



# Personal Goal-Setting



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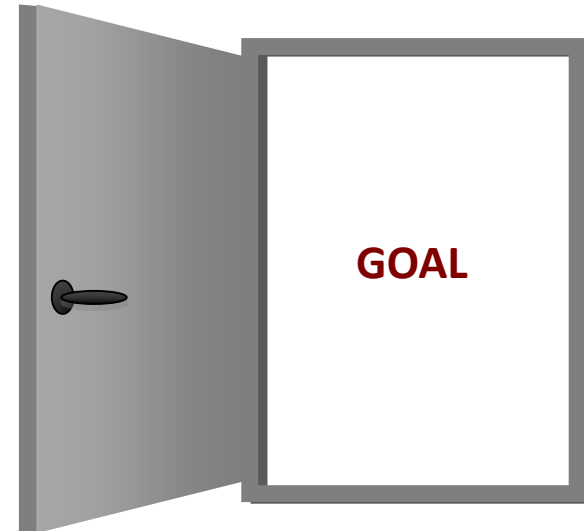
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# What is goal?

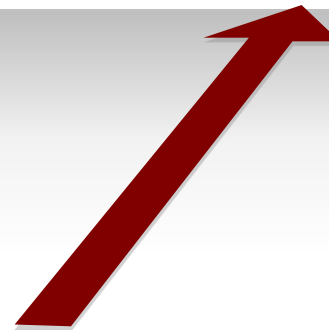
*"If you don't know where you are going, you're likely to wind up somewhere else"*



What an individual is trying to accomplish through his or her behavior and actions

*or*

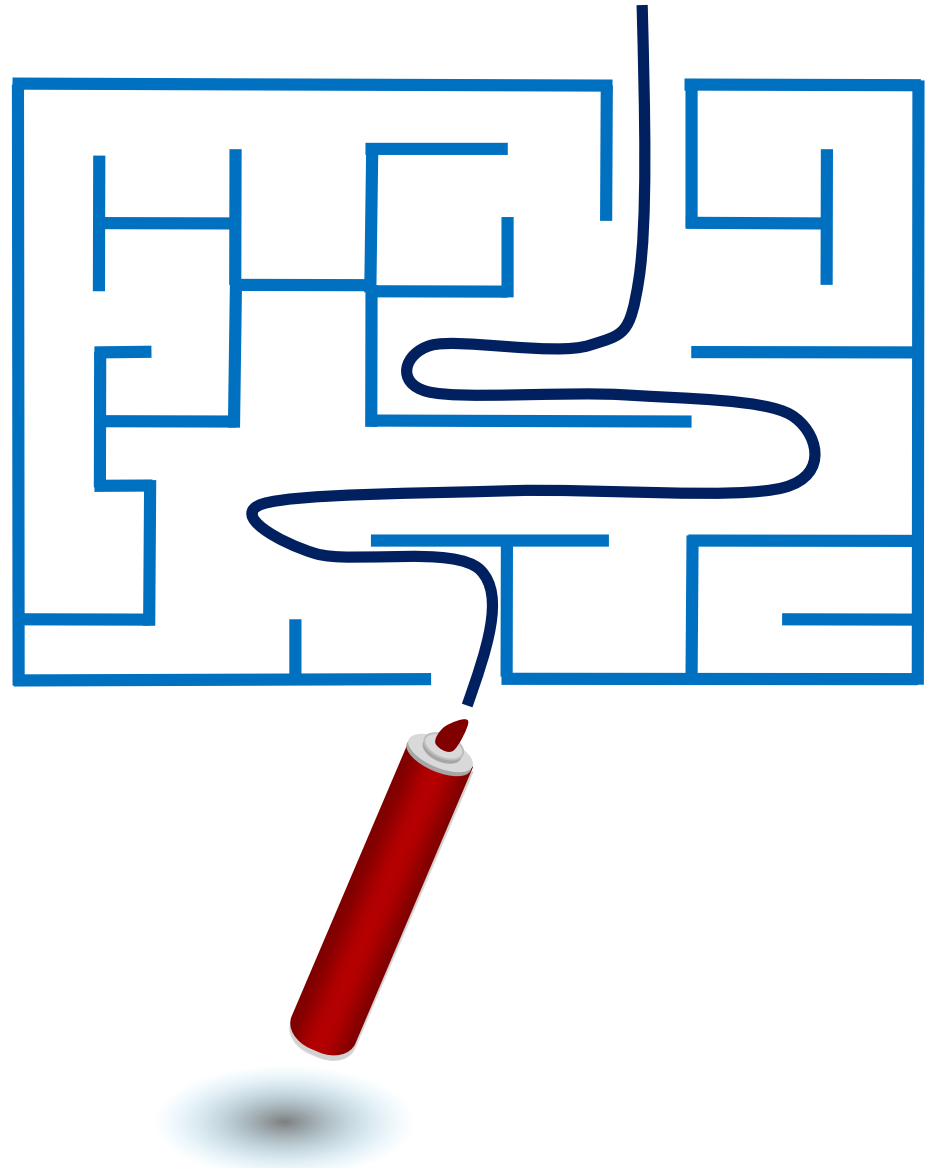
The purpose toward which an endeavor is directed; an end; an objective



