

Personal Goal Setting - Planning to Live Your Life Your Way

How to Use Tool:

Goal setting is a formal process for personal planning. By setting goals on a routine basis you decide what you want to achieve, and then step-by-step move towards the achievement of these goals. The process of setting goals and targets allows you to choose where you want to go in life. By knowing precisely what you want to achieve, you know what you have to concentrate on to do it. You also know what is merely a distraction.

Goal setting is a standard technique used by top-level athletes, business-people and achievers in all fields. It gives you long-term vision and short-term motivation. It focuses your acquisition of knowledge and helps you to organize your resources.

By setting sharp, clearly defined goals, you can measure and take pride in the achievement of those goals. You can see forward progress in what might previously have seemed a long pointless grind. By setting goals, you will also raise your self-confidence, as you recognize your ability and competence in achieving the goals that you have set. The process of achieving goals and seeing this achievement gives you confidence that you will be able to achieve higher and more difficult goals.

Goals are set on a number of different levels: firstly you decide what you want to do with your life and what large-scale goals you want to achieve. Then you break these down into the smaller and smaller targets that you must hit so that you reach your lifetime goals. Finally, once you have your plan, you start working towards achieving it.

Starting to Set Personal Goals

This section explains how to set personal goals. It starts with your lifetime goals, and then works through a series of lower level plans culminating in a daily to-do list. By setting up this structure of plans you can break even the biggest life goal down into a number of small tasks that you need to do each day to reach the lifetime goals.

Your Lifetime Goals

The first step in setting personal goals is to consider what you want to achieve in your lifetime - setting Lifetime goals gives you the overall perspective that shapes all other aspects of your decision making.



To give a broad, balanced coverage of all important areas in your life, try to set goals in some or all of the following categories:

- *Artistic:*
Do you want to achieve any artistic goals? If so, what?
- *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 goals to improve or cure the problem.
- *Career:*
What level do you want to reach in your career?

- *Education:*
Is there any knowledge you want to acquire in particular? What information and skills will you need to achieve other goals?
- *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?
- *Financial:*
How much do you want to earn by what stage?
- *Physical:*
Are there any athletic goals you want to achieve, or do you want good health deep into old age? What steps are you going to take to achieve this?
- *Pleasure:*
How do you want to enjoy yourself? - you should ensure that some of your life is for you!
- *Public Service:*
Do you want to make the world a better place by your existence? If so, how?

Once you have decided your goals in these categories, assign a priority to them from A to F. Then review the goals and re-prioritize until you are satisfied that they reflect the shape of the life that you want to lead. Also ensure that the goals that you have set are the goals that you want to achieve, not what your parents, spouse, family, or employers want them to be.

How to Start to Achieve Your Lifetime Goals

Once you have set your lifetime goals, set a 25 year plan of smaller goals that you should complete if you are to reach your lifetime plan. Then set a 5 year plan, 1 year plan, 6 month plan, and 1 month plan of progressively smaller goals that you should reach to achieve your lifetime goals. Each of these should be based on the previous plan.

Finally set a [daily to-do list](#) of things that you should do today to work towards your lifetime goals. At an early stage these goals may be to read books and gather information on the achievement of your goals. This will help you to improve the quality and realism of your goal-setting.

Finally review your plans, and make sure that they fit the way in which you want to live your life.

Staying on Course

Once you have decided your first set of plans, keep the process going by reviewing and updating your to-do list on a daily basis. Periodically review the longer term plans, and modify them to reflect your changing priorities and experience.

An easy way of doing this is to use the goal-setting software like [GoalPro5](#) on a daily basis - we review GoalPro on the left-hand sidebar, alternatively you can download GoalPro from [Success Studios](#) web site. GoalPro uses a similar set of categories to ones we recommend - either use theirs, or adapt the software to use ours.

Setting Goals Effectively

The following broad guidelines will help you to set effective goals:

- *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 a precise goal, putting in dates, times and amounts so that you can measure achievement. If you do this, you will know exactly when you have achieved the goal, and can take complete satisfaction from having achieved it.
- *Set priorities:* where you have several goals, give each a priority. This helps you to avoid feeling overwhelmed by 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.
- *Keep operational goals small:* keep the low-level goals you are working towards small and achievable. If a goal is too large, then it can seem that you are not making progress towards it. Keeping goals small and incremental gives more opportunities for reward. Derive today's goals from larger ones.
- *Set performance goals, not outcome goals:* you should take care to set goals over which you have as much control as possible. There is nothing more dispiriting than failing to achieve a personal goal for reasons beyond your control. These could be bad business environments, poor judging, bad weather, injury, or just plain bad luck. If you base your goals on personal performance, then you can keep control over the achievement of your goals and draw satisfaction from them.
- *Set realistic goals:* it is important to set goals that you can achieve. All sorts of people (parents, media, society) can set unrealistic goals for you. They will often do this in ignorance of your own desires and ambitions. Alternatively you may be naïve in setting very high goals. You might not appreciate either the obstacles in the way, or understand quite how many skills you must master to achieve a particular level of performance.
- *Do not set goals too low:* just as it is important not to set goals unrealistically high, do not set them too low. People tend to do this where they are afraid of failure or where they are lazy! You should set goals so that they are slightly out of your immediate grasp, but not so far that there is no hope of achieving them. No-one will put serious effort into achieving a goal that they believe is unrealistic. However, remember that your belief that a goal is unrealistic may be incorrect. If this could be the case, you can change this belief by using imagery effectively.

Achieving Goals

When you have 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 you have made towards other goals. If the goal was a significant one, reward yourself appropriately.

With the experience of having achieved this goal, review the rest of your goal plans:

- if you achieved the goal too easily, make your next goals harder
- If the goal took a dispiriting length of time to achieve, make the next goals a little easier
- If you learned something that would lead you to change other goals, do so
- If while achieving the goal you noticed a deficit in your skills, decide whether to set goals to fix this.

Failure to meet goals does not matter as long as you learn from it. Feed lessons learned back into your goal-setting program.

Remember too that your goals will change as you mature - adjust them regularly to reflect this growth in your personality. If goals do not hold any attraction any longer, then let them go. Goal-setting is your servant, not your master - it should bring you real pleasure, satisfaction and a sense of achievement.

Example:

The best example of goal-setting that you can have is to try setting your own goals. Set aside two hours to think through your lifetime goals in each of the categories. Then work back through the 25 year plan, 5 year plan, 1 year plan, 6 month plan, a 1 month plan. Finally draw up a To Do list of jobs to do tomorrow to move towards your goals.

Tomorrow, do those jobs, and start to use goal-setting routinely!

Key points:

Goal setting is an important method of:

- Deciding what is important for you to achieve in your life
- Separating what is important from what is irrelevant
- Motivating yourself to achievement
- Building your self-confidence based on measured achievement of goals

You should allow yourself to enjoy the achievement of goals and reward yourself appropriately. Draw lessons where appropriate, and feed these back into future performance.

If you do not already set goals now is a great time to start!

Goal Setting - Powerful Written Goals In 7 Easy Steps!

by Gene Donohue

The car is packed and you're ready to go, your first ever cross-country trip. From the White Mountains of New Hampshire to the rolling hills of San Francisco, you're going to see it all.

You put the car in gear and off you go. First stop, the Baseball Hall of Fame in Cooperstown, New York.

A little while into the trip you need to check the map because you've reached an intersection you're not familiar with. You panic for a moment because you realize you've forgotten your map.

But you say the heck with it because you know where you're going. You take a right, change the radio station and keep on going. Unfortunately, you never reach your destination.

Too many of us treat goal setting the same way. We dream about where we want to go, but we don't have a map to get there.

What is a map? In essence, the written word.

What is the difference between a dream and a goal? Once again, the written word.

But we need to do more than simply scribble down some ideas on a piece of paper. Our goals need to be complete and focused, much like a road map, and that is the purpose behind the rest of this article.

If you follow the 7 steps I've outlined below you will be well on your way to becoming an expert in building the road maps to your goals.

Life consists in what a man is thinking of all day.

-Ralph Waldo Emerson

1. Make sure the goal you are working for is something you really want, not just something that sounds good.

I remember when I started taking baseball umpiring more seriously. I began to set my sites on the NCAA Division 1 level. Why? I knew there was no way I could get onto the road to the major leagues, so the next best thing was the highest college level. Pretty cool, right. Wrong.

Sure, when I was talking to people about my umpiring goals it sounded pretty good, and many people were quite impressed. Fortunately I began to see through my own charade.

I have been involved in youth sports for a long time. I've coached, I've been the President of leagues, I've been a treasurer and I'm currently an Assistant State Commissioner for Cal Ripken Baseball. Youth sports is where I belong, it is where my heart belongs, not on some college diamond where the only thing at stake is a high draft spot.

When setting goals it is very important to remember that your goals must be consistent with your values.

2. A goal can not contradict any of your other goals.

For example, you can't buy a \$750,000 house if your income goal is only \$50,000 per year. This is called non-integrated thinking and will sabotage all of the hard work you put into your goals. Non-integrated thinking can also hamper your everyday thoughts as well. We should continually strive to eliminate contradictory ideas from our thinking.

3. Develop goals in the 6 areas of life:

Family	and	Home
Financial	and	Career
Spiritual	and	Ethical
Physical	and	Health
Social	and	Cultural
Mental and Educational		

Setting goals in each area of life will ensure a more balanced life as you begin to examine and change the fundamentals of everyday living. Setting goals in each area of life also helps in eliminating the non-integrated thinking we talked about in the 2nd step.

4. Write your goal in the positive instead of the negative.

Work for what you want, not for what you want to leave behind. Part of the reason why we write down and examine our goals is to create a set of instructions for our subconscious mind to carry out. Your subconscious mind is a very efficient tool, it can not determine right from wrong and it does not judge. It's only function is to carry out its instructions. The more positive instructions you give it, the more positive results you will get.

Thinking positively in everyday life will also help in your growth as a human being. Don't limit it to goal setting.

5. Write your goal out in complete detail.

Instead of writing "A new home," write "A 4,000 square foot contemporary with 4 bedrooms and 3 baths and a view of the mountain on 20 acres of land."

Once again we are giving the subconscious mind a detailed set of instructions to work on. The more information you give it, the more clear the final outcome becomes. The more precise the outcome, the more efficient the subconscious mind can become.

Can you close your eyes and visualize the home I described above? Walk around the house. Stand on the porch off the master bedroom and see the fog lifting off the mountain. Look down at the garden full of tomatoes, green beans and cucumbers. And off to the right is the other garden full of mums, carnations and roses. Can you see it? So can your subconscious mind.

6. By all means, make sure your goal is high enough.

Shoot for the moon, if you miss you'll still be in the stars. Earlier I talked about my umpiring goals and how making it to the top level of college umpiring did not mix with my values. Some of you might be saying that I'm not setting my goals high enough. Not so. I still have very high goals for my umpiring career at the youth level. My ultimate goal is to be chosen to umpire a Babe Ruth World Series and to do so as a crew chief. If I never make it, everything I do to reach that goal will make me a better umpire and a better person. If I make it, but don't go as a crew chief, then I am still among the top youth umpires in the nation. Shoot for the moon!

