

# Goal Setting Works!



**Whether setting personal, professional or organizational goals, now is a good time to compare where you are with where you would like to be in the future...**

Some studies suggest that fewer than ten percent of people set specific and written goals. The secret to accomplishing your goals is to have a system. Here is mine:

**1. Start at the END!** Work *backwards* from the goal. Ask yourself, "Where would I (Company) like to be a year from now?" The sky is the limit! Visualize in your mind that it is December 31<sup>st</sup> and you just achieved your goal. Ask yourself, "How did I do it?" Now speculate all the steps you would have had to take to achieve this goal. Then write down all these activities.

**2. Write down your goals.** Writing down your goals makes them real. Be specific. "I am going to increase revenues this year." This is too general. "I am going to increase revenues 5 percent by June 31<sup>st</sup>." Now you can measure your progress and see results. Set deadlines and develop action steps for each goal. This will be your "success plan". Refer to it often and it will keep you focused.

## Eight ways to make and set goals that work! ©

Excerpt from Donadio's most requested Keynote/DVD - "**Belief-Driven Success**"

**3. Set realistic yet challenging goals.** Set yourself up to succeed. This builds your confidence. To say you want to triple your income in the first quarter might be an unrealistic goal. Unrealistic goals can cause you to lose motivation.

**\*4. Anticipate obstacles and plan how to overcome them.** Expect the best and prepare for the worst! Be proactive, anticipate obstacles. Ask yourself "What is going to stop me from achieving this goal?" Then ask, "How can I overcome these obstacles?" One of the biggest obstacles to success is **YOU!**

**\*5. Get Mentally Prepared.** Mental preparation is key to overcoming obstacles and taking action. Use techniques like visualization, self-talk, music and quiet time. If you are stuck, take a look at your "beliefs" about the issue. "***If you're not mentally prepared, you're not prepared.***"

**6. Implement the plan forwards.** Now take action! Break action steps (from Step 1) into weekly or daily activities. Keep a "TO DO" list! Prioritize it and refer to it often. Remember - focus on results not activities. Periodically evaluate and adjust your plan. Keep your obstacles in mind (Step 4) and be prepared to either go through them or around them. Stay the course but adjust your sails.

**\*7. Build in Rewards.**

Throughout the process, build in rewards for yourself and/or the staff. Break down an annual goal into quarterly goals. Or break down a company goal into team goals. When you reach the quarterly and/or team goal, "celebrate"! Set up periodic, small rewards to keep you and your staff motivated. These will also help keep you goal centered.

**\*8. Try Again!** Learn from your mistakes. Use the experience you gained to re-evaluate present goals and establish new goals. Here are two questions you can ask yourself to turn every mistake into a learning opportunity. 1. "*What did I do well?*" 2. "*What will I do differently the next time?*"

**\*Steps most likely skipped when people set goals!**

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