

Setting and Achieving Goals

Most of us have a good idea where we want to be in our lives and what we want. But it is often difficult to clearly know how to get there. This is where goal setting is important to achieving success in the things we do.

What is a goal?

A goal is a specific thing that we want to achieve. It adds value and meaning to our lives and motivates us to positively move forward and strive for success.

STEPS TO GOAL SETTING

- **Clarify your goal.**
- **Plan**
- **Action**
- **Structure**

CLARIFYING YOUR GOALS

In order to move forward in life, we need to set goals to achieve. Goals are a personal thing that only you can decide on. A goal should be something that you are passionate about, this way you are more likely to strive to achieve it.

What am I passionate about?

Think about things that you enjoy doing. What do you like to do in your spare time? What would you do if you had no limits on money or time? What would you like to see yourself doing in ten years time? What do you find that you talk about a lot? These things are passions. They are things that you value, respect and believe in.

When deciding on a goal, make it clear and specific. One sentence is long enough. Make it something that is realistic. Also give yourself a time frame. A goal can be long term (2 years from now) or it can be short term (2 weeks from now). A goal should be something exciting, so it keeps you motivated to want to work towards.

PLAN

Write down some strategies that you will use to reach your goal. For example, if your goal is to move interstate, you will have smaller goals to achieve first such as

a change in jobs, contacting a real estate agent, etc. It may help to list these in step form, or make a checklist for things that you need to do. With these smaller tasks, set deadlines.

ACTION

When your planning is finished and you are aware of what you need to do to achieve your goal, you are ready to take action. This means completing the tasks on your checklist, and rewarding yourself when tasks are achieved.

STRUCTURE

Structure means that there is some sort of physical reminder of what you want to achieve.

A diary is a good reminder to let you keep track of time frames involved. A support person is also a good structure. Let someone know what your goals are and have them ask you how you are going regularly. Wall displays are also good structure. For example, if you are aiming at losing weight, put a photo on the fridge to remind you of your goal. Another structure is having regular appointments with your psychologist. This is a good time to review and reassess your goals.

TIPS FOR SUCCESSFULLY ACHIEVING GOALS

- Regularly reassess your goals and time frames. Be open to suggestions and tactics for improvements.
- Surround yourself with positive people that motivate you and support your goals
- Learn from your mistakes
- Make sure your plan is clear before you go into action
- Be honest with yourself! Don't make excuses!