7. This is the most important, write down your goals.

Writing down your goals creates the roadmap to your success. Although just the act of writing them down can set the process in motion, it is also extremely important to review your goals frequently. Remember, the more focused you are on your goals the more likely you are to accomplish them.

Sometimes we realize we have to revise a goal as circumstances and other goals change, much like I did with my umpiring. If you need to change a goal do not consider it a failure, consider it a victory as you had the insight to realize something was different.

So your goals are written down.

Now what?

First of all, unless someone is critical to helping you achieve your goal(s), do not freely share your goals with others. The negative attitude from friends, family and neighbors can drag you down quickly. It's very important that your self-talk (the thoughts in your head) are positive.

Reviewing your goals daily is a crucial part of your success and must become part of your routine. Each morning when you wake up read your list of goals that are written in the positive. Visualize the completed goal, see the new home, smell the leather seats in your new car, feel the cold hard cash in your hands. Then each night, right before you go to bed, repeat the process. This process will start both your subconscious and conscious mind on working towards the goal. This will also begin to replace any of the negative self-talk you may have and replace it with positive self-talk.

Every time you make a decision during the day, ask yourself this question, "Does it take me closer to, or further from my goal." If the answer is "closer to," then you've made the right decision. If the answer is "further from," well, you know what to do.

If you follow this process everyday you will be on your way to achieving unlimited success in every aspect of your life.

*The difference between a goal
and a dream is the written word.*

-Gene Donohue

Perseverance Quotient

Perseverance and failure cannot coexist. Failure happens when you quit. When all is said and done, perseverance, commonly referred to as "stick-to-itiveness," is the ultimate success insurance. Nothing can take its place.

Like the old adage of getting up just one more time than you have been knocked down, "Staying with it" applies to so much that is good and healthful in life! From learning to walk to riding a bicycle, our childhood teaches us that failure only occurs when we stop trying. It's a lesson many of us need to revisit in our adulthood. Then we need to consciously apply the techniques and principles that keep us on the "perseverance track."

For example, the world is full of those who "tried" to get a business going. After meeting with difficulty or rejections, they quit. They accepted failure, and faded back into the crowd never to be heard from again. The worst part is not that they quit their business, but that they quit themselves.

Why should succeeding at a business be easier than learning to ski or to play the piano? We are likely to stumble at first. It's part of the learning process. Ultimately, the people who persevere through the stumbling process learn enough to become successful. It's "staying with it" that separates the successful from the "waners." Remember the words of Vince Lombardi, "We never lost a game, we just ran out of time."

Let's examine this valuable, yet elusive character trait, to see how we can enhance our own level of perseverance in life.

How are you currently equipped to persevere in pursuit of your dreams?

Give yourself the following quiz. On a scale of 1 -10, one being not all and 10 being perfect, rate your level on each of these factors that play a key role in your ability to persevere:

1. Self-confidence and self-image (Do you believe in you?)
2. Independence in thought and action (Can you go against the crowd when you know they're wrong?)
3. Clarity of purpose and intensity of passion (Do you really know what you want? How hot is your fire?)
4. Integrity (Do your actions align with your professed beliefs?)
5. Honesty with yourself (Are you willing to acknowledge and address areas about yourself with

which you're dissatisfied?)

6. Ability to focus (Do you finish projects you start?)

7. Resilience (Can you bounce back quickly from disappointments?)

8. Adaptability to change in circumstances (Can you quickly adjust to surprises?)

9. Health (How is your stamina? Energy level?)

10. The supportiveness of your family, social and career environment (Do the people who surround you add to, or detract from, your willingness to do what's necessary to achieve your goals?)

Total Score

What Does Your Score Reveal:

Below 55

Take a complete inventory. Your positive assets first. Then your areas of opportunity (lowest scoring categories). Then, get with your Pinnacle coach to develop a game plan to start moving them up, one day at a time, one score at a time.

55 - 69

You're honest, and that's a good start! Which is what you should do---start!! Also, what can you do to bring up your lowest score?

70 - 84

You're in great shape to go. Maybe a little fine-tuning along the way

85 - 94

Excellent---just don't get too comfortable

95 - 100

You are a Perseverance Machine. Keep up the great work!

11 Ways To Raise Your Perseverance Quotient:

1. Be grown up, which means, be independent, take responsibility for yourself. When you step out, take risks, and succeed some people may be envious or fearful that they're "losing" the former you. This can cause them to be critical of your new aspirations and plans. They become "dream stealers." When you are overly concerned about what your family, friends and acquaintances might say, you might lose your drive to persevere and let your dreams fade away.

This may be a great time to develop new friends who support your goals and gladly celebrate your achievements. It doesn't necessarily mean that you have to abandon the old ones. But let them know how you feel. Just give them a little room to catch up with the new you!

2. Intentionally select positive re-enforcement. When you purchase books and tapes, movies and other media for your entertainment, seek those with strong, uplifting themes. Select those which nurture your spirit. Avoid as much negative messaging as possible, including other outside influences that bring you down. For instance, why would you choose to read a magazine article or watch a news program that leaves you depressed or angry? For those times when negativity unavoidably invades your space, find something to learn from it or something humorous about it. When someone hands you the thorns, find the roses!

3. Live healthy. Energy and stamina are musts for perseverance. You need them for focus, resilience, optimism, self-confidence, clarity and intensity. You have seen from the above quiz how much each of these effects your Perseverance Quotient! See the appendix in *The Living Learning System* on "Cellular Regeneration."

4. Ask, "What is true?" not "What do others think is true?" To make effective decisions, you must take the responsibility of perceiving reality as accurately as possible. Decision-making is not a popularity contest and there's definitely no guarantee that what the majority thinks or believes is compatible with the truth. This includes the people the majority regard as experts.

When you seek the truth, you're being true to yourself. When you're true to yourself, you nourish your will to persevere.

5. When getting advice, consider the source.

If you want to shorten the distance from perseverance to achievement, you want to learn from the mistakes of others, rather than repeating them yourself. And you want to use the methods that have brought others the success you seek.

If you're planning to climb Mt Everest, who will you look to for advice? The best source is someone else who has done it!!

If you want to pilot an airplane, would you listen to advice from Aunt Matilda who has never done anything in her life more demanding than entering a Bridge contest? Would you ask your accountant? Your best friend? Or would you seek advice from someone who is a successful pilot?

If you wanted to start a small business, would you seek advice from someone at work, your minister, a university professor, a corporate person, or from someone who is already successful in the business?

And here's a fascinating corollary: if you are looking for a way out, an excuse to quit, you need go no farther than Aunt Matilda, your accountant, the folks at work, etc. You'll get all the negative encouragement necessary to put your dream back on the shelf.

6. Avoid the "no action" alibi. We've all been guilty from time to time of using convenient alibis for not persevering.

Eric Hoffer, who had spent much of his life as a "simple" longshoreman, is a great example of someone who didn't let other people's stereotypes, which he could have used as no-action alibis, prevent him from becoming a best-selling philosopher-author.

And Eric Hoffer says it well: "There are many who find a good alibi far more attractive than an achievement. For an achievement does not settle anything permanently. We still have to prove that we are as good today as we were yesterday.

"But when we have a valid alibi for not achieving anything, we are fixed, so to speak, for life. Moreover, when we have an alibi for not writing a book and not painting a picture and so on, we have an alibi for not writing the greatest book and not painting the greatest picture. Small wonder that the effort expended and the punishment endured in obtaining a good alibi often exceed the effort and grief requisite for the attainment of a most marked achievement."

The important thing is to be totally honest with ourselves; recognize the alibi for what it is and not make alibis a way of life.

7. Identify counterproductive habits or thoughts you would like to discontinue. Then dump them!

Being mentally or emotionally rigid means that you hang on to habits that no longer serve you, habits that can make you unproductive, frustrated, unfulfilled.

Examples of counterproductive habits that may reduce your will to persevere:

- Grousing about politics, work or the neighbors with friends
- Blowing small aggravations out of proportion
- Dwelling in the past
- Worrying about stuff that may not even happen, or that you cannot control
- Viewing yourself as a victim
- Worrying about what others are doing or what others have.

"Be true to yourself."

Focus on what you can do, not what you cannot do. When you focus on what you cannot do, you get more of it!

Keep YOUR pace. It's different from the pace of others. Forget the Jones's, and don't feel guilty about moving ahead of some of your contemporaries. Remember the story of "The Hare and the Tortoise." Live the life YOU want to live; earn what YOU want to earn; do what YOU want to do. Don't be too concerned about how others are living their lives.

To help you identify and eliminate counterproductive thoughts you may be entertaining, we recommend you read the sections on "Self-Talk" and "Your Uniqueness---Key to Freedom" in your Living Learning System.

8. Willingly forgive yourself and others. Do this for your own sake, your own peace of mind. Carrying around the emotions of grudges, disapproval, hatred, or disappointment is toxic to your spirit of perseverance. Whether the subject person is someone else or yourself, you are the one feeling the wound. You don't hurt others when you hold hatred toward them; you hurt yourself. And you can hurt yourself seriously by allowing hatred to fester in your consciousness. You can't experience anger and joy at the same time---so leave plenty of room for the joy!

9. Take reasonable risks. Without risk, there's no reward. Risk avoidance dampens the spirit, undermining the will to persist in the face of obstacles and reversals. The choice not to choose is probably one of the riskiest choices you can ever make, with zero upside potential!

10. Get support. You deserve to be around folks supportive of your aspirations. All good psychologists, counselors, coaches and teachers will tell you that you must have exposure to a positive environment. Napoleon Hill called it a Mastermind Group. You may call it Pinnacle!

11. Don't quit.

When you feel yourself slipping, remember Sparky. School was all but impossible for Sparky. He failed every subject in the eighth grade. He flunked physics, Latin, algebra and English in high school. He didn't do much better in sports. Although he did manage to make the school golf team, he promptly lost the only important match of the year. There was a consolation match and he lost that, too.

Throughout his youth, Sparky was awkward socially. He was not actually disliked by the other students; he wasn't considered consequential enough for that! He was astonished if a classmate ever said "hello" to him outside school hours. He never found out how he would have fared as a "date." In high school, Sparky never once asked a girl out. He was too afraid of being rejected.

Sparky was a loser. He, his classmates, and everyone else knew it, so Sparky simply accepted it. But one thing was important to Sparky: drawing. He was proud of his own artwork. Of course, no one else appreciated it. In his senior year in high school, he

submitted some cartoons to the editors of his yearbook. They were turned down. Despite this particularly painful rejection, Sparky had found his passion.

Upon graduating from high school, he wrote a letter to Walt Disney Studios. He was told to send some samples of his artwork, and the subject matter for a cartoon was suggested. Sparky drew the proposed cartoon. He spent a great deal of time on it and on the other drawings. Finally the reply from the Disney Studios came. He had been rejected once again. Another loss for the loser.

Sparky wrote his own autobiography in cartoons. He described his childhood self, a little-boy loser and chronic under achiever. He was the little cartoon boy whose kite would never fly, who never succeeded in kicking the football, and who became the most famous cartoon character of all, Charlie Brown!

Sparky, the boy who failed every subject in the eighth grade and whose work was rejected again and again, was Charles Schulz.

Charles Schulz persevered. He succeeded beyond his wildest imagination. He earned and deserved that success. He had failed at everything else he had tried. He endured rejection. It took a lot of trial and error to finally find out what it was that he was supposed to do. But he never quit. Because Charles Schulz persevered, the world is richer.

