

## GOAL SETTING WORKSHEET

### Setting Lifetime Goals

When we talk about setting goals, your biggest or Life-time or Bucket list Goals are a great start. These exercises will take you through the different levels of questions to ask yourself and how to succeed at reaching your goals take a look at the following categories (or in other categories of your own, where things are important to you):

Career – What level do you want to reach in your career, or what do you want to achieve?

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Financial – How much do you want to earn, by what stage? How is this related to your career goals?

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Education – Is there any knowledge you want to acquire in particular? What information and skills will you need to have in order to achieve other goals?

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Family – Do you want to be a parent? If so, how are you going to be a good parent? How do you want to be seen by a partner or by members of your extended family?

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Artistic – Do you want to achieve any artistic goals?

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Attitude – Is any part of your mindset holding you back? Is there any part of the way that you behave that upsets you? (If so, set a goal to improve your behavior or find a solution to the problem.)

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Physical – Are there any athletic goals that you want to achieve, or do you want good health deep into old age? What steps are you going to take to achieve this?

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Pleasure – How do you want to enjoy yourself? (You should ensure that some of your life is for you!)

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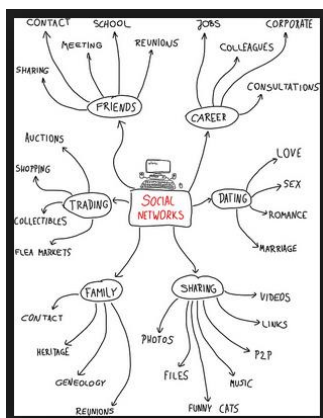
Public Service – Do you want to make the world a better place? If so, how?

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This can be a real brainstorming session. Before you even write things down here, get a blank piece of paper and try to create a bubble map, or mind map. I am a super visual person, so this work fun for me, I like to get colored markers out to do this exercise. Start with the circle in the middle of the paper. Draw 9 smaller circles around that one, write in each of the previous categories, then branch off with your ideas of what you want to achieve in each bubble. Then create 3 branches from there off each Goal, these are the smaller goals you want to achieve to lead you to the larger goal.



As you do this, make sure that the goals that you have set are ones that you genuinely want to achieve, not ones that your parents, family, or employers might want

## *SMART Goals*

A useful way of making goals more powerful is to use the SMART mnemonic. SMART usually stands for:

S – Specific (or Significant).

M – Measurable (or Meaningful).

A – Attainable (or Action-Oriented).

R – Relevant (or Rewarding).

T – Time-bound (or Trackable).

For example, instead of having "to sail around the world" as a goal, it's more powerful to say "To have completed my trip around the world by December 31, 2015." Obviously, this will only be attainable if a lot of preparation has been completed beforehand!

State each goal as a positive statement – Express your goals positively – "Execute this technique well" is a much better goal than "Don't make this stupid mistake."

Be precise: Set precise goals, putting in dates, times and amounts so that you can measure achievement. If you do this, you'll know exactly when you have achieved the goal, and can take complete satisfaction from having achieved it.

Set priorities – When you have several goals, give each a priority. This helps you to avoid feeling overwhelmed by having too many goals, and helps to direct your attention to the most important ones.

Write goals down – This crystallizes them and gives them more force.

When you've achieved a goal, take the time to enjoy the satisfaction of having done so. Absorb the implications of the goal achievement, and observe the progress that you've made towards other goals.

If the goal was a significant one, reward yourself appropriately. All of this helps you build the self-confidence you deserve.

Be sure to keep this list of goals handy. I have a notebook I keep open and on the left are my larger goals and on the right page are more faster, more attainable goals, I rework these on a weekly basis. Monday Morning I spend 20 minutes rewriting and reviewing my goals, and making a small list of what is to come next, who I need to meet, and share encouragement with my partners in crime to keep me going.