# What is goal setting?

A theory that focuses on identifying the types of goals that are most effective in producing high levels of motivation and performance and why goals have these effects

- ▶ Goal setting in broad terms is the process of deciding on something you want, planning how to get it, and then working towards the objective.
- ▶ Goal setting is not wishing or dreaming. It is something that is progressively worked towards. Goal setting is a process, it is not something that decided on a whim

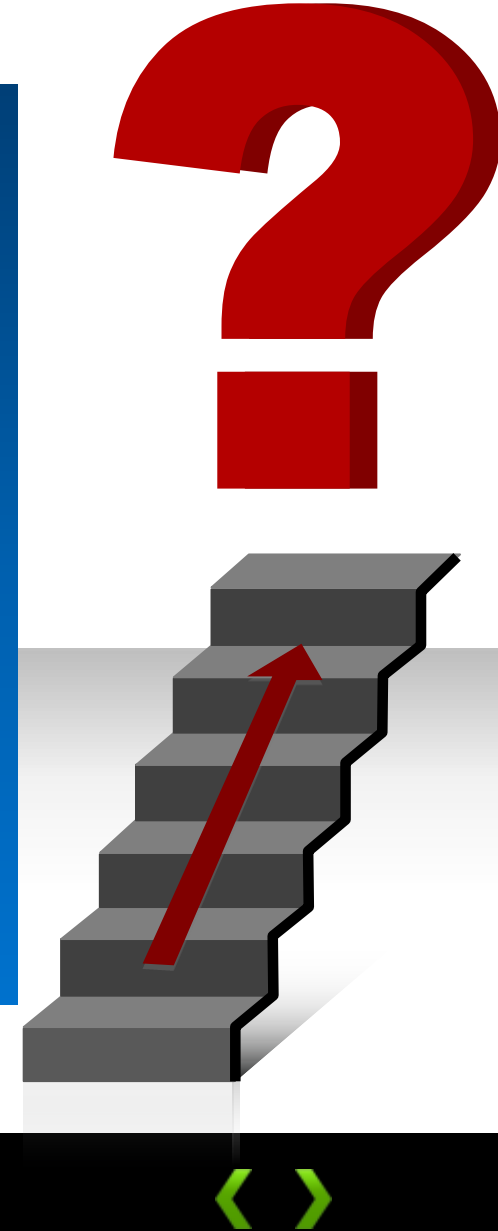


# Importance of goal setting

## Why is it so important to set goals?

Every organization, non-profit and for profit firm, has both an overall mission statement, and "corporate" vision statement that defines and drives what the purpose and objectives of the organization is to do. But along with a mission and vision statement, the organization needs to develop and implement sound goals and objectives for achievement. Without goals to achieve, you're just like a boat on the open ocean without a sail, to be tossed and carried about at will.

- Achieve more in your life-time
- Improve overall performance in your life
- Increase the motivation to achieve most out of life
- Increase your pride and self satisfaction
- Improve self confidence
- Helps to eliminate the attitudes that holds you back and cause unhappiness



# Perils of not setting any goals



A goal is a desired result a person or an organization envisions, plans and commits to achieve. It is the desired end-point in some sort of assumed development. Goals are what motivate us to push ourselves to grow and move forward in life.

The problem is that many people live without having any goals and there are some dangers in living this way

- We can become passive.
- It is impossible to do any real evaluation.
- We can fall into the trap of doing something just for the sake of doing something and it is difficult to state why we are doing this or why we are not.
- We lose motivation because we are not challenged.
- It becomes easy to settle for a maintenance mode instead of development mode
- It is easy not to plan ahead.
- The emphasis becomes upon activity rather than output



*“The tragedy of life doesn't lie in not reaching your goal. The tragedy lies in having no goals to reach”  
– Benjamin Mays*



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# Goals – timeline

## Short-term goals

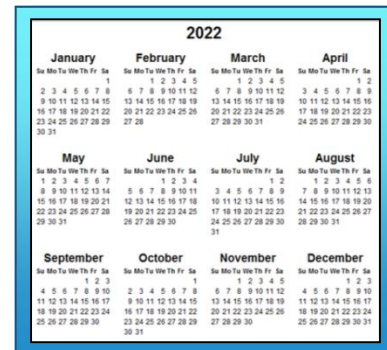
Our short-term goals tells us what we should be doing this week, or this month to achieve our short-term objectives. In business this is important as this can influence issues such as orders received, production targets met, accounts produced and cash inflow maintenance that are required for the business to function on a day-to-day basis

## Medium-term goals

By looking at medium-term we are released from the urgent day-to-day stuff and can begin to plan without having a worry about short-term issues. Medium-term goals are a stepping stone to the longer-term stuff with more time to think and plan

## Long-term goals

In long-term we need to have a vision of future: where we are going on the long journey ahead? Where do we see ourselves in 10,15 or 20 years time?





