

Effective Goal Setting

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Effective Goal Setting

- ▶ Most people know they should set goals. However, very few people do.
- ▶ This workshop takes you through the process of developing, setting and writing down realistic, achievable goals.
- ▶ The program is designed for personnel at any level who wish to improve their productivity, both personally and professionally.

Effective Goal Setting

“The Master Skill of Success is the ability to set goals and to create action plans for the accomplishment of those goals.”

- Brian Tracy

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- ▶ A study begun in 1953 of the Yale graduates of that year found that only 3% had written, definable goals;
- ▶ In 1973, those 3% were worth more than the entire 97 % of the rest of the class.

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Four Major Reasons Why People Don't Set Goals:

1. They don't realize the importance of goals.
2. They don't know how.
3. Fear of rejection.
4. Fear of failure.

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Five Keys of Goal Setting:

1. Change is scary unless it is goal directed. Controlling the direction of change is a key to our success.
2. The Area of Excellence. There are three keys to finding your Area of Excellence:
 1. Attention
 2. Interest
 3. Absorption
3. The *Acres of Diamonds Theory*.

Somewhere under your own feet is the opportunity that you are looking for. Like diamonds, opportunities come disguised as hard work.
4. Importance of Balance of Goals.
 - ▶ Personal and Family Goals (3-5) are the most important. These represent the reason WHY.
 - ▶ Business and Career Goals (3-5) represent the WHAT.
 - ▶ Self-Improvement Goals (3-5) are the MEANS goals.
5. The need for a Major, Definite Purpose.

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Goals must be measurable, specific and tangible.

Short-term 90 days.

Long-term 2-3 years.

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Write the first thing that comes into your mind as a response for each of the seven questions.

1. What are the five things that you value most in life?
2. What are your three most important goals in life?
3. If you had only six months to live, how would you spend those six months?
4. If you became an instant millionaire, what would you do differently than you are doing today?
5. What have you always wanted to do, but have been afraid to attempt?
6. What sort of activities in life give you the greatest feelings of importance?
7. If you knew you absolutely could not fail, what one great thing would you dare to dream?

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When writing goals, remember that:

1. They must be something that you can do, have or be.
2. They must be something you intensely desire.
3. They must be measurable.
4. They must be under your control.
5. They must be specific.
6. They must be written as positive, personal affirmations in the present tense.

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▶ Using the guidelines to the right, write three to five goals for each of the three categories below:

▶ Personal/Family Goals

▶ Business/Career Goals

▶ Self-Improvement Goals

1. They must be something that you can do, have or be.
2. They must be something you intensely desire.
3. They must be measurable.
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- ▶ Now, go back over all of the goals that you have identified in this exercise and select just one, the goal that is more important to you right now in achieving success than any other single goal:
- ▶ This goal should be Measurable, Specific, and Tangible
- ▶ This goal becomes your

MAJOR DEFINITE PURPOSE

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TWELVE STEPS TO GOAL ACHIEVEMENT

1. Burning Desire.
2. Belief/Faith/Conviction.
3. Write It Down.
4. Ask yourself the question: “Why do I want it?”
5. Analyze your position or starting point. (SWOT Analysis)
6. Set a Deadline.
7. Identify the Obstacles.
8. Identify the Knowledge You’re Going to Require.
9. Identify Your Customer.
10. Make a Plan.
11. Visualization.
12. Back Up Your Plan with Determination and Persistence.

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***My Persistence is my measure of
my belief in myself.***

*The quality of a person's life is in direct proportion to their
commitment to excellence, regardless of their chosen field of endeavor.*

- Vincent T. Lombardi

Thank you.