "I will keep trying until I achieve what I desire for", "I have failed today but I will be successful tomorrow", etc. Reciting such positive affirmations will give you a push from within and motivate you to work towards your goals.





## Maintain a Positive Environment Around Yourself

If you are a negative person and fail to see positivity in tough situations, then it is a must to change your attitude. A positive mindset is a key to success, so keep a constant check on it. So, during you thick and thin, watch out your attitude.

### 5. Be Honest

The most critical part of the process, which 90% of people don't do, involves taking a couple of minutes to reflect on what happened and being brutally honest with ourselves about why it happened. It's easy to turn on the TV, pull out the smartphone, or find some form of distraction. Most people will do anything to avoid confronting their own self with the mistakes they've made.



## Be Brutally Honest With Yourself



However, if we don't do this, we don't learn, and if we don't learn then we risk failing insanely. Albert Einstein famously said it was insane to do the same thing over and over again and expect a different result. If we don't learn from our mistakes and failures in life, then we are doomed to keep repeating them, whether we realize it or not.

## 6. Fail Forward

We fail forward by learning from our setbacks and making the necessary adjustments until we succeed. Every change we make, every person we meet, and every bit of information we absorb is coming together so we can create a different outcome.



We can't stop obstacles from appearing in life, but we can choose how to handle them. They may block our vision temporarily, but if we persevere then we can discover opportunities that have always been waiting for us on the other side. As we get more efficient with this process, we enable ourselves to see the positive side in even the toughest of situations.

## 7. Stay Motivated

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Continuously read articles, blogs, poems or stories that motivate you and bring out the best in you. Staying motivated to still achieve your goals is important if you want to stick to your goals despite encountering failure. Demotivating company or stuff can divert you from moving forward on the path of achieving your goals. It can easily inculcate the thoughts of “I don’t want to do this anymore” or “This isn’t my cup of tea” or “I cannot be successful”. All of the above statements indicate fear of moving forward. And this can be harmful to your goals. If these thoughts persist for long, it may eventually lead to pack-up and not moving any further, resulting in putting a full-stop to your goals.



So, staying motivated is healthy for you and your goals to accomplish.

## Conclusion

Success doesn’t come easy. And dealing with failure is the most challenging part. Just learn from your failures and the experiences which are closely related to the failure. Analyze what went wrong, what corrective actions should be taken to avoid this mistake next time. Really look at them objectively and learn from them. Use this knowledge to improve yourself and try again. As long as you don’t give up, you can always overcome the failure to achieve your goals.



## CHAPTER 15



# Smart Goal Setting for Teens

Goals are critical. They keep you focused on what's important, and allow you to make the best use of your 24 hours each day. When tackled correctly, they force you out of your comfort zone and help you grow more than you would without them.

And, perhaps most importantly, they give us control of our destiny. Just by setting a goal, you are taking an active role in driving new and better results in your life. What could be more important than that?



Getting a teenager to talk about his future can be challenging, but setting goals often help provide direction and motivation. Teaching them to set goals effectively can be life-changing. However, while teaching them about goal-setting, we need to make sure we're showing them how to use goals to have the greatest possible positive impact on their lives.

### **15.1 Strategies for SMART Goal Setting for TEENS**

Here are few strategies for SMART Goal Setting for Youth that will help them maximize the potential of their lives:

#### **1. Goals must be on their terms, not yours**





The most important thing to remember is that these are *their* goals, not yours. One of the biggest mistakes that people usually do is making the teens live in their images and in alignment with their definitions of success. Until they live by their own choice and terms, their life cannot result in success and any meaning. Elders should impart their wisdom and provide guidance around goal-setting, and not try to dominate their goals.

## **2. Connect their goals to happiness**

The end result of every goal for teens should be “happiness” on their terms. Happiness doesn’t mean financial success, or simply partying around.

- The first part of happiness is defined by high emotions such as love, gratitude, and joy.
- The second aspect of happiness involves actions that seem to make time stand still.
- The final component of happiness is finding meaning in what is accomplished in life.