# Areas of Goals to look at



# Career Goals



**Setting goals for your career is very important. To plan your career you need to be thinking about a number of issues then putting your plan into place**

- Design career around a personal passion
- Get a promotion
- Communicate more effectively
- Feel happier at work
- Learn a new skill
- Be more organized with daily goals
- Start a new business
- Partner with another person
- Find a mentor or BE a mentor
- Become known as an expert
- Eliminate tolerations or problems at work
- Create a long term career plan or strategy
- Reduce work hours without compromising productivity
- Learn new sales skills to sell with less effort
- Learn how to attract business
- Build my personal brand
- Complete projects with less stress and no procrastination
- Collaborate with co-workers versus arguing or debating.
- Develop a filing system
- Feel energized by work
- Bring balance into my job. Don't work TOO much
- Work with people I enjoy
- Organize daily schedule more efficiently
- Get trained for a new career
- Increase motivation at work



# Career Goals – SWOT Analysis

## SWOT Analysis

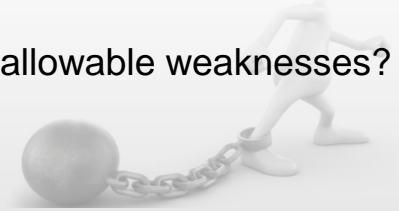
First of all, start by doing a SWOT analysis on yourself to find out the kind of career that will suit you best or to work out the parts of your job you enjoy the most. A SWOT analysis is a marketing tool that looks at: Strengths, Weaknesses, Opportunities and Threats

### STRENGTHS

- What are you good at and what do you enjoy doing?
- Ask someone you trust to give you some feedback
- It is really important in your career that you enjoy what you do and one suited for your chosen profession

### WEAKNESSES

- What are you not good at?
- Are your weaknesses something you can change?
- Are they allowable weaknesses?



### OPPORTUNITIES

- What opportunities are out there that could help you build desired career?
- Do you know people who could help you?
- Are there organizations that have resources you could tap into?

### THREATS

- What is stopping you from achieving your goal?
- Are there certain industries that do not have long-term future?
- Are there outside influences that would prevent you from being successful?
- Are lack of financial resources be a problem for getting into some professions



## Career Goals – Other important things to look at

### Education and training

- Some professions require education to degree level then further professional qualifications. But the education we get at school does not always equip us to deal with life at work. What we also find is that once we have given a job, it is our performance, rather than formal qualification. Look into any training courses you can do that will improve your performance

### Promote yourself

- Have a well written CV
- Own a website
- Promote yourself through social and business networking sites
- Blogs are also useful

### Become an expert

- It does not matter what career you choose, if you are seen as being an expert, people will find you

### Network

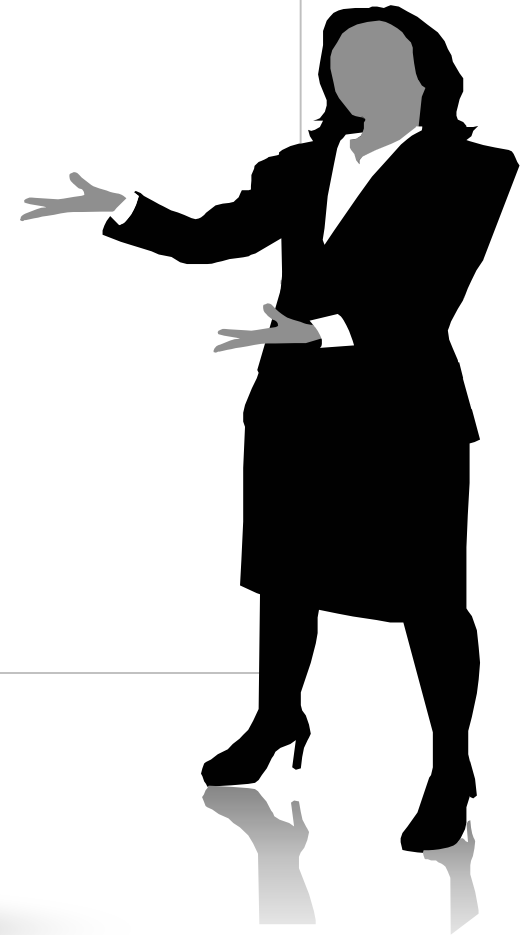
- It is a very powerful career building tool. To have a network of friends, business colleagues and contacts who can guide/help you manage your carrier