Perseverance is the insurance policy and common denominator for success. So powerful is perseverance that failure cannot exist in its presence. As Edison observed when after thousands of efforts to make the electric light bulb produced no illumination, "I haven't failed. I've identified 10,000 ways this doesn't work" By accurately viewing it as a learning experience, eventually Edison succeeded, leaving the critics and nay-sayers one of mankind's most important inventions.

Charles Schulz, Arnold Schwarzenegger, Colonel Sanders, Thomas Edison, Ayn Rand and the endless list of other persistent great achievers found that success inevitably arrives for every person who perseveres. Learn from the people who did it: Let perseverance keep your goals alive. And your dreams real.

Do what you love to do. Stand up for what you believe in. Make it a part of your life. Work toward it every day. Remember with every "No" you are that much closer to a "Yes" And by learning from each defeat and staying the course, success is inevitable.

The preceding was adapted from [Pinnacle's Living Learning System](#). Please click on the [link](#) for more information about Pinnacle's home study personal development course

Steps for Successful Goal Setting and Achievement

by Paul Christenbury

Goal Setting is an extremely powerful technique for accomplishment, but for Goal Setting to really be effective requires more than just writing down what we want to achieve. This article will present important steps that will help to define and achieve goals with more success.

Benefits of Goal Setting

Goal setting helps us determine our priorities, get organized, make big decisions, and realize our dreams. Almost all motivational experts incorporate goal setting as an important part of their programs. Zig Ziglar, when speaking of the importance of goals, poses the question “Are you a wandering generality or a meaningful specific”. I personally became so sold on the power of goals that I created a website called MyGoalManager.com. The objective of the website is to direct the user through the entire Goal process from definition to achievement. This Goal Achievement process entails the following requirements:

- 1. Well formed Goal Statements**
- 2. Breaking goals down into manageable Steps**
- 3. Motivation and Commitment**
- 4. Reminders and Keeping on track**
- 5. Frequent Review and Re-assessment**

1. Well formed Goal Statements

The Goal Statement forms the basis for the entire process so careful attention should be placed on formulating a clear and accurate goal statement. A good way to remember how a goal statement should be defined is the old S.M.A.R.T. acronym used by many experts in goal setting. SMART stands for:

Specific

Measurable

Action-Oriented

Realistic

Time and Resource Constrained

The Goal should be specific enough so that we know exactly what we are striving for, measurable so we can tell exactly when the goal has been reached, action-oriented to indicate an activity that will produce results, realistic in that it is practical and can be achieved, and time and resources constrained meaning that it has a definite deadline for completion and realizes limited availability of resources. The goal statement “Increase sales 25% by the end of the fiscal year without increasing advertising spending” is an example that follows these rules.

2. Breaking down Goals into manageable Steps

Once we have a well-formed Goal Statement we need some direction to follow to achieve this Goal. The creation of Goal Steps gives us a list of the important things that need to be done to achieve the Goal, an action plan, and also allows us to track our progress towards the goal. While the goal “Increase sales 25% by the end of the fiscal year without increasing advertising spending” is a great goal statement, this is a monumental task without being broken down into smaller detailed steps.

3. Motivation and Commitment

Motivation and commitment are what make us strive to achievement. They give us the push, desire, and resolve to complete all of the other steps in the Goal process. This motivation can be obtained by developing a statement that creates a high level of emotion and energy that guarantees achievement. Commitment is what sets us on direct course to reach our goals and creates costly negative consequences for failure.

4. Reminders and Keeping on Track

Reaching our goals requires persistence and regular attention. We need some sort of system to keep us reminded and accountable. MyGoalManager.com uses a combination reminder emails, calendars, and reports to keep users organized and on track. If some accountability system is not used then we are likely to loose sight and fail.

5. Frequent Review and Re-assessment

Goal Setting is definitely an ongoing process that is accomplished over time. When we first sit down and start to define goals it can seem like a difficult and daunting task but over time it begins to get much easier. Patience is required. All goals due in the next year should be reviewed at least once a week and daily if possible. The great thing about frequent review is that this forces us to make big decisions and determine priorities in our life. We should keep watch for goals that aren't being achieved on time or for goals on which we keep extending the deadline.

I hope this article will help you achieve your goals and give you more focus and direction. The website at <http://www.MyGoalManager.com/> automates all of the philosophies and procedures laid out in this article and is a very helpful tool for reaching your goals. This website also has a demo that shows some examples of the strategies described in this article. Good luck as you realize all of your greatest dreams!

Success: A Lengthy Journey or State of Mind

by Fred W. Tanner

In today's society many baby boomers are searching for something that is illusive and difficult to obtain. They search long and hard to not only find it, but to feel the satisfaction that finding it may bring. This search takes them on a journey through life that has a profound effect on their relationships with others as well as their overall happiness and well being. What they are searching for is Success.

How Do We Create Our Definition of Success?

The baby boomer generation's definition of success began forming at an early age. As children they watched their fathers and mothers work hard to achieve success through home ownership, a good paying job and the obtainment of material possessions. Some moved to bigger houses and their parents purchased more expensive cars as spendable income increased. At Christmas time they may have found that the presents got more expensive and numerous as well. In receiving all of these things many found that their working parents spent less time with them as children. Now they know that time is what they most cherished.

Some baby boomers grew up in a family where their parents worked hard but never seemed to have anything. The house was small and the car was always old and in the mechanics shop. Material possessions were never abundant. Children raised in this type of situation may have formed their definition of success from other successful people, society and the media. Not having the trappings of success made them more determined to achieve it in their adult life. They were going to be "more successful than their parents." In the final analysis were they?

As a baby boomer I followed my parents' example after high school and attended college hoping it would lead to a good career. Like many I found that it was difficult to land that perfect job after graduation and I became frustrated that success was still out of reach. After a period of job moves searching for that "perfect position" I reached the pinnacle stage of my career. Like my friends I worked to purchase the biggest house, nicer cars, better clothes and other material possessions to validate my success. Each year the debt levels increased that required a higher salary. The additional debt caused me to feel "handcuffed" to my job. In our north Dallas neighborhood there were many of my neighbors that purchased expensive homes but did not have the money for furniture. They created an illusion of success on the outside of their stately two story homes. If success was the accumulation of material things were these people successful? Almost everything they owned of value was actually owned by the credit card companies and the mortgage holder. What price were they really paying for success?

How Do We Evaluate Success?

There comes a time in everyone's life when one starts evaluating his or her success. Part of the evaluation is spent looking at the sacrifices made along the way and what is there to show for all the effort, blood, sweat and tears. In essence what was the price for success in tangible and intangible terms? An example might be the many moves a family had to go through for the father/mother to get the promotions and higher salaries. The impact on children frequently changing schools and making new friends. Stresses caused by increased responsibility with each new position and the effect that stress had on the family's happiness. Once the evaluation is completed

many individuals question the value of “success” even if material possessions and the money is abundant. Some realize that the price paid to reach success was too high. They yearn for the happiness, true fulfillment and peace of mind they never had.

Did I Ever Achieve Success?

I am one that followed the course of success established by my parents. As a baby boomer societal influences also had an impact on my definition and striving for success. I climbed the career ladder knowing that when I reached the top I would achieve success and fulfillment. I found out I was wrong. A comment that my supportive and loving wife of 23 years made to me several years ago during my hectic corporate days really made me think about what I was doing. One beautiful evening while walking the dog she said “ Fred, you know we were the happiest when we first started out. You didn’t make much money. We had that rental house, the old furniture and the old car.” Another comment made by my oldest son when he was 16 was “dad when I grow up I don’t want to be like you, you don’t like your job and you never seem happy.” When you receive this kind of input you know something about your path to success isn’t quite right. I have also learned that many children of baby boomers are not defining success the same way my generation did.

I Finally Found Success

I gathered up the courage and gave up the high paying corporate job in north Dallas. We moved to a small Colorado town for a year of college teaching. I remember the reactions I received from family and coworkers. My wife and children were ready for adventure but my mother thought I was going through a mid life crisis. I was jumping off the “success train” established by her generation. Colleagues at work either thought I was crazy or were actually envious of my new life change. One corporate officer said that he wished that he could do something like I did, but he was afraid his wife and children would be upset to give up the big house and all of the possessions. I’m sorry to say that I think he is still searching for success. I quickly found that giving up the corporate politics and business suits was easy. So was the two-hour daily commute to my office in north Dallas. In Colorado I walked across the street to work and wore sport shirts, khaki pants and hiking boots. Currently I am living with my family in a small college town in the North Georgia Mountains. I work at home. My wife is a schoolteacher. I have reached success at 46. I only wish I could have reached it sooner.

My New Perspective on Success

What I now realize is that success does not have to be a lengthy journey. Unfortunately most of us have to learn this by going through life striving for career achievement and paying the price. True success is based on how we view things relating to our life and career. Success does not mean obtaining material possessions or career status. I learned from friends we met in Colorado that some people with little money are successful. We had college teaching friends that did not have a great deal of money but enjoyed simple things like making biscotti, buying a good bottle of wine, listening to jazz at the coffee shop or exploring the mountains. They had more than I ever had when I was using society’s definition of success. True success is genuine satisfaction, happiness and contentment with yourself and the world around you. Truly enjoying life, family, friends, work, hobbies and all that life has to offer.

I invite you to find it and enjoy it.

Fred W. Tanner, M.A. is a professional life and business coach. He assists individuals seeking a simpler life, wanting to change careers or wanting happiness and fulfillment in their current situation.

He also assists businesses in marketing, management and planning issues. First coaching session is Free. For info visit <http://www.lifebizcoach.com>

Five Self-Growth Questions

by William Cottringer

Personal growth can be greatly stimulated when you ask yourself five critical questions and then struggle to get the right answers. This process requires you to use critical thinking, creativity, open-mindedness and above all else, brutal honesty. Here are the five questions:

What can I really control?

It seems to me that the process of growing up involves the gradual realization of how we have wasted so much time trying to control uncontrollable or irrelevant things. Once we start becoming more aware of the illusion of control, we begin to see the few things we can in fact control. Then we go about learning how to best influence the most important things on this short list in more positive, productive ways.

At the top of this control list is the need for more self-management. Especially critical, is the area of controlling our own interpretations of things that happen to us and our reactions to those interpretations. Our interpretations are often wrong and reactions ineffective. The smart reversal of focusing back inwards toward ourselves to better manage these interpretations and reactions is the first real step in personal growth. Unfortunately this important shift usually isn't a smooth one or one you can hurry along, but it does start with the question.

How do I sabotage my own success?

The fear of success is insidious. Probably most of this type of fear is based on some major assumptions of what might happen when you become successful. What will you have to do to achieve it? What will you have to give up? What will it be like? What will you have to do to maintain it? What will happen to you if you lose it? Your mind can go fairly wild with anticipation, before you even become successful at what you are trying to do. In this sense you are preventing your own littler successes from happening, which could have led to bigger ones.

Facing your darker side is not pleasant or easy, but you will never get anywhere until you take ultimate responsibility for where you are or where you aren't. You can't begin to close the gap between where you are and where you want to be until you see who created that gap- yourself. Once you take ownership for all your own best self-sabotaging behaviors you are ready to try and answer the next question.