Teens have to understand that people and relationships play a vital role in all three aspects of his definition. Most importantly, as mentors, parents or guardians, it is our responsibility to ensure that they should do what they love by focusing on things that mean a lot to them with people they want to be around.

Youth should be taught the value of goal-setting and should be happily oriented towards this authentic life. And a great way to let them achieve this is to support the process of their self-discovery. This could be as simple as a discussion about their interests and strengths, or as involved as applying testing and analytics via the myriad of self-discovery tools that exist today.

### **3. Motivate them to Dream Big, but Play Small**

Goals are the critical steps that we take on the path to our dreams. The things we measure most often improve in our lives, so we must help teens set goals that are specific and measurable. Remember that success is never one huge leap. It is almost always a succession of hundreds or thousands of tiny steps forward and most likely with a few steps backward along the way. The greatest replicator of success is success itself. It's both easy and common to give up on goals – and, therefore, dreams – if they're too lofty or far away. That's why it's essential that goals be discrete and achievable.



For example, for a teen, rather than setting a goal to improve his grades in the next term, it is better to break down it into smaller goals like – making it grade B from C in Mathematics, and from B to A in English. Not only this clears the focus to move forward but also specifies the area where the concentration should be in the next term.

The sense of gratification that the teens get from accomplishing small yet meaningful goals will help sustain the energy and belief as they move towards greater accomplishments. Help them learn the benefits of keeping goals small, manageable and short-term. We all know that most teens don't have the longest attention spans, so these types of goals will harmonize perfectly with this shiny-object syndrome.

#### **4. Make the Process Engaging**

Teens are a bunch of the population who are surrounded by maximum distractions. Some of them include social media, smartphones, video games, hanging out, and the opposite sex. So, while working with teens, people

constantly compete with a barrage of distractions where they need a lot of patience and self-discipline to slightly change the way to start the process of goal-setting. Making this process engaging for teens is important else they will find their way out in something else leaving behind lesser possibilities for you to take up the whole thing in your hand.

Some effective ideas to make the process of goal-setting engaging are:

**(a) Play it as a game**

Involve in a healthy competition with the teens that you are dealing with. Put up a challenge for them to achieve their goal(s) prior to you achieving yours. Find something they'd really like and use it as a bonus for rewarding them when they win (it shouldn't be materialistic but add some value to their goals).



**(b) Make it a group activity**

Close family members or a circle of friends can be a source of enthusiasm for the teens in the process of goal setting. Though initially, it may be challenging for them to open up in front of a large audience, once they succeed, it will heighten their engagement and the impact of goal-setting.



**(c) Start with a bucket list**

Start the process by creating a list of things that the teen wants to do in life. It will create a sense of excitement and engagement within them and help in the goal-setting process. When they start the process with their own list of tasks or activities, they feel glad while working on them which in turn avoid dullness and keeps it interesting.

**(d) Use technology to write down**

Avoid using writing pads and pens to write down their goals. Teens today strictly dislike the paperwork. Use technology instead to keep them engaged. You can even use dream boards and set goals on Pinterest or other social