# Family Goals



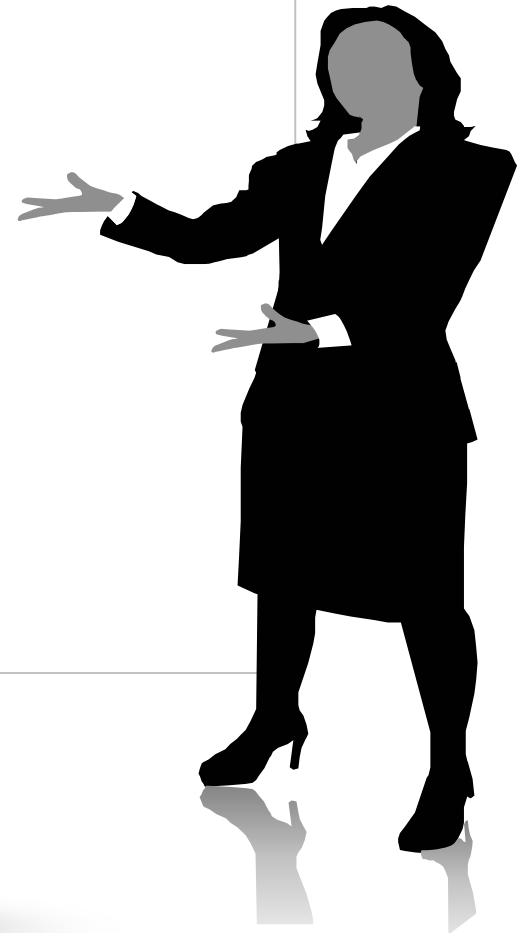
- This goal setting process is very similar to that for your career goals, although possibly a bit more informal
- Get your family on board and motivated to achieve goals
- Practice 'no limit' thinking to clarify your vision
- Develop long-term family goals
- Create an action plan to achieve your long-term family goals
- Develop short-term family goals
- Create a family goal setting plan for short-term goals
- Make a list of things to do at the beginning of each year
- Make sure everything from the list is achieved



# Health Goals



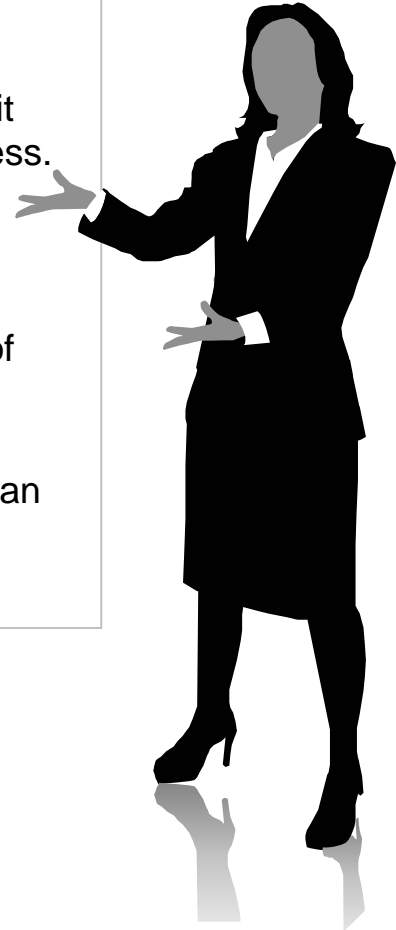
- Ensure to be fit, weight check at regular intervals, diet with good nutrition
- Have a realistic goal that is achievable rather than to be too ambitious and fail
- Follow one new recommended health improvement practice each day
- Keep track of your health progress
- Have physical activity daily
- Have enough time for sleep, relaxation. Keep a fixed time for sleep and stick to it.
- Have enough time to spend with family and have short vacation plans



# Learning Goals

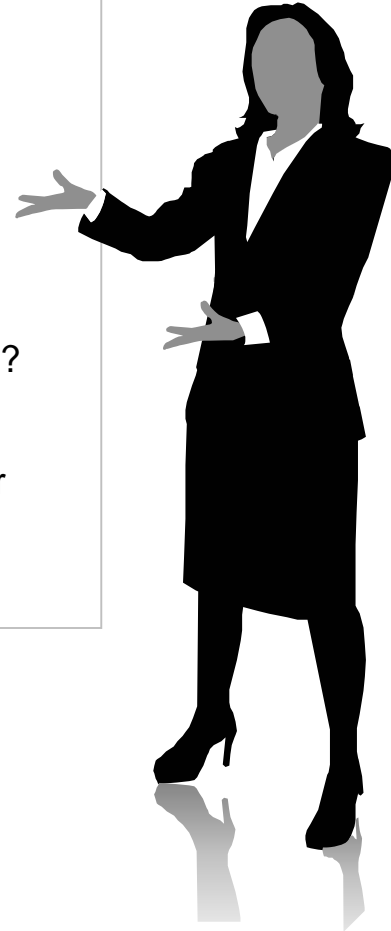


- Begin by relying on what you know about the subject
- As you begin developing learning goals think of concepts, topics, important skills, and vital areas of learning connected to your course.
- Make a list and don't worry about developing full goal statements
- The list you develop is perhaps the most important step in this exercise; it will form the basis for goals, assessments, and the overall learning process.
- Share your list with colleagues. Let them help you critique it.
- Don't get trapped into thinking that you will only be able to teach to the goals. Your learning goals point out the high points and learners always need to know all of the supporting content, theory, data, different points of view, and relevant facts that support the high points.
- Keep the number of learning goals - manageable and realistic. The first time you go through this exercise opt for a shorter list knowing that you can edit it as needed. Five or six goals might be a good starting point
- Think about goals that are valuable



