

Writing GOALS

Mindset Number ONE: The true purpose of your practice or business is to serve YOU and to fund your IDEAL LIFESTYLE – not the other way around. YOU MUST BEGIN BY PUTTING YOUR PERSONAL LIFE FIRST AND GETTING YOUR PRACTICE PRIORITIZED CORRECTLY.

Mindset Number TWO: A goal not reduced to writing and reviewed often is a MERE WISH.

The goals you ultimately create must be **S.M.A.R.T.**

Specific - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

- *Who: Who is involved?
- *What: What do I want to accomplish?
- *Where: Identify a location.
- *When: Establish a time frame.
- *Which: Identify requirements and constraints.
- *Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?

Attainable - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

Top Practices Think Sheet

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

Realistic - To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

Time Bound- A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? "Someday" won't work. But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal.

Writing your GOALS

What are your goals?

Lifetime	3 Year	1 Year	Quarterly
Personal/Business/Financial/Health/Fun			

Write out your lifetime goals first for the 5 areas. Your three year goals must be connected to your lifetime goals. If you can't flow a 3 year goal up to a lifetime goal it is either not a goal or your lifetime goals need adjusted. Your 1 year goals must flow down from your 3 year goals and your quarterly goals must be directly tied to the fulfillment of your one year goals. Be sure to create goals at least one goals for all five areas.

Top Practices Think Sheet

My Lifetime Goals Are:

Personal:

- 1.
- 2.
- 3.
- 4.
- 5.

Business:

- 1.
- 2.
- 3.
- 4.
- 5.

Financial:

- 1.
- 2.
- 3.
- 4.
- 5.

Top Practices Think Sheet

My Lifetime Goals Are:

Health:

1.

2.

3.

4.

5.

Fun:

1.

2.

3.

4.

5.

Top Practices Think Sheet

My Three Year Goals Are:

Personal:

1.

2.

3.

4.

5.

Business:

1.

2.

3.

4.

5.

Financial:

1.

2.

3.

4.

5.

Top Practices Think Sheet

My Three Year Goals Are:

Health:

1.

2.

3.

4.

5.

Fun:

1.

2.

3.

4.

5.

Top Practices Think Sheet

My One Year Goals Are:

Personal:

- 1.
- 2.
- 3.
- 4.
- 5.

Business:

- 1.
- 2.
- 3.
- 4.
- 5.

Financial:

- 1.
- 2.
- 3.
- 4.
- 5.

Top Practices Think Sheet

My One Year Goals Are:

Health:

1.

2.

3.

4.

5.

Fun:

1.

2.

3.

4.

5.

Top Practices Think Sheet

My Quarterly Goals Are:

Personal:

1.

2.

3.

4.

5.

Business:

1.

2.

3.

4.

5.

Financial:

1.

2.

3.

4.

5.

Top Practices Think Sheet

My Quarterly Goals Are:

Health:

1.

2.

3.

4.

5.

Fun:

1.

2.

3.

4.

5.

Motivation isn't a set of power phrases

- **Motivation is the ability to see in the present a projection of the future that you want for yourself**
- **to put a plan into motion for it's achievement**
- **to be aware of the price required to achieve your goals,**
- **and then to move steadily toward these goals on a day-to-day basis.**