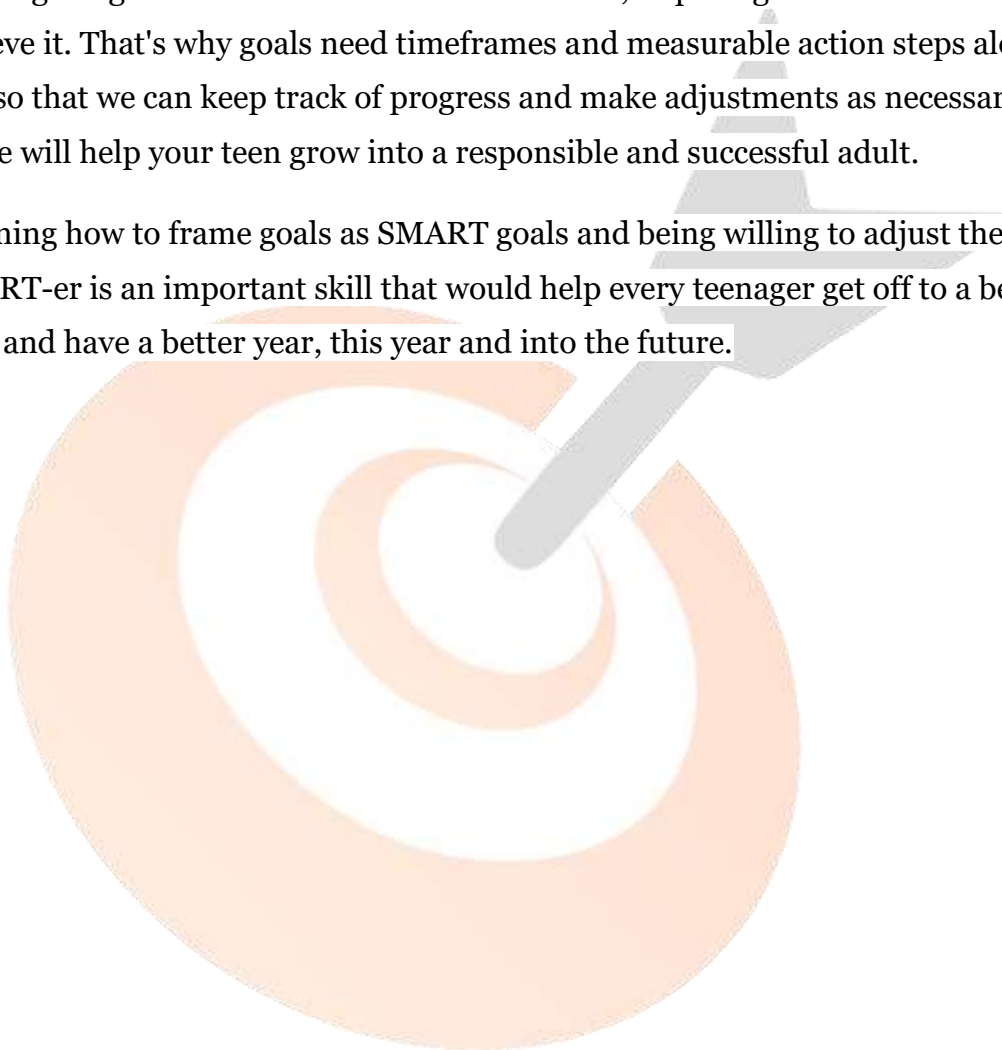
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media platforms. Leverage the technology as then you can use images, videos, and music for this process. You can even consider utilizing the multitude of apps that exist today that make goal setting much more engaging.

## Conclusion

A goal is an outcome, something that will make a difference as a result of achieving it. It can't be too ambitious to be out of reach, but also not so simple that it does not challenge. A goal has to be realistic with a stretch, requiring effort and focus to achieve it. That's why goals need timeframes and measurable action steps along the way so that we can keep track of progress and make adjustments as necessary. All the above will help your teen grow into a responsible and successful adult.

Learning how to frame goals as SMART goals and being willing to adjust them to get SMART-er is an important skill that would help every teenager get off to a better start and have a better year, this year and into the future.



## Closure

The most important thing about goals is actually having one. Having the end in mind means you have something that you can aim at. Once you take dedicated action towards your goal, you will face obstacles and problems. You might realize that your original plan does not work out as intended. This is when most of the people give up. When the plan does not work then change the plan but NEVER the goal.

Each one of us is gifted 24 hours a day, and it is strictly up to us to leverage this time for our own good or for the sake of others. That is up to us, individually.

In this course, we have exactly explained how this valuable time can be put to its maximum utilization. Our daily workload often comes to us at a never-ending pace, and the tasks are usually posed as urgent and important, but life is about more than just fighting the daily workload. It is crucial to work every day, and yes, EVERY DAY on your goal. Make a commitment! Stick to it! And don't break the chain!

Do whatever that takes you a step closer to achieving it. Fight your failures, crush the road-blockers, stay motivated and just keep moving forward without looking back or regretting.

### **Remember-**

***“The difference between who you are and who you want to be is  
WHAT YOU DO”.***

Success doesn't happen overnight. You need to keep your eye on the prize, not look back AND IT's DONE.

We wish you Good Luck and success in whatever you aspire to do!



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