# Financial Goals

- How important is money to you and your family?
- How much money do you need to earn and what are your goals when you retire from work?
- How much of your income do you spend and save and what plans have you made for your long-term financial security?
- Set priorities on expenditure
- Don't buy more than what you "really need"
- Always think how you can accomplish things economically
- Have you accumulated enough money to handle an emergency situation?
- Getting out of debt - and staying out
- Ensuring that your parents are comfortable and well taken care of in their old age





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# Start with some dreams – The 5 ‘Ds’ factor



***“Focus on what motivates you, the things you would like to achieve and what personal fulfillment means to you”***





# Work "SMART"

A 3D pyramid diagram with five horizontal layers, each containing a letter in a dark blue square. The layers are labeled from top to bottom: 's', 'm', 'a', 'r', and 't'. The pyramid is light blue at the top and darkens to dark blue at the bottom. Each layer is connected to a horizontal line with a dot at its left end, which points to the corresponding definition on the right.

**s**

## Specific

- Set your goals – not vague, but clear and precise
- State in plain terms what you want to achieve
- Focus exactly on what you want to do

**m**

## Measurable

- The goals should be quantifiable in some ways, so that you can assess the progress you are making or indeed, not making

**a**

## Achievable

- You need to focus on goals that are realistic and possible
- They should stretch you, but should not be so completely beyond your reach that they are unrealistic and unattainable

**r**

## Relevant

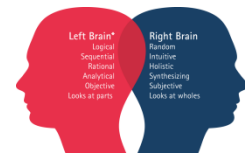
- Look at the goal in the context of your wider plans
- Is it a useful part of the larger vision for what you want to do?
- Will you be able to put adequate resources into it?

**t**

## Timed

- Look at the goal in the context of your wider plans
- Is it a useful part of the larger vision for what you want to do?
- Will you be able to put adequate resources into it?

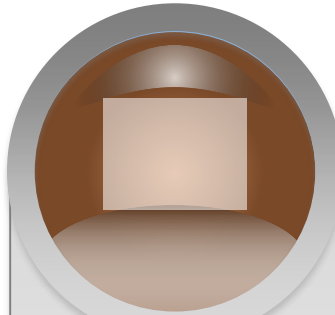




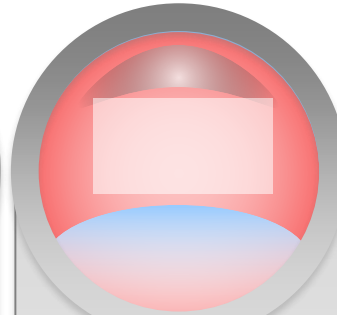
# Logic and Creativity

As some scholars and experts have said, before setting our goals, it is very essential to know more about our self – Who we are? What kind of person we are? What kind of thinking will help us to succeed in our goals?

To determine what type of thinking you use, look at the 5 shapes and circle the one you instinctively find most attractive



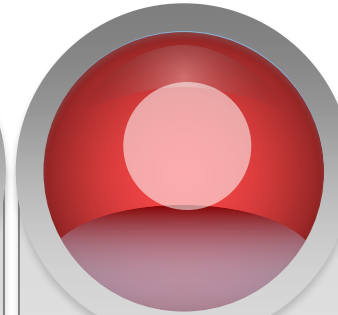
- An extremely left-brain and logical thinker
- This type of thinker is normally very methodical and utilizes logic for its own sake
- As a rule, he or she is quite able and prepared to work alone



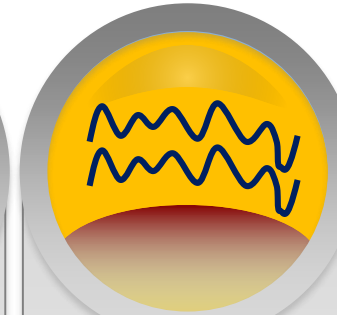
- Very logical, little more flexible in thinking
- Prefers to work as a team



- Predominantly a logical thinker
- This person will use logic to make a decision provided it takes them or their opinion upwards and onwards
- This person always aims to go forward



- A right-brain and creative thinker
- This person keeps rolling along and bouncing back