Why Don't I apply all the good things I learn and know?

Some day I would like to download my brain to retrieve all the fabulous learning that has passed through it. For nearly forty years I have been taught, guided and motivated by the best of the best from the cliffs of Big Sur to the red rocks of the Australian outback. But why did so much of that good stuff not take? Why do we learn so many good things and then not apply them? If I had applied one tenth of the things I knew were right and good, I would have blissfully dissolved in Nirvana by now.

I suppose we all have to come to grips with the question of why we keep pushing the dessert away. My own answers seem to have most to do with my insatiable need to avoid boredom and stir up new excitement. I always need a new challenge and being able to do something well is anti-climatic. In the end, though this is a question you have to look yourself in the mirror and ask and keep asking until you get your answer. Some say it is later than you think, so what are you waiting for?

For whom (or what) am I doing all this?

It usually takes a very long time to understand why you need to give yourself permission to do something just for yourself and for its own intrinsic worth, without any regard for other people or reasons. It takes even longer to start doing that. Long ago I learned that you couldn't make another person happy, only unhappy. But that still didn't keep me from making a mad effort to achieve things with the main intention of trying to either please or impress someone else. This was my attempt to "prove" my worth. The sense of satisfaction and accomplishment never seems to come to you when you are really doing something for someone else or for some ulterior motive.

A major growth surge occurs when you shift focus from the outside to your inside. When you stop doing things for the wrong reasons and cease competing against others and start doing them for yourself, competing against yourself, you finally start getting a genuine sense of satisfaction. And you also start winning more. The early injunction we all get against selfishness is what keeps you from making this shift. You have to shed your guilt first.

What is the best I am capable of?

Many of us dream of greatness but only a few take the first step to develop a detailed plan to get there. Even less endure the difficult voyage that is usually involved. Part of the reason for this status quo is the catch-22 position that we perceive. On the one hand we are teased into believing we can do anything we put our mind to. On the other hand there are subtle warnings everywhere that tell us not to set our goals too high so we won't doom ourselves to unnecessary disappointment and failure. So to be safe we often settle for far worse than second best. Of course the rest of the reason is we can only accomplish real greatness when we cease trying to do it all for the wrong personal reasons.

The truth is you are capable of doing anything you think you are capable of doing. But that doesn't mean it will just happen by magic. If you are not willing to be flexible with your goals and how you can achieve them, to make difficult choices, exchanges and sacrifices, take risky chances and persevere long enough to make your dreams come true, then they won't. This is competition against your own self at its best. The icing on the cake is when you start accomplishing things for no reason other than it is the natural thing to do.

Having the courage to ask these five critical questions and then making the effort to find answers will open a large door ahead to your personal growth. Real growth then occurs when you become free to de-personalize it.

William Cottringer, Ph.D. is a business consultant, college teacher and writer in St. Louis, MO. He is author of *You Can have Your Cheese & eat It Too*. He can be reached at (314) 531-2000 or ckurtdoc@charter.net

7 Helpful Tips To Immediately Increase Your Confidence

by Kent Sayre

1.) Ask yourself, “What’s the worst that could happen?” Too often, we place excess importance on potential problems. We all have a certain amount of energy so let’s apply it to creating extraordinary relationships, advancing our careers and meeting our goals **INSTEAD** of wasting that energy worrying. Take action on what you have control over and minimize risks for what you don’t. Then invest your energy wisely.

2.) In doing something for the first time, imagine that you have already done it in the past. Close your eyes, then vividly imagine you succeeding wildly at what you are really going to do for the first time. The mind does **NOT** know the difference between something **VIVIDLY** imagined and something real. Make it vivid by involving all 5 senses.

3.) Find someone who is already confident in that area and copy them. Model as many of their behaviors, attitudes, values, and beliefs for the context you want to be confident in as you can. How can you do this? Talk with them if you have access to them. If you don’t have access to them, get as much exposure to them as you can. This could be talking to people who know the person and/or buying their products if they have some.

4.) Use the “as-if” frame. I literally love this frame of mind. If you were confident, how would you be acting? How would you be moving? How would you be speaking? What would you be thinking? What would you tell yourself inside? By asking yourself these questions, you are literally forced to answer them by going into a confident state. You will then be acting “as-if” you are confident. Now just forget you are acting long enough and pretty soon you’ll develop it into a habit.

5.) Go into the future and ask if what you’re faced with is such a big deal. This might be a bit morbid and yet this works tremendously well. Imagine yourself on your deathbed looking back over your life. You are surrounded by your friends and family. You’re reviewing your life. Is what you’re faced with now even going to pop up? That’s highly unlikely. Keeping things in proper perspective really diminishes fear.

6.) Remember that you lose out on 100% of the opportunities that you never go for. To get what you want, ask for it. I fully believe that if I ask enough people for whatever I want, I can get it. This is not necessarily true and yet it’s a useful belief. As you think about your goals and what you are striving for, how effective would it be for you to believe that all the people out there want to help you if you only ask? Whether that is true or not in the “real world” does not matter. If you find that belief empowering, I invite you to adopt it as your own.

7.) Disarm the nagging, negative internal voice. That negative internal voice can keep anyone stopped. To disarm the internal voice, imagine a volume control and lower the volume. Or how about changing the internal voice to Mickey Mouse? Do you think you could take Mickey Mouse seriously if he were criticizing you? Change the voice to a clown voice. The point is to disarm the voice by altering the way it nags at you. If I hear my own voice nagging me, it stops me. If I hear a clown voice, I laugh and continue onward.

This article is based on the book, “Unstoppable Confidence” by Kent Sayre. To find out why Brian Tracy said, “This wonderful book will give you the boost toward success that can make all the

difference!" you can visit <http://www.unstoppable-confidence.com> and check out our 100% Lifetime Guarantee.

10 Steps to Detect and Stop Secret Self-Sabotage

by Guy Finley

It's a little known - yet much denied fact - that people treat you the way you secretly ask to be treated. Your unspoken request that determines how others behave toward you is extended to -and received by - everyone you meet.

What is your invisible inner life? It's the way you actually feel - as opposed to the way you're trying to appear - when meeting any person or event.

In other words, your invisible inner life is your real inner condition. It's this state of internal affairs that communicates with others long before any words are exchanged. These silent signals from your inner self are what a person receives first upon meeting you. The reading of them determines from that point forward, the basis of your relationship. This unseen dialogue that goes on behind the scenes whenever two people meet is commonly understood as "sizing one another up." But here's the point of this introduction.

We're often led to act against ourselves by an undetected weakness that goes before us - trying to pass itself off to others - as strength. This is secret self-sabotage. It sinks us in our personal and business relationships as surely as a torpedo wrecks the ship it strikes.

Any person you feel the need to control or dominate - so that he or she will treat you as you "think" you should be treated will always be in control of you and treat you accordingly. Why? Because anyone from whom you want something, psychologically speaking, is always in secret command of you.

It would never dawn on any person to want to be more powerful or superior to someone else unless there was some psychic character within him or her that secretly felt itself to be weaker or lesser than that other individual. Any action we take to appear strong before another person is actually read by that person as a weakness. If you doubt this finding, review the past interactions and results of your own relationships. The general rule of thumb is that the more you demand or crave the respect of others, the less likely you are to receive it.

So it makes no sense to try and change the way others treat you by learning calculated behaviors or attitude techniques in order to appear in charge. Stop trying to be strong. Instead, start catching yourself about to act from weakness. Don't be too surprised by this unusual instruction. A brief examination reveals its wisdom. Following are ten examples of where you may be secretly sabotaging yourself while wrongly assuming you're strengthening your position with others.

1. Fawning before people to win their favor.
2. Expressing contrived concern for someone's well being.
3. Making small talk to smooth out the edges.
4. Hanging onto someone's every word.
5. Looking for someone's approval.
6. Asking if someone is angry with you.
7. Fishing for a kind word.
8. Trying to impress someone.
9. Gossiping.
10. Explaining yourself to others.

The next time you feel yourself about to give into any of the above behaviors, give yourself a quick and simple internal test. This test will help you check for and cancel any undetected weakness that's about to make you sabotage yourself.

Here's what to do: Run a pressure check.

Here's how:

Come wide awake and run a quick inner scan within yourself to see if that remark you're about to make, or the answer you're about to give without having been asked for it, is something you really want to do. Are you about to speak because you're afraid of some as yet undisclosed consequence if you don't?

Your awareness of any pressure building within you is proof that it's some form of fear - and not you - that wants to do the explaining, fawning, impressing, blabbing, or whatever the self-sabotaging act the inner pressure is pushing you to commit.

Each time you feel this pressurized urge to give yourself away, silently but solidly refuse to release this pressure by giving in to its demands. It may help you to succeed sooner if you know that fear has no voice unless it tricks you into giving it one. So stay silent. Your conscious silence stops self-sabotage.

Summary: In any and every moment of your life, you are either in command of yourself or you are being commanded.

Excerpted from Design Your Destiny Copyright 1999 - Guy Finley. Published by Llewellyn Publications

Guy Finley is the best-selling author of a 18 books and tape albums on self-transformation. For information about Guy Finley's books, booklets, tapes, and helpful on-going study groups call (541) 476-1200 or visit www.guyfinley.com where you can also sign up to receive a weekly Key Lesson.

The Magic Art of Asking Empowering Questions

Practical Ideas That You Can Use Today to Make Your Dreams Real

by Paul Bauer

Several years ago, I used to think in a very linear fashion. I operated out of my left (analytical) brain quite often. About four years ago, after reading some very inspiring books and being open to the influence of some very special friends; I began to ask myself questions like "How can I imagine myself already having achieved this Dream or goal?" and "How can I learn from this challenge or lesson?"

The learning that I went through was some of the most important of my whole life. My right brain (creative, intuitive) began to "open up." Even when I didn't have an idea of what to ask, I would take whatever problem or challenge that I was having and turn it into a question.

Example: I didn't have enough money to pay my mortgage, so I asked myself "What ways can I imagine to pay my mortgage?" I chose not to worry or feel sorry for myself and just that was a major step. I chose to focus on the solution, not the problem. With awareness, I shifted, instead of forcing, my thoughts to an empowering outcome. I still felt the feelings of frustration as I began to shift my awareness, but I knew that these feelings were my ego struggling with my True self. As I stopped struggling, I began to notice my body felt more relaxed, my mind relaxed, and new ideas began to come to me.

I remembered some wisdom an old friend once taught me - "Whatever you resist persists." I chose to let go of the suffering feeling. That same old friend reminded me during my struggle of the following quote:

"Your suffering is the pain of holding onto that which no longer serves you."

*Kahlil Gibran

I thought about this for some time. My Heart told me it was time to let go... time to move forward with my life and my destiny. This shift has made a major difference in my life. I have seen it work with many people who attend my seminars, one-on-one clients as well as close friends and family members.

The result of having shifted my thoughts and feelings (not psyching myself up with motivational jargon or hype) was that I was easily able to increase my income! I found sources that I hadn't previously thought were possible.

I learned to sit with my feelings and learn from them, not run from them and force positive thoughts to "take over." I chose to listen to my inner voice - just like listening to your own child when they need your help. This my friends will make all the difference for you.

