

## Checklist – Top Tips: How to Set Goals

*“Man is a goal-seeking animal. His life only has meaning if he is reaching out, and striving for his goals.” Aristotle*

Here are our ideas for goal setting:

1. Goals often emerge from **dreams**, so have a method of capturing your dreams. This could be a whiteboard, post it notes, a journal, etc.
2. Envision the **end** result – focus on questions such as ‘What will it look like?’, ‘What will it feel like?’, ‘When should/will it happen?’.
3. **Storyboard** the timeline, and work out whether it is realistic in terms of resources needed, time required, your skill set, existing commitments, etc.
4. Check your **motivation** to achieve it – ask yourself, ‘Do I really want this? Place yourself on a **scale of 1-10**, with **1** meaning ‘I don’t really want to change my life, or go without or through pain to achieve this goal’; to **10** meaning ‘I will clear whatever blockage, go without, and stretch myself to achieve my goal’.  
Be honest – if you score yourself below a 5, is now the right time for the goal?  
If you score yourself below 7, what do you need to do to increase your self-motivation?
5. Clarify the **end goal** – e.g. To implement the new IT system for accounting. The end goal is seldom 100% in your control – i.e. you may rely on other parties to achieve their goals, and this is something that we do not have control over.
6. Set **performance goals** – this is where we have a level of control. Break the goal down into manageable chunks – each step being a step closer to you achieving your end goal. i.e. Attend training course for new IT system.
7. Record your **successes**. I coached someone once whose end goal was to pay their mortgage off 10 years before the loan was due. They placed balls in a huge glass, each ball represented a monthly repayment. They removed a ball each month, and one for each additional payment made, such as bonuses, gifts, extra money earned, and savings paid.
8. If you start to fall behind, or lose motivation for a goal, employ a **coach** to help unblock what is happening.
9. If you decide the time is not right for this goal, take a little time to record **lessons learned**. Goals are dynamic, and we don’t always achieve them.

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