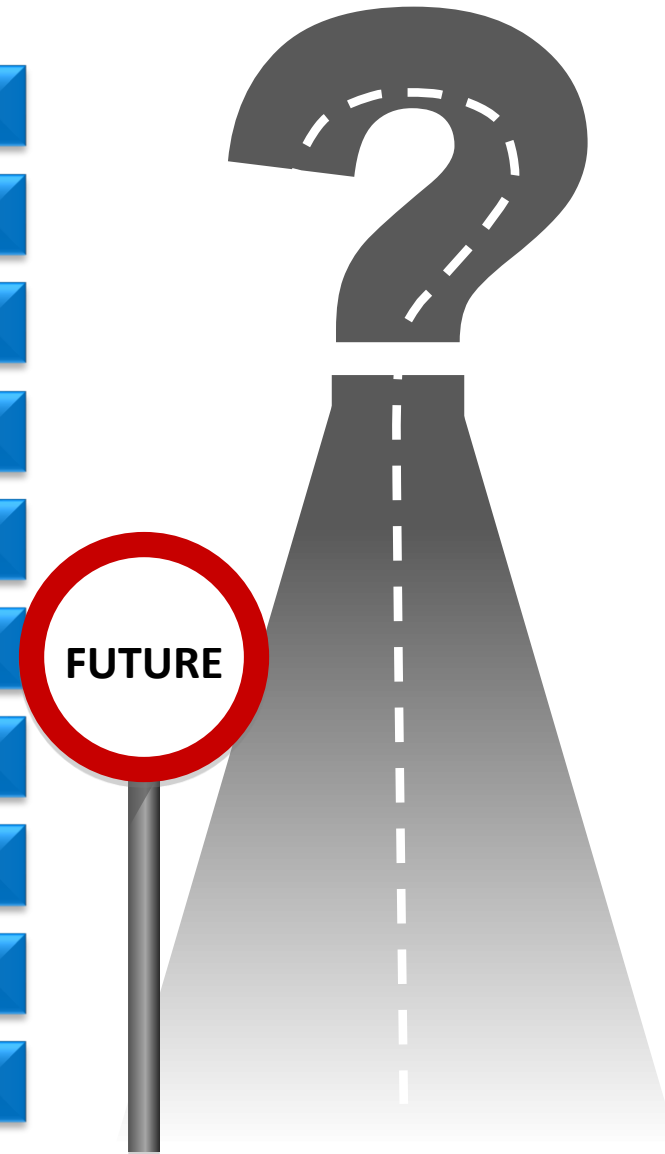


- An extremely right-brain and creative thinker
- This person can be the master of the unexpected and a snappy or unconventional dresser



# 10 tips on setting goals

- 1 Your goals must be ambitious but achievable
- 2 Make a list of your goals
- 3 Discuss your goals with your partner
- 4 Ensure that you set your own goals
- 5 Set deadlines for each goals
- 6 Carry with you your list of goals
- 7 Be flexible when planning your goals
- 8 Give up things that are barriers to your goals
- 9 Be careful with whom you share your goals
- 10 Start to visualize your goals



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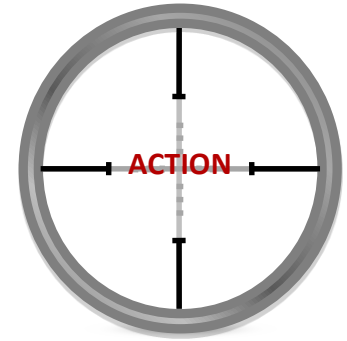
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# Acting on your goals

It is important to begin with your overall long-term goal and then break it down into a series of smaller goals. Take each smaller goal in turn and brainstorm all the possible actions you will need to take to achieve each goal



## Getting started in setting goals – Action point

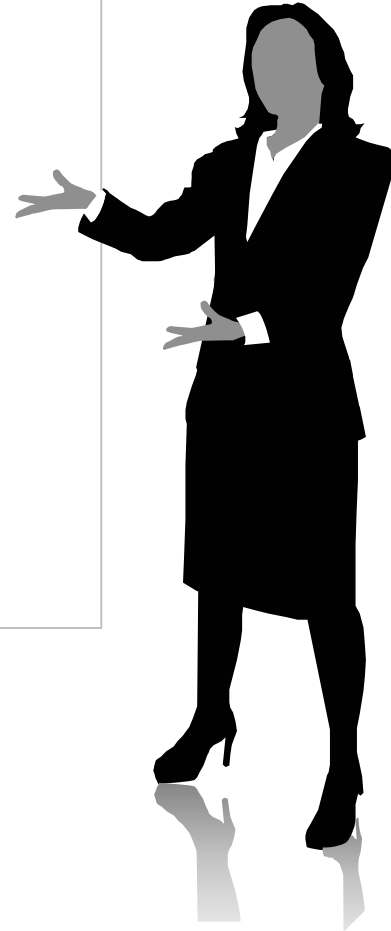
1. Begin by writing a list of your overall goals: be it career, health, education, family etc.
2. Break the list down into smaller sub-goals, making sure they are achievable and measurable
3. Brainstorm, in no particular order, all the things that will need to happen for the goal to be achieved
4. Put these into logical order, or sequence
5. Put together your plan of action, along with measurable timelines
6. Begin acting on your plan. Schedule time into your diary to make sure things happen
7. Amend the plan as circumstances change
8. Keep others informed of your progress
9. Reward yourself as the plan starts to become a reality