Allow yourself the time and patience for your innate voice and wisdom to flow through you. Picture a Lipton flow-through tea bag (an image that came to me while explaining this concept to friend recently - it was said in jest, but they got the idea!). Imagine wisdom passing from the Universe into you - like a rainbow of colors. The

colors come to you from within - and allow them freedom to be heard, write them down, discuss them with your mastermind or dream team.

Your mind will provide answers to whatever you dwell on, so be mindful of what you choose to place your focus on.

Other examples of empowering questions you can ask yourself (or others):

How could my life be transformed if I did this thing I fear?

What in me has attracted these circumstances in my life, and how can I learn what I need to learn from them?

What are my most treasured memories?

How can I turn this _____ around? (insert your challenge or problem)

How can I have fun doing the things I need to do today?

How do I want to feel? (Also use the word choose)

What am I grateful for?

How can I add value to other people's lives?

How can I use in my intuition to gain more clarity in my life?

How can I express from my Heart and Spirit how lucky I feel to be alive?

How can I be a force for good and help solve problems and make this a better world? (especially for our children!)

As you can see, the list is potentially infinite.

What do you stand for?

Who are you?

How can you make a difference in this world?

How can you add value to someone's life today?

How can you regain your ability to look at life with wonder through the eyes of a child?

How can you use your innate genius and creativity and live the life you've imagined?

Awareness

Just be aware of your thoughts, and breathe and ask yourself empowering questions. Honor your feelings and listen to them, they are your friends, they have much to teach you!

Have fun...! Laugh out loud (it's great medicine!) and remember to breathe...

Paul Bauer is the creator of Dream-Minder, software that "Frees Your Mind and Lifts Your Spirit." If you would like to learn about software that helps you live the wisdom that you've just read, visit [Dream-Minder](#) today!

How To Beat Procrastination

by David Nguyen

Procrastination is the act of delaying. Whether it's due to laziness or fear or apprehension, we are putting something off. Often times this is because of a feeling of being overwhelmed. Whatever the task, it seems unpleasant or too difficult.

Think for a moment to a time when you were under intense pressure to get something done. You were probably very focused. There was no time to waste. You had to act.

By creating a sense of urgency and focusing just on your immediate goals you can prevent procrastination. Doing this well ahead of the actual due date by setting your own mini-deadlines will get you started while there's little "real" stress.

You have to know your goal and then go about seeing how much of it you can get done in 15 to 20 minutes at a time. Use a timer. There doesn't need to be physical movement. It can be planning and deciding how you're going to do it. All that matters is that you're working on it.

Instead of dwelling on your fears or the things you don't like about it you are turning your energy toward beating the clock. Suddenly you have aligned your goal with a challenge that offers immediate feedback. Your sense of direction will be much more clear when you're focused on the very short term (i.e. right now).

Relax completely for 3 to 5 minutes in between work sessions. Use a timer to allow you to focus your attention on what you're doing, whether it is working or relaxing.

Repeat the cycle of total focus and total relaxation. You will gradually chip away at whatever it is you want to accomplish. We are happiest when we are so consumed by what we are doing that time is forgotten. Remember when you were so involved in a conversation that the hours passed like minutes? It's the same thing.

You do a lot and time does go by but you're not spending any of it worrying or feeling overwhelmed. You're being productive which is the exact opposite of procrastination.

In order for this to be effective you will need to decide what intervals are best for you. The only way to find out is to try different ones with different activities. Maybe you can easily go for 30 minutes at a time on something you really enjoy. But maybe you can only be effective for 15 minutes at a time on tasks that are not as pleasant. That's fine too. Just adapt your intervals accordingly (and maybe extend your rest period just a little).

When you are relaxing, forget about everything work-related. Even if you are intensely interested in what you are working on just drop it and think about something else. Or close your eyes and think about nothing at all.

You'll be recharging your mind. You will learn to mentally shift gears with this technique. The result is that you will gradually be able to focus on anything at will. Procrastination will become insignificant.

We can't keep this up all day, every day so choose the hours when you're at your best, use this method and do the best you can in that time frame. Turn off the music, the phone and close the door. Getting started is the most difficult part. The rest is easy once you're in the right state of mind.

David Nguyen is the founder of www.sourcechannel.com and author of "The 25 Hour Day" ebook.

10 Terrific Self Motivating Tips

By Mike Moore

No one can motivate anyone to do anything. All a person can do for another is provide them with incentives to motivate themselves. Here are ten very effective strategies to help you get up and get moving toward actualizing your enormous, untapped potential.

* Be willing to leave your comfort zone. The greatest barrier to achieving your potential is your comfort zone. Great things happen when you make friends with your discomfort zone.

* Don't be afraid to make mistakes. Wisdom helps us avoid making mistakes and comes from making a million of them.

* Don't indulge in self-limiting thinking. Think empowering, expansive thoughts.

* Choose to be happy. Happy people are easily motivated. Happiness is your birthright so don't settle for anything else.

* Spend at least one hour a day in self-development. Read good books or listen to inspiring tapes. Driving to and from work provides an excellent opportunity to listen to self-improvement tapes.

* Train yourself to finish what you start. So many of us become scattered as we try to accomplish a task. Finish one task before you begin another.

* Live fully in the present moment. When you live in the past or the future you aren't able to make things happen in the present.

* Commit yourself to joy. C.S. Lewis once said, "Joy is the serious business of heaven."

* Never quit when you experience a setback or frustration. Success could be just around the corner.

* Dare to dream big dreams. If there is anything to the law of expectation then we are moving in the direction of our dreams, goals and expectations.

The real tragedy in life is not in how much we suffer, but rather in how much we miss, so don't miss a thing.

Charles Dubois once said, "We must be prepared, at any moment, to sacrifice who we are for who we are capable of becoming."

Mike Moore is an international speaker/writer on the role of appreciation, praise and humor in performance motivation and human potential. You can check out his books, tapes and manuals at www.motivationalplus.com.

7 SECRETS To a Great Life

By Kathy Gates

A great life doesn't happen by accident. A great life is the result of allocating your time, energy, thoughts, and hard work towards what you want your life to be. Stop setting yourself up for stress and failure, and start setting up your life to support success and ease. A great life is the result of using the 24/7 you get in a creative and thoughtful way, instead of just what comes next. Customize these "secrets" to fit your own needs and style, and start creating your own great life today!

1. **S - Simplify.** A great life is the result of simplifying your life. People often misinterpret what simplify means. It's not a way to remove work from your life. When you focus on simplifying your life, you free up energy and time for the work that you enjoy and the purpose for which you are here. In order to create a great life, you will have to make room for it in yours first.

2. **E - Effort.** A great life is the result of your best effort. Creating a great life requires that you make some adjustments. It may mean re-evaluating how you spend your time, or choosing to spend your money in a different way. It may mean looking for new ways to spend your energy that coincide with your particular definition of a great life. Life will reward your best effort.

3. **C - Create Priorities.** A great life is the result of creating priorities. It's easy to spend your days just responding to the next thing that gets your attention, instead of intentionally using the time, energy and money you have in a way that's important to you. Focus on removing the obstacles that get in the way of you making sure you are honoring your priorities.

4. **R - Reserves.** A great life is the result of having reserves - reserves of things, time, space, energy, money. With reserves, you acquire far more than you need - not 6 months living expenses, but 5 years worth; not 15 minutes of free time, 1 day. Reserves are important because they reduce the fear of consequences, and that allows you to make decisions based on what you really want instead of what the fear decides for you.

5. **E - Eliminate distractions.** A great life is the result of eliminating distractions. Up to 75% of your mental energy can be tied up in things that are draining and distracting you. Eliminating distractions can be a difficult concept to many people, since they haven't really considered that there is another way to live. Look around at someone's life you admire. What do they do that you would like to incorporate into your own life? Ask them how they did it. Find ways to free up your mental energy for things that are more important to you.

6. **T - Thoughts.** A great life is the result of controlling your thoughts so that you accept and allow for the possibility that it actually can happen to you! Your belief in the outcome will directly dictate how successful you are. Motivated people have specific goals and look for ways to achieve them. Believing there is a solution to the same old problems you encounter year after year is vitally important to creating a life that you love. Whatever you think and believe, you create. Listen to what you're telling yourself, and adjust that voice if you need to.

7. **S - Start!** A great life is the result of starting. There's the old saying everyone's familiar with "a journey of a thousand miles begins with a single step." In order to even move from the couch to the refrigerator, you have to start. There's no better time to start than today. Don't wait for a raise, or until the kids get older, or the weather is

better. Today, right now, is the right day to start to take a step in the direction of your heart's desires. It's what you do TODAY that will make a difference in your life tomorrow.

Kathy Gates is a Personal Life Coach who believes that "Life Rewards Action". Visit www.reallifecoach.com for more information, or email Kathy@reallifecoach.com, or 480.998.5843.

The 5 "Signs" You're About To Give Away Your Integrity

by Larry Nelson

Honesty is a very delicate subject to talk about. In some circles, no one would be so tactless as to even bring it up. Pirates, convicts, swindlers, bankers, lawyers, and politicians often proclaim loudly their honesty.

Let's look at the definition of the word Honest:

Having a sense of honor; having honorable feelings, motives, or principles; free from deceit or hypocrisy; true, candid, upright or just in speech and action; fair in dealing, or sincere in utterance; worthy to be trusted

All dishonesty is only self-deception.

Sometimes to avoid or lessen our sense of guilt when we are dishonest, we create the identities of others who deserve to be cheated, robbed, or lied to in some way. Then by the denial of responsibility for these creations, we reinforce the illusion that these identities are "real" and exist separately and independently out of our control.

When we deny our own creations, we pass negative judgments. Our lives go out of control and become subject to fortune and fate.

The good news is this! When we drop the pretense of who we are and what we are, we can start a course in the direction of becoming more honest with ourselves.

As we begin revealing to ourselves the patterns of our own self-deception we may want to change directions. In some instances it will mean breaking old habits and replacing them with new constructive actions. For awhile we might feel out of control and swept along. But if we persist, we will discover we travel the path of mastery.

Here are 5 signals that tell me I am losing my integrity.

- 1. When I am quick to find errors in others, I have failed to correct myself.**
- 2. When my acts are designed to persuade another, I doubt myself.**
- 3. When I experience struggle with the world, I have denied responsibility for my own creations.**
- 4. When I feel separate and alone, I have failed to forgive.**
- 5. When events repeat themselves in my life, there is a lesson I need to learn.**

In Summary, the key is taking responsibility for you! Not being responsible for one's own creations is self-deception.

Honesty determines the willingness to integrate with others. To make the connection! Life is about connecting with others.

Any individual can become more honest. To become more honest with ourselves is also becoming more honest with each other and is an honorable goal.

Larry Nelson is the co-founder of [Pinnacle Support Systems](#). PSS and its certified success coaches provide a comprehensive living support system design to help their clients achieve their goals, whatever they may be.

Learn To Be A Winner

by Les Brown

I believe there are three kinds of people. There are winners, who know what they want and understand their potential and the possibilities. They take life on. Next are losers, who don't have a clue as to who they are. They allow circumstances to shape their lives and their self-image.

I believe there is a third group as well. This consists of potential winners whose lives are just slightly out of alignment. I call them wayward winners. It may be that they just need to learn how to be real winners. Perhaps they've hit a bump or two that has knocked them off course and they are temporarily befuddled. A failed relationship, a lost job, financial problems, unformed goals, a lack of parental support, illness, many things can send us off course temporarily.

