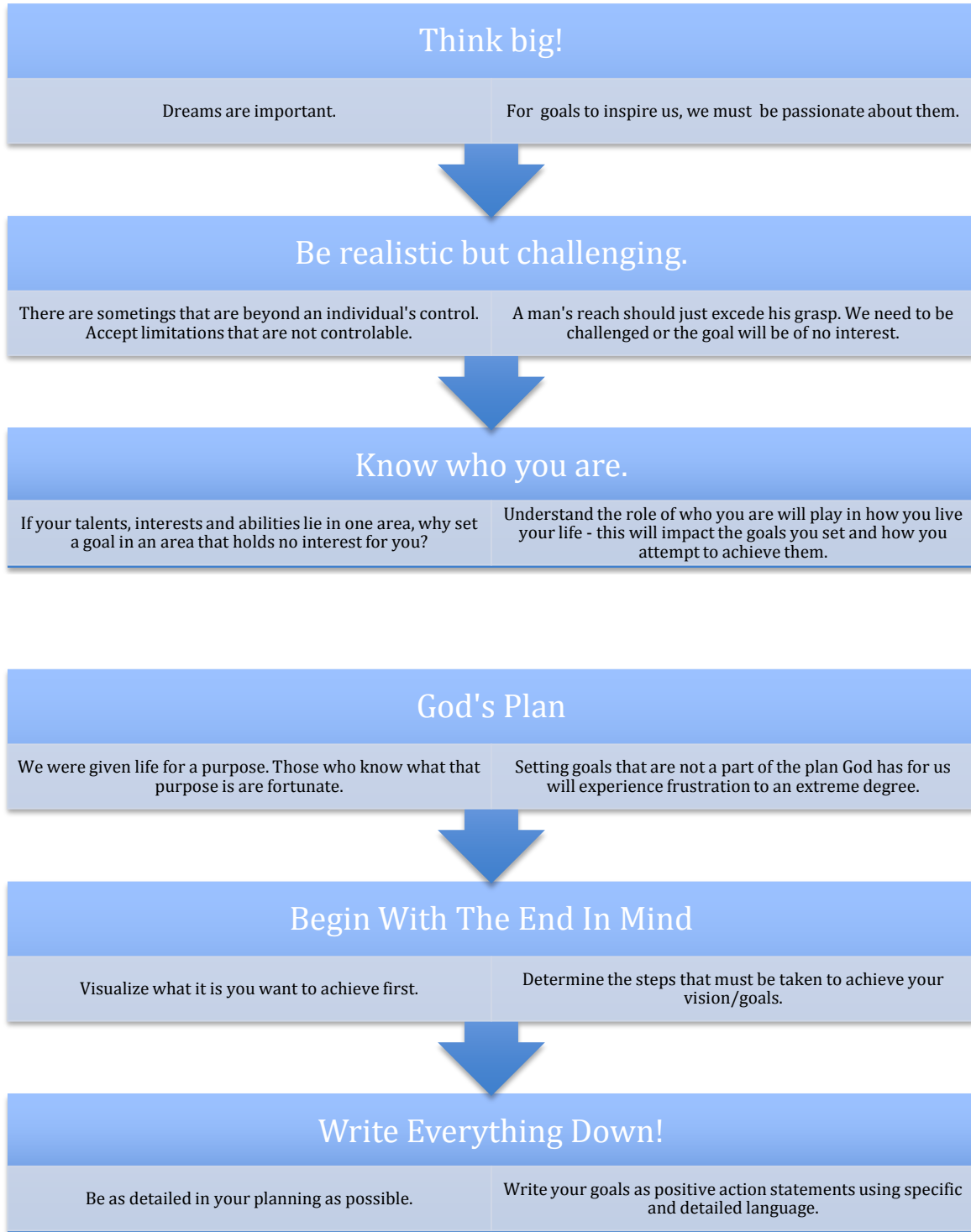


Goal Setting

“Make no little plans, they have no magic to stir men’s blood”
- Daniel Burnham -



Control What You Can Control

Be aware there are only three things you have total control over. Your attitude, your effort and the choices you make.

Mainly set performance goals and not outcome goals. You can control your performance but you cannot always control the outcome.

Develop An Action Plan

Be as specific and detailed as possible.

State everything in a concise and POSITIVE ACTION statement!

Use Intermediate Stepping Stone Goals

Long journies take more than a day. Intermediate goals are necessary.

Establish a series of small goals in a sequence that will ultimately lead to the main goal.

Prioritize Your Goals

If you have more than one goal, establish which is the most important.

Place the goals in sequential order based on priority.

Establish Deadlines

Deadlines create a positive sense of urgency in getting things done.

If there is no deadline the liklihood that any action to achieve the goal will be taken is small.

Keep Detailed Records

Records are necessary to monitor progress, evaluate the goals and have a record of achievement.

The act of record keeping is important so the individual can have a sense of making progress towards the ultimate goal.

Be Flexible

Allow for changes in your planning.

Be able to adapt to unforeseen events so you can still strive to meet your goals.



Be Disciplined

Know what to do. How to do it.

When to do it. Do it right every time.



Be Positive

Establish goals in the affirmative.

A positive or negative outlook will become self-fulfilling either way.

Rewards & Consequences

Establish rewards for success in sticking with the plan.

Establish self-imposed consequences for failure to adhere to the plan.



Evaluate Periodically

Determine what went right and what went wrong.

Always learn from your experiences, both your successes and failures.



What Now?

Life is a journey, not a destination!

Enjoy your success briefly and move on to the next goals you set for yourself!



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