## On acting on your goals . . .



- Try to visualize the outcome you are looking to achieve. How will it make you feel?
- Think about how will you feel if nothing changes
- Begin working on your goals now
- Do not let other people's negative thinking put you off
- Think positive
- Reward yourself when you achieve your goals





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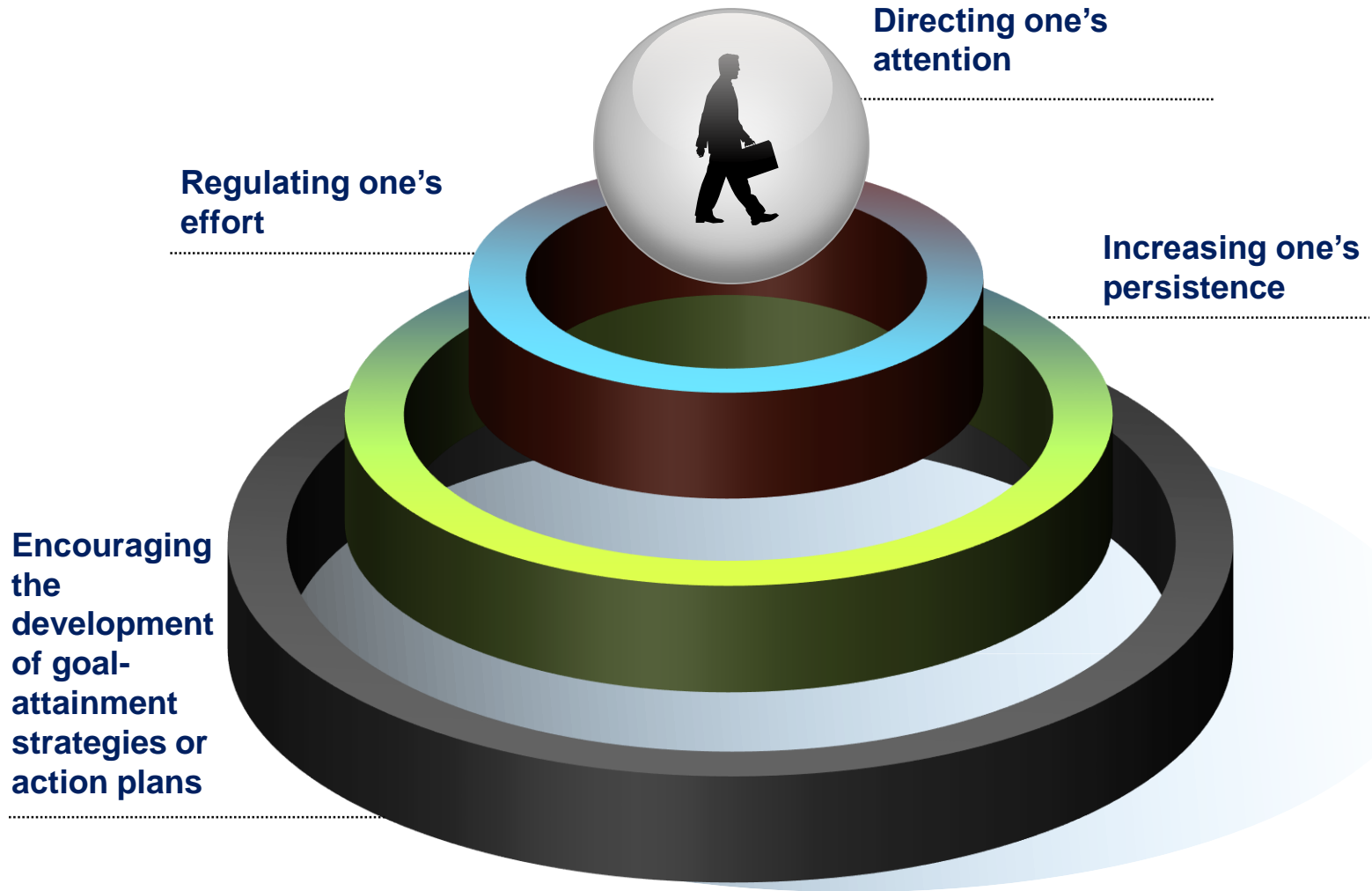
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# Goal – What an Individual is Trying to Accomplish?



## Ways to achieve your goal (1/3)

**Transform  
your passion  
into career**

Write out a list of your top five passions in life. Study this list to determine which one passion solves a need in the marketplace. Then transform that specific passion into your own business and you will have discovered the key to creating your own destiny. **"DO WHAT YOU LOVE AND THE MONEY WILL FOLLOW."**

**Visualize your  
dreams**

Only those who can see the invisible can achieve the impossible. Belief in your vision is the key to creating your own destiny. Larry Olsen said, "First we must taste our vision, touch our vision, feel our vision, emotionalize our vision, and finally own our vision." Once we learn to own our vision, the "how" of making it happen slowly presents itself."