Wayward winners are not lost souls; they just need some tweaking and coaching and nudging to get them back on course. A map might be nice. Many of these wayward winners are easily identifiable because they are always searching.

Right now, there are many wayward winners out there braving rain, sleet and snow because they too still believe that they have untapped talents. They attend motivational seminars and listen to inspirational tapes and they plunge onward, believing that sooner or later they will find their way again.

Other wayward winners have temporarily given up. They are damaged and disoriented, their confidence badly eroded. They tend to drift through life numbly. The friends and relatives and loved ones of wayward winners see that they are out of sync and wonder why they can't be satisfied, why they don't settle down. They wonder how people who have such obvious abilities and great potential can be so disoriented and unsure.

It is difficult for others to understand the rawness of a broken heart or the aching emptiness of an unguided spirit. You and I know. We have been there. Wayward winners know that there are possibilities out there, but too often they feel locked out from them. Some are afraid to risk any more because of what they have risked and lost already.

I know now that as difficult as it may be for you wayward winners to do, it is necessary to continue to test yourselves. Even though you have been hurt before, it is the only way to grow. We all have the capacity to change, to lead meaningful and productive lives by awakening our consciousness.

You know there are going to be tough times as you go about changing your life, so brace yourself and you will be able to handle them. When you get into your seat on an airplane, what is the first thing they tell you to do? Fasten your seat belt. Brace yourself for the turbulence.

When you decide to move your life to the next level of accomplishment, you must fasten your mental and spiritual seat belts because it is going to be a while before you reach that comfortable level again. You will reach it, but you must endure the turbulence of change in order to grow.

Try this technique to help you through the difficult times of change and growth. Find four reasons why you cannot succumb to your fears and your troubles. Find those deep sources of motivation that can lift you out of the turbulence and above the clouds. You must change your life because, for example:

You have not yet tapped the talents given you.
You want to leave something more for your children.
You want to live life rather than letting life live you.
You want to do what makes you happy.

It is in these rocky early moments of bringing change to your life that you discover who you are. In the prosperous times, you build what is in your pocket. In the tough times, you strengthen what is in your heart. And that is when you gain insight into yourself, insight that leads to self-mastery and an expansion of your consciousness as a life force in both your personal and professional lives.

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Success is Child's Play!

by Jeff Keller

We can learn a great deal about the qualities and behaviors that lead to success and fulfillment in life simply by observing children. I myself once attended a mini-success seminar while sitting in a local sandwich shop.

There I was, eating my turkey hero, when a mother entered the store with her two young kids -- a boy and a girl who each looked to be about four or five years old.

While mom waited on line for her order to be taken, the two children ran over to the self-serve soda machine and ice dispenser to check out all the gadgets. It was a typical contraption -- the kind where you just tap the button and an avalanche of ice plops into your cup (and, probably, onto the floor!).

The young boy was sticking his hands through the grill where the excess soda and ice falls in. He was trying to feel and get a handful of whatever sticky stuff was down there. His mother caught a glimpse and shouted at him to get his hands out of there. Oblivious to her, the boy kept putting his hands through the grill, investigating the mess.

The young girl then started pointing to each item on the machine and yelled over to her mother, "What's that?" -- eager to hear mom's explanation of each flavor. Mom, however, wasn't interested in playing teacher. She paid for the drink, received an empty cup, and attempted to fill it herself. Her kids, of course, had other ideas.

Both children wanted to operate the machine. They begged Mom to allow them to do it, refusing to take NO for an answer -- and believe me, mom did say NO several times before finally relenting. Both youngsters excitedly grabbed the cup and pressed it against the ice and soda levers. The cup was wobbly and not centered properly, but they didn't care. They just wanted to be involved and to have fun.

Here's what I learned:

1. The children were totally engaged in the present moment. How difficult it is for us as adults to concentrate on NOW and to block out all other thoughts. Either we're brooding over the past or worrying about the future, seldom taking the time to experience and enjoy the fullness of the present. Not so for these kids. Nothing in the world mattered except that soda dispenser.

2. The kids were incredibly persistent. They were going to operate the machine no matter what mom said! Every time they heard "NO," they kept on insisting until their mother finally gave in. They had their eyes on the goal and no obstacle would get in their way.

Now, I'm not suggesting that you keep begging until you get your way in life. But we should learn to be persistent and to search for creative new ways to turn a "NO" into a "YES" -- whether we're on a sales call, negotiating with a supplier or launching a new project in our community.

3. The kids were filled with wonder and enthusiasm. Once they saw the machine, they wanted to know everything about it. They were excited and bubbling with enthusiasm at the thought of filling the cup.

Contrast this approach with the way adults tend to view new things. Most of us are rarely enthused about the unknown. In fact, we usually keep our distance and have no interest in exploring anything unfamiliar.

4. The children didn't care what others thought about them. Even though I was just a short distance away and staring right at them, these children paid no attention to me. They weren't concerned about how well they were "performing." In fact, failure wasn't on their minds at all. The cup was tilted and ice and soda were all over the place ... yet they couldn't care less! They just wanted to learn, participate and enjoy themselves.

As we get older, we begin to focus not so much on doing a task, but rather on the possibility that others may laugh at us or judge our performance harshly. As a result, we often decide that it's best not to try at all. (The truth is, nobody cares that much about you anyway; most are too busy worrying about their own problems!)

So, let's make it a point to recapture some of our "child's play" of years past. Think about the ways in which you can apply these ideas to your life.

Now, I'm not advising you to discard the valuable traits you have developed as an adult and revert solely to "childish" behavior. The key is to integrate both approaches. When we combine adult maturity and discipline with the playfulness, inquisitiveness and creativity of the child within us, we can accomplish great things -- and have plenty of fun and enjoyment along the way.

--

Jeff

Keller

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Jeff Keller is a motivational speaker and delivers his presentations and seminars to businesses, groups and trade associations throughout the United States and abroad. He is the author of the newly released book, Attitude is Everything. For more information on Jeff's products and services, visit his web site: <http://www.attitudeiseverything.com>

Planning Principles

by Dr. Donald E. Wetmore

The old adage reminds us that "People don't plan to fail but a lot of people do fail to plan." During a war, we find a tank operator and a general. Which function is more important? It is probably the general, at least in this sense.

One can be the best tank operator on the line, get out there everyday and shoot off more rounds of ammunition and shoot them more accurately than anyone else on the line, but if he is not shooting at a target that makes any sense, then his whole day is wasted. The general, through advanced planning, decides where the tank operator ought to go and thereby increases his "productivity".

A lot of people run their days like a tank operator without a general. Awake in the morning, get dressed, off to work, grab the first fire hose someone throws their way, get caught up addressing the demands coming from the loudest voices shouting in their direction, come home at night, sometimes beat and exhausted, get rested, get up the next morning and repeat the cycle. That is living life by accident. I encourage people to live their lives on purpose.

I want each of us to be a general. And there's a war out there in that either you are in control of your time or someone else is. And the best way for us to be a general and in control of our own time is doing effective Daily Planning every day.

Here's five nifty Planning Principles to help maximize your Daily Planning:

1. **Do your planning the night before.** I try to set aside time each night for Daily Planning. I've wound down from the workday and I am less pressured. The major benefit, however, is that by having a plan of action completed the night before, we go to bed with a sense of certainty and control about our next day and with a sense of anticipation we would not ordinarily have.

After getting into the habit of accomplishing our Daily Planning each night, the quality of our sleep will be enhanced because we have established a plan each night that gives us the roadmap or game plan for the next day eliminating the need to wrestle with all the loose ends in our heads during our sleeping hours, interfering with the quality of our sleep.

2. **Put the plan into writing.** There is extraordinary power in the pen. Putting our plan into writing helps us to increase our feelings of control and, indeed, the reality of control. When we try to keep track of everything in our heads, things tend to slip through the cracks.

3. **"Have to's" and "Want to's".** Good planning involves more than just properly administering our "Have To's". Sure we ought to better handle our "Have To's", but we also need to do a good job taking care of our "Want To's". Plan out not only the things you "have to" do, but, more importantly, the things you "want to" do.

4. **Over plan your day.** "If you want to get something done, give it to a busy person." The more you plan to do, the more you can get done because you take advantage of Parkinson's Law which says, in part, that a project tends to expand with the time allocated for it. If you have one thing to do for the day, it will take all day.

If you have three things to do for the day, you'll get all three done. If you have twelve things to get done for the day, you might not get all twelve done, but probably will get nine completed. See, having a lot to do creates a healthy sense of pressure on us and we almost automatically become better time managers.

5. Prioritize your list. Our list will almost always include "crucial" as well as "not crucial" items. Some items are more important, others less so. Without some direction, we tend to gravitate towards the "not crucial" items because they are typically easier to do, take less time, and may even be more fun than many of our "crucial" items. A simple numerical listing will suffice.

Put a "1" next the most important item on your list, the one item you would want done if you could only accomplish one item. Then place a "2" next to the second most important item, continuing the process until all the items on your list are prioritized in order of their importance.

Dr. Donald E. Wetmore is a professional speaker and the owner of the Productivity Institute. For more information and a free Time Management Tips Newsletter, visit his site at <http://www.balancetime.com>

Taking Action to Eliminate False Beliefs

By Julie Jordan Scott

The America West terminal at Phoenix's Sky Harbor airport is spread out like a spider web. One early afternoon last February, I crisscrossed the terminal repeatedly. It was one of those occasions where the gate for my flight kept changing. As soon as I got to the new gate, I was directed to another gate, which required trekking from one hallway to another. Each time I journeyed across an expansive bridge connecting the hallways.

America West was generous in providing moving sidewalks so its patrons could increase the speed with which they traveled along the path from gate to gate to gate and back again. The first time I had to change gates I power walked on the moving sidewalk, fast fast fast, and I barely noticed when the sidewalk ended. I would feel an extra push as the momentum from the sidewalk escorted me from it, but I welcomed the extra speed it gave me.

By the third time across the sidewalk, I was giggling to myself, more into the people watching mode than the "get to the gate as efficiently as possible" mode. I had moved from the sublime to the ridiculous. I was inert, almost drugged as I stood on the sidewalk as it catapulted me from its end.

So it is with any kind of action. If the world is moving along, like the sidewalk, and you are in a deep freeze of inactivity, you will get thrust awkwardly into the world. If, on the other hand, you are already in the flow with the activity of the world, when you come to the "end of the sidewalk" you will barely notice the power of the thrust because you are already living, breathing, becoming a part of the action. You will welcome the additional "oomph" yet it will not throw you off kilter.

False beliefs keep us frozen in the arctic tundra of action. They keep us motionless in the parched desert of inactivity. When you allow them to, they will form a crater around any level of possibility thinking you can muster.

I called Dr. Laura Schlesinger almost nine years ago on her radio program before she went national. She gave me some advice I have used over and over. She advised me, "Do not give your power over to other people." Along those same lines, Coach Julie says, "Do not give your power over to your false beliefs."

The surest way to maintain your powerful edge over false beliefs is to simply take action to the contrary of the false belief. This will take remove the chains of false beliefs from your hands quickly. The amount of positive energy you create from embracing the opposite of your false belief will amaze you. So simple, so true.