**Set huge  
goals**

What are your most boldest goals in life? Whether you realize it or not, you have the ability to choose your destiny based on the decisions you make and the actions you take. We all have the ability to pre-determine our destination in advance simply by scripting our lives in the form of writing down our goals for how we desire our lives to be



## Ways to achieve your goal (2/3)

**Put family  
ahead  
of work**

Your family is more important than the world. Family is the only stabilizing force that helps you to navigate through uncertain financial times. No one ever found himself on his deathbed wishing he had spent more time at the office away from his family.”

**Build Real  
Wealth  
Through Self-  
Education**

There is a huge difference between “book smarts” and “street smarts.” Getting a college education is extremely important, but your education should not stop after college. Jim Rohn said, “Formal education will earn you a living, but self-education will earn you a fortune!”

**Overcome  
Your Fears**

Only two things in life can hold you back from your destiny: your fears and your self-limiting beliefs. David Joseph Schwartz said, “Do what you fear and your fears will disappear,” and the Reverend Dick Gregory said, “Fear and God do not occupy the same space



## Ways to achieve your goal (3/3)

**Execute your  
plan daily**

Your actions equal your results, so the best way to pursue your destiny is to do something every single day for the rest of your life to pursue your goals. John Addison said, "I will do today what others won't so I will have tomorrow what others don't."

**Become an  
Entrepreneur**

Sooner or later, all jobs come to an end. Therefore, keep your day job while you simultaneously build your business. Your day job becomes the seed money to support your business. When you are employed working for "the Man," you help someone else to create his or her destiny, not yours. The only way to earn your true worth is by becoming an entrepreneur

**Focus on Your  
Health and  
Nutrition**

Wealth without health is not worth its weight in gold. If you are truly to achieve your destiny, you need to focus as equally on your health goals as your wealth goals. Howard Howell said, "You must either diet or die."

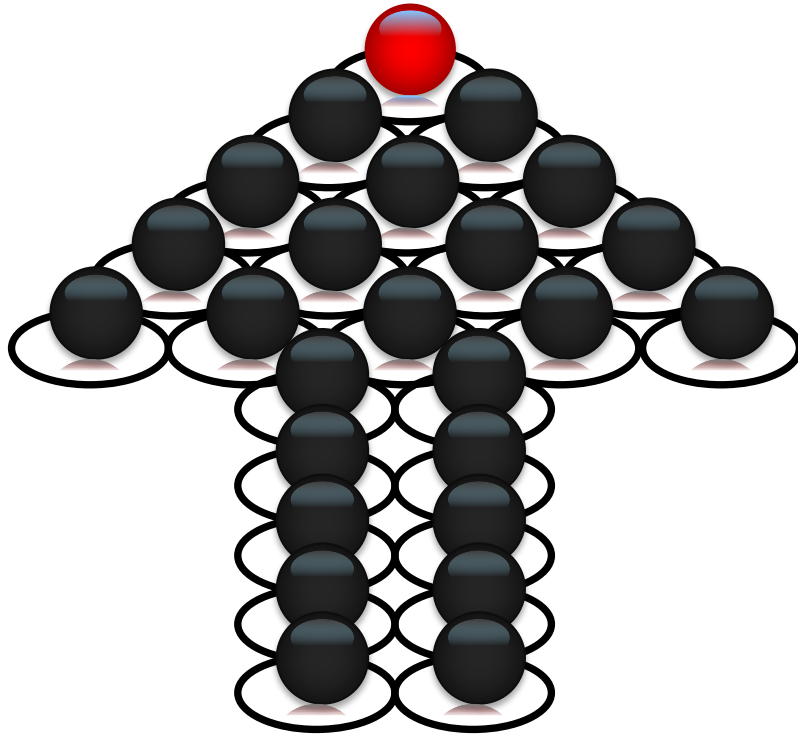


# Successful goal setting and achievement



# Goal success – Accept and Support Yourself

Self-appreciation and self-acceptance –  
Loving yourself is one of the secrets  
of goal success



When you are moving anxious towards achieving your goal, it is very important to appreciate yourself for the progress you are making. There may be time when you are falling short of the planned daily routine plans and even going backwards, this is the right time for self-appreciation and self-love, especially if you have had a touch day with more setbacks. Self criticism and judgment will not help you to get what you want, but **Self appreciation will**



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# Quotes from famous people

“You have a very powerful mind that can make anything happen as long as you keep yourself centered”  
– *Dr. Wayne W. Dyer*

“You must have long term goals to keep you from being frustrated by short term failures”  
– *Charles C. Noble*

“I feel that the most important step in any major accomplishment is setting a specific goal. This enables you to keep your mind focused on your goal and off the many obstacles that will arise when you’re striving to do your best”  
– *Kurt Thomas*



“Obstacles are those frightful things you see when you take your eyes off your goals”  
– *Sydney Smith*

“Never look down to test the ground before taking your next step; only he who keeps his eye fixed on the far horizon will find his right road”  
– *Dag Hammarskjold*

“The tragedy of life doesn’t lie in not reaching your goal. The tragedy lies in having no goals to reach”  
– *Benjamin Mays*