If your false belief is that you are not athletic, challenge yourself athletically. Remove all roadblocks to your own success and be amazed as you bridge your own gap.

If your false belief says you are not artistic, create your own brand of artistry. You may not be an impressionist painter, but you will be able to craft something unique. That is a guarantee.

If your false belief says you can not network, challenge yourself to contact three new people and begin to form new relationships. What is the worst that can happen? Your contact can reject your advance. So? How does this change your daily existence? Not at all, if you adhere to the true belief that you are a precious and unique person, put on this planet for your own true purpose. It's their loss. Now go on to the next person.

Create your world as you would prefer for it to be, instead of reacting to a world of someone else's creation.

Choose today to eliminate false thinking from your mind's vocabulary. When you "hear" your thoughts walking that path of inertia, take the power away from them. Say **STOP!** Replace this false belief with a Truth. Take action on truth. Watch the amazing course that flow unfold before you.

Julie Jordan Scott is the Director of Live Passionately Today and a certified Life Purpose Coach, writer and speaker. Visit her website at <http://www.5passions.com> or email her at julie@5passions.com

What Imaginary Door Is Blocking Our Progress

By Anita Barany

In one of Houdini's most famous and spectacular feats, he broke out of Scotland Yard, even though one of the conditions of the challenge was that he be allowed NO clothing whatsoever -- in order to keep him from concealing tools or keys. So how did he do it?

Quite simple, really. Using a razor blade, he cut a small, invisible slit in a heavy callous on his heel. Under this tiny flap of hardened skin, he concealed a small piece of watch spring. Then, once he was alone, he used this little strip of metal to pick all the locks, then tossed the tool away and walked out!

Looking to capitalize on Houdini's immense popularity and fame, a London bank challenged him to break out of their vault with its new, state-of-the-art locking system. They were CERTAIN that even the great Houdini would finally meet his match.

Houdini accepted, and on the appointed date, the press turned out in droves to see if the master could get out in the three and a half minutes allotted.

This time he got to keep his clothes on. But he had another trick up his sleeve! His contracts always specified that before he disappeared into the trunk or cell or behind a small curtain (when performing on a stage), he could kiss his wife. After all, many of his feats were seriously dangerous, so who could refuse the couple what might turn out to be their last goodbye?

But what no one knew was that he was getting more than a kiss! As their lips met, his wife would secretly pass a small piece of wire from her mouth to his. Then, once he was alone or hidden behind the curtain, he'd use the wire to pick the locks.

This time out, though, the wire didn't seem to be doing the trick. Here's what Houdini wrote about that experience ... "After one solid minute, I didn't hear any of the familiar clicking sounds. I thought, my gosh, this could ruin my career, I'm at the pinnacle of fame, and the press is all here. After two minutes, I was beginning to sweat profusely because I was not getting this lock picked. After three minutes of failure, with thirty seconds left, I reached into my pocket to get a handkerchief and dry my hands and forehead, and when I did, I leaned against the vault door and it creaked open."

And there you have it. The door was never locked! But because Harry BELIEVED it to be locked, it might as well have been. Only the "accident" of leaning on the door changed that belief and saved his career.

It's the same way with all of us. The things we believe to be insurpassable barriers, obstacles, and problems are just like the bank vault door. The only lock is in our minds, and as long as we simply believe that we CAN'T, well, we can't. But when we

give the door a push we can be amazed to find that not only is the door not locked to us, there's really no door at all, just the illusion of one.

We can all be master magicians. All we have to do is face whatever barrier seems to be looming before us, then take the first step, give the door a shove. The biggest obstacles are the ones we have created ourselves in our minds. When we give our focus to them, THEY become our vision -- and then they become real.

Mr. Wattles reminds us that "You cannot retain a true and clear vision of wealth if you are constantly turning your attention to opposing pictures, either external or imaginary." And he offers this encouragement, too: "No matter how tremendous an obstruction may appear at a distance, you will find that if you continue in the certain way, it will disappear as you approach it -- or that a way over, through, or around it will appear. What SEEMINGLY locked door is towering before you today, keeping you from your heart's desire?"

Anita Barany is from Victoria BC, and a single mom of two beautiful children. Anita says she's a woman of power and experiences life one day at a time.

The SMARTEST Goal Setting Techniques

By John Koze

For some time now the SMART techniques for goal setting has been used by authors, trainers, coaches, etc. to create a foundation for actualizing goals. They work and have proven themselves over time so that they are published and reiterated a thousand times over. They truly are "smart" - specific, measurable, achievable, realistic and tangible or timely.

As a trainer in employment transition training skills I have discovered that goal setting is a mandatory topic in every workshop that I facilitate. The group is always challenged by me to be very specific with their goals. This is where the SMART technique proves to be very effective. I have added a new dimension to this effective process. It is called the SMARTEST goal setting technique that I use to fire up one's commitment to a higher level of successful goal setting.

Engaging!

In other words when your values and goals align they form a passionate attitude that light up the room when you speak of your goals. This will engage people in your dreams and attract tangible networking opportunities, ideas, advice etc. People are drawn to passionate goal setters. In my workshops I have the participants perform a self-esteem exercise that re-familiarizes them to their talents and accomplishments. This exercise builds confidence so when goal setting is discussed they are more affirming about themselves and their goals. It realigns them with their values hence engaging them into their dreams and ultimately enrolling others with their support. Your enthusiasm is contagious!

Shifting Goals!

There is an important notice that can be placed on every human being. It would read..."During the course of your life the most constant thing you will experience is change". Your goals will shift. I venture to say that if they don't you are not working your goal, they are not "smart" enough or they lack focus. Bold statement and I know there are always exceptions to the rule. I trust when you are so focused on a goal it draws in other possibilities that can shift your original goal. You might still hit the bull's eye but it will on a different target. Knowing this can take the pressure off those who are perfectionist or believe with an unhealthy vigor that they must stick to a particular goal. Be flexible! Caution with shifting goals - I am not endorsing constantly changing your goals every other week or month. I'm talking about how life circumstances and your focus attracts opportunities not originally seen at the time of the creation of the original goal. I do congratulate those that stick with a goal for years, achieve them and are happy. This is also a possibility.

Team Effort!

Part of my responsibilities as a trainer is to encourage that the participants enroll a person that will hold them accountable to their goals - another words an "accountability coach". Our world is wrought with a lack of accountability. There are people who can not follow through with agreements set with others let alone the agreements they set for themselves. Through a team effort you will be more sensitive to upholding your goals for you will report your successes and failures to your coach. I realize that friends or family members are usually chosen as part of the support team and are not professional coaches. Therefore, I give them some easy guidelines that will make them more effective as an amateur coach. Tell your coach not to accept

reasons or excuses for a goal that was not accomplished. Instead they can assist you in renegotiating the goal that was broken. In other words recommit to it if there still is value in it. Conversely, celebrate your successes when goals are achieved. Also, meet with or call your team or coach on a regular basis with a set appointment. This adds more structure to your goal and increases the chances of success.

There is no better life than that which is lived in pure self-expression. You might as well get the most out of your self-expression by knowing what constitutes effective goal setting. Therefore, infuse into your goal setting regimen an engaging attitude, acceptance of the shifting human condition and a system that allows for accountability through a team that supports. You will add structure, vitality and commitment to the fulfillment of your dreams and be an example for others to follow.

John Koze is a graduate of Landmark Education's Curriculum for Living program on personal productivity and human relatedness. John consults at several Career Training Centers on networking, time and life management and goal setting skills and is a management and customer relations trainer with the State of California Employment Training Panel (ETP). You may contact John at johnkoze@johnkoze.com

How To Customize How-To and Self-Help Info To Work For You

by Bob Scheinfeld

Most self-help writers, including the most popular ones, will freely admit that even their best ideas only work for about five percent of their readers. Why? Because they are one-size-fits-all remedies that either don't fit your situation or aren't easily put into action.

As a 23 year veteran of the personal development field, I've seen many different self-help programs come and go. Most of them claim you have unlimited power and can create anything you consciously want -- all you have to do is use the expert's techniques. That's a nice theory, but it probably doesn't match your day-to-day experience, does it?

Recognize that there are what I call "unseen forces" at work - parts of your unconscious that work like the director of a movie, planning for you, filtering, coaching, shaping your daily experiences (and the results you get from self help techniques) to help you fulfill your life purpose.

We all come to the table with different "life purposes" to fulfill. You can get far better results from how-to and self-help information if you customize it to fit your life, business, or some other specific situation. If you feel like an idea or technique doesn't feel right to you or isn't working, trust your intuition and modify or discard it.

Don't base your self-help efforts on the ideas of a single book, report or expert. Sample a variety of methods. Find elements that work together and work well for you. Rather than pushing yourself to follow someone else's path, find comfort in the knowledge that you came here to carve out your own unique path to success.

Bob Scheinfeld is a noted expert in the self-help field. Visit his "[Invisible Path to Success](#)" web site and enroll in his free 5 lesson class to discover the "missing link" in self-help.

How Dreams Become Goals

by Diana Robinson

It is wonderful to have a dream. It can also be wonderful to have a goal. True, there is a school of thought that maintains we should not need goals. We looked at this view a few months ago. My own perception of this viewpoint is that it applies to those goal-lists that time management folks advocate. They can be useful, or a burden, depending on where you are in your personal growth. Today, though, I am looking at something different.

Today I am looking at the difference between having a dream and having a goal.

A dream is a goal without legs. It is a wonderful thing to have, can be the guiding passion of your life, but unless you clarify it and give it the legs to move toward you, getting there is going to be very much a matter of luck.

To transform a dream into a reachable goal you must clarify it, provide the details, make it so clear that you can see it, feel it, know what you will feel like when you get there. This works for you in many ways.

*It clarifies what you want to the point that you will always be attuned to anything that is relevant. Opportunities will not pass you by unnoticed.

*It shows you what you need to do to get there, step by action step.

*It makes false detours and dead ends less likely to distract you.

*And perhaps the images you carry in your mind and heart will echo out to the universe for manifestation.

The clearer and more vivid the image, the more likely are all of these things to happen.

As an illustration, I will use a dream someone might have regarding a career, but the principle remains the same whatever the nature of your dream.

Let's suppose that you yearn to work outdoors and close to nature. Someone asks you to tell them more, but you can't. You don't know. All you know is that you want to work outdoors and close to nature. This is a dream. Why is it not a goal? Because it is not specific. That description could fit many occupations, including park ranger, beach bum, safari tour guide, farmer, landscape gardener, migrant worker, beekeeper or many more.

There is a saying, "be careful what you pray for, because you will surely get it, but not necessarily in the form, and at the time, that you expected." This applies particularly when your thoughts are not specific. Imagine putting out a prayer and a wish to the universe that you find a job that involves being in the outdoors and close to nature, and having your prayer answered by falling into a job as a beekeeper... when you are truly terrified of insects!

This is not bad luck, it is bad management. Bad management of your own desires and intentions. Both your own unconscious and the universe need clear direction before they can begin to manifest a path, let alone get results. If you are to harness your own energy and that of the universe so as to bring your dream into reality, you need first to create it in imagination.

Okay, let's start again. You want a job working in the outdoors and close to nature. Buy yourself one of the many books on the subject of career choice that will help you

to CLARIFY. Ask yourself those annoying questions that any career counselor would ask you.

What sort of work do you want to be doing? Do you like people? Do you like animals? What kind of animals? (There's a big difference between working with a friendly kitty-cat and working with large wild animals who would prefer that you not be sharing their space.) Do you enjoy structure or freedom? And be careful of this one, because we all think we want freedom until we find ourselves working alone and without guidelines or supervision. For some people this works fine, for others it is far more threatening than they had realized.

For every image that comes to you, follow it, ask yourself how it fits, how you will work with it, and what comes next, until your dream is as vivid and enthralling as a five star movie. Know in your heart that this is what you want to be doing with your life, that it is a job you will enjoy so much that you'd love to do it even if you didn't have to earn a living. Then put THAT image out there for manifestation. This time there will be no mistakes.

When I write "Put it out there for manifestation" I am not saying that you then sit back and wait. One of my mother's sayings is "Pray as if it all depends on God, and then work as if it all depends on you." It is good advice. But now, with your mental picture in place, you know what it is that you are working toward.

What you DON'T need to put out to the universe is exactly how this manifestation has to happen. If you do, then you are limiting the way in which you and your goal can come together. In truth there are more paths to your goal than you can imagine. It is fine to choose one that you will work on, with a couple of fall-backs in case of obstacles, but be careful to remain clear that these are not the only alternatives. Whatever it is that you seek, it may be manifested in ways beyond your wildest dreams. Copyright 1998 Diana Robinson. Work in Progress may be reproduced in its entirety only, including this copyright line. To give feedback, e-mail Diana@ChoiceCoach.com. To subscribe (or unsubscribe) to Work in Progress, e-mail requests@lists.webvalence.com with Subscribe (or Unsubscribe) in the subject line. To learn more about how a Professional Life Coach can improve the quality of YOUR life, visit Diana's web sit at <http://www.ChoiceCoach.com>

Becoming a Goal Detective

by Kevin L. Polk, Ph.D.

You have probably heard a lot about goal setting and time management. I tend to talk about them in the same breath because if you have a goal, it requires effort to achieve the goal. Effort, among other things, requires time. Most often, however, we tend to think about goals first, then spending time and effort on the goal second. For example, you might set a goal to make at least one new contact for your business per day. In order to meet that goal you will need to spend some time engaged in effort that will get you a contact per day. This is of course a very good way of setting goals and achieving them.

Sometimes, however, it is fun to play goal detective. To figure out what your goals are based on how you spend your time. It's sort of like those psychological profiles you hear about in movies and television, but this time you will do it on yourself. Believe it or not, you know how you spend almost each minute of the day. What you probably don't do is write down how you spend each of those minutes. But if you were a detective and staking yourself out you would be writing down everything you did and when you did it. So writing down what you do is the first step in being your own goal detective.

So now that you know how you spend your time your next step is putting the time spent into categories. Ones like eating, sleeping, working and playing are the most obvious, but you can come up with as many as you want. Since you are being a detective you will want to ask lots of questions about your activities in each of these categories. Here you use basic who, what, when, where and how questions to fill in information. For example, "Who did I spend time with?" "Where did I spend the time?" "What book did I read?" are possible questions that you could ask yourself. You will come up with lots more. When you have finished with the questions you ask, "Now WHY did I spend my time that way?" The answer to this question is the goal, or at least part of a set of goals, that motivated you to spend your time that way.

Maybe you will find out about goals that you did not know you had. Maybe you will like the goals you find, maybe you won't like them. Maybe you will find some of the goals are your own and others are goals that have been thrust upon you by others. Whatever you find out, chances are the exercise will be good for you. At the very least you will have at least one day you will know what things you did and why you did them.

Dr. Kevin Polk: Family Man, Goal and Time Management Coach, Speaker, Writer and Psychologist. Too much time at work? Too little with the family? Stop by <http://www.timedoctor.com> for a chance at FREE time management coaching.

Creating S.M.A.R.T. Goals

From Paul J. Meyer's "Attitude Is Everything."

Specific

Measurable

Attainable

Realistic

Tangible

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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.

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.

Tangible - A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible, or when you tie an tangible goal to a intangible goal, you have a better chance of making it specific and measurable and thus attainable.

Intangible goals are your goals for the internal changes required to reach more tangible goals. They are the personality characteristics and the behavior patterns you must develop to pave the way to success in your career or for reaching some other long-term goal. Since intangible goals are vital for improving your effectiveness, give close attention to *tangible* ways for measuring them.

Are Your Goals And Values In Line?

By Kimberly Goodwin

The Achievement Architect

When your goals and values are not in line it is as if you have two horses pulling you in different directions. Let me explain.

Most people agree that goals can basically be described as what you are striving for and making plans to achieve. They are your objectives: Your aim. And often they seem to be more easily measurable than values.

While values are what is important or significant to you: What you value. Ideally you want your top 5 or so goals to be in line with your top 5 or so values. The significance may not seem apparent at first, but let me share Bob Roberts story.

After attending a workshop I taught on Bob came to me and said he loved his job but for some reason achieving his career goals seemed to be a real struggle lately.

I proceeded to inquire about Bob's goals, learning he had recently revamped his career goals. He now had very clear and defined goals. The top three were to expand his sales territory, increase his income and become a trainer for new sales people with the company.

Next I asked Bob about his values. He responded by looking at me as if I had just spoken a foreign language. I explained to Bob that values were those often intangible things that are important to us. Being a religious and family man Bob quickly and confidently stated his top three values were his relationship with his wife, his children and his spirituality.

Then, it was time for Bob to share what he was doing to realize his goals? He reported he was traveling more, out of town frequently 4 days a week, including week-ends, which meant missing services on Sunday, his son's ball games on Saturdays and more. Ahh, I thought, we are on to something here. And I bet you can already see at least part of the problem, just a Bob did.

Bob's goals were not being supported by his values. In fact Bob's goals were leading him away from what he valued.

Recognizing this actually made the solution fairly simple. Bob rearranged his schedule to take into account his values. He no longer was away from home on the week-ends. No more missed ball games and Sunday services. And when Bob was away, he and his wife had pre-arranged times for phone calls and more.

Values will change as you go through life. For instance as a teen you may find that a spouse, variety or travel are not in your top 10 values. But friends, status and independence are. Ask the same person when they are 35 years old, happily married with children and you will likely find two of their top ten values will include their marriage and children.

You will also find your values can easily change based on the circumstances. For example, if you are not feeling physically well, how much you value your health can't help but increase. Or if your job is in jeopardy, you might find how much you value money and security moves up the ladder.

As you can see when your goals and values are not in line they cause mixed emotions. And these conflicts can create difficulties in making the best choices as well as exhaustion. Yet if your goals and values are in line, supporting each other, positive emotions are triggered. This simplifies and clarifies things at the very least.

The following is a list of the top 25 values that I have recognized by querying my class participants and in working one to one with clients. They are by no means expected to be your top 25 values and they are in no particular order. Take as much time as you need to determine your top 10 values and your least important values.

Tip: If you have difficulty organizing them, try starting with a few. Put them in order, pick another, insert it the hierarchy where you feel it belongs. Continue, until complete.

_____	Religion	/Spirituality
_____		Comfort
_____		Advancement
_____		independence
_____		Achievement
_____		Education
_____		Creativity
_____		Affiliations
_____	Old	age
_____		Travel
_____		Contribution/Charity
_____	Long	Life
_____	Meaningful	job/Career
_____		Friendships
_____		Status
_____		Health
_____		Security
_____		Family
_____	Marriage/Significant	other
_____		Happiness
_____		Variety
_____		Recognition
_____		Wealth/Money
_____	Free	time
_____		Sports/Athletics
_____	Other	_____
_____	Other _____	

The Top 10 Best Ideas For Setting Goals

By Hilton Johnson

You cannot pick up a book or participate in a training program today without the author or instructor teaching the power of goal setting. Yet, most people today spend more time planning a two-week vacation than planning their lives by setting goals. It's been said that achieving goals is not a problem--it's SETTING goals that is the problem. People just don't do it. They leave their lives to chance...and usually end up broke by the time they reach retirement.

I thought that since this is such an important ingredient for developing a successful network marketing business, this was a good time to share with you some of the greatest thoughts about goal setting that I've discovered over the years.

So, here goes...The Top 10 Best Ideas For Setting Goals:

1. Make A List Of Your Values

What's really important to you? Your family? Your religion? Your leisure time? Your hobbies? Decide on what your most important values in life are and then make sure that the goals you set are designed to include and enhance them.

2. Begin With The End In Mind

Tom Watson, the founder of IBM was once asked what he attributed the phenomenal success of IBM to and he said it was three things: The first thing was that he created a very clear image in his mind of what he wanted his company to look like when it was done. He then asked himself how would a company like that have to act on a day-to-day basis. And then in the very beginning of building his company, he began to act that way.

3. Project Yourself Into The Future

The late, great Earl Nightingale created a whole new industry (self-improvement) after a 20-year study on what made people successful. The bottom-line result of his research was simply, "We Become What We Think About."

Whatever thoughts dominate our minds most of the time are what we become. That's why goal setting is so critical in achieving success because it keeps us focused on what's really important to us. He then said that the easiest way to reach our goals is to pretend that we had ALREADY achieved our goals.

That is, begin to walk, talk and act as though we are already experiencing the success we seek. Then, those things will come to us naturally through the power of the subconscious mind.

4. Write Down The 10 Things You Want This Year

By making a list of the things that are important to you, you begin to create images in your mind. It's been said that your mind will actually create chaos if necessary to make images become a reality. Because of this, the list of ten things will probably result in you achieving at least eight of them within the year.

5. Create Your Storyboard

Get a piece of poster board and attach it to a wall in your office or home where you will see it often. As you go through magazines, brochures, etc. and you see the pictures of the things you want, cut them out and glue them to your storyboard.

In other words, make yourself a collage of the goals that excite you...knowing full well that as you look at them everyday, they will soon be yours.

6. The Three Most Important Things

Decide on three things that you want to achieve before you die. Then work backwards listing three things you want in the next twenty years, ten years, five years, this year, this month, this week and finally, the three most important things you want to accomplish today.

7. Ask Yourself Good Questions

As you think about your goals, instead of WISHING for them to come true, ask yourself HOW and WHAT CAN YOU DO to make them come true. The subconscious mind will respond to your questions far greater than just making statements or making wishes.

8. Focus On One Project At A Time

One of the greatest mistakes people make in setting goals is trying to work on too many things at one time. There is tremendous power in giving laser beam focused attention to just one idea, one project or one objective at a time.

9. Write Out An "Ideal Scenario"

Pretend that you are a newspaper reporter that has just finished an interview about the outstanding success that you've achieved and the article is now in the newspaper. How would it read? What would be the headline? Write the article yourself, projecting yourself into the future as though it had already happened. Describe the activities of your daily routine now that are very successful. Don't forget the headline. (Example: "Jane Doe Wins Top Network Marketing Award Of The Decade.")

10. Pray & Meditate

As you get into bed each evening, think about your goal before you drop off to sleep. Get a very clear colorful image in your mind of seeing yourself doing the things you'll be doing after you've reached your major goal. (Remember to include your values.) And then begin to ask and demand for these things through meditation and prayer.

Your Sales Coach,
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