

MOTIVATION AND GOAL SETTING

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Motivation & Goal Setting

MOTIVATION AND GOAL SETTING

"If you don't have a plan for your life then you will live your life according to someone else's plan!"

Sound familiar? Successful people know where they're going every day, every month, every year. They have clearly defined goals.

"A person who aims at nothing is sure to hit it."

The reason most people never reach their goals is that they don't set them. They fail by default.

This workbook provides a simple structure for planning your personal growth and development. It is a step by step process that enables you to:

1. Develop a written record of a number of areas of your personality that you may presently be unaware of
2. Recognise, reaffirm and set priorities for the broad goals that you have at this point in your life.
3. Develop a project or projects that combine several of your priority goals, values and desires.

"I expect to spend the rest of my life in the future, so I want to be reasonably sure of what kind of future that is going to be. That is my reason for planning."

For some, the setting of goals is the most difficult part of their future planning process. Sometimes is easier to identify what you don't want and work back to what you do want and take small steps.

"A journey of a thousand miles, starts with the first step."

TAKING THE FIRST STEP

Ask yourself...

"Where do I want to be at any given time?"

"How am I going to get there?"

"What do I have to do to get myself from where I am to where I want to be?"

"What's the first, small step I can take to get moving?"

If you were dropped off in a strange town and you had to get to another part of town, what would be the first thing you would need to know?

DO YOU KNOW WHERE YOU ARE NOW?

Let's look back for a moment. How do you feel about your past working life, relationships, personal satisfaction?

On the graphs that follow, draw a line representing your feelings about your life so far. Start off at a reasonable time in the past and just record the results in your life till now.

WORKING LIFE

Great

OK

The Pits

RELATIONSHIPS

Great

OK

The Pits

PERSONAL SATISFACTION

Great

OK

The Pits

What do these graphs tell you about yourself?

You have just completed your LIFELINES!

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Let's now take a further look at the things you do and would like to do, your activities and your values - your life inventory.

MY LIFE INVENTORY

Complete the following:

Great moments in my life.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Things I do well (my strengths).

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Things I do poorly (my weaknesses).

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Things I would like to stop doing.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

GOING FOR CHANGE

"Be not afraid of growing slowly, be afraid only of standing still."

Chinese Proverb.

Trying to change things about yourself, or do things for yourself is often made easier by thinking of a typical event which seems to demonstrate the undesirable thing that stops you from planning to make change.

For Example:

I am _____

Typical event _____

When does it happen? _____

Who else is involved? _____

"I am not judged by the number of times I fail but by the number of times I succeed and the number of times I succeed is in direct proportion to the number of times I can fail and keep trying."

If this event were to be repeated it could be improved by changes in some or all of the following ways:

What practical things can be changed to improve the situation?

What weaknesses or failings need to be improved in myself?

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Things I would like to learn to do well.

1. _____
2. _____
3. _____
4. _____

Great moments I would like to have.

1. _____
2. _____
3. _____
4. _____

Things I like least about myself.

1. _____
2. _____
3. _____
4. _____

Things I like best about myself.

1. _____
2. _____
3. _____
4. _____

You are now in a better position to be able to begin setting goals for yourself. You may work on the positive and try to change the negative. Share this with friends and family.

What can I do to help myself? _____

What help do I need from others? _____

You are now in a position to plan some goals which you can achieve.

Things I should like to start doing now!

1. _____
2. _____
3. _____
4. _____
5. _____

NO EXCUSES!! START NOW!! TOMORROW IS ONE DAY LESS TO ACHIEVE THEM!!

"NOTHING SUCCEEDS LIKE SUCCESS"

Setting realistic goals makes success possible and when these are achieved there is satisfaction. This satisfaction will make the setting of the next goal easier.

MY WILD IDEA SHEET

List everything you think you want to be, do or have. This is your chance to think BIG!

Remember... "*Aim for the stars and you are more likely to hit the tree tops, but aim for the tree tops and you will hit a puddle*".

Be as realistic as you like.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

MY DREAM SHEET

SHORT RANGE GOALS (less than one year)
Completion Date

INTERMEDIATE GOALS (one to five years) Completion Date

LONG RANGE GOALS (five years to lifetime)
Completion Date

*YOU'RE ON YOUR WAY!
CONGRATULATIONS!*

ACTIVITY SHEET

From this list, select the goals you will work on EVERY DAY. It will be easier to select them if you are able to answer "yes" to the following questions.

- 1. Is it really a goal of mine? Yes No
- 2. Is it right and fair to everyone? Yes No
- 3. Is it consistent with my long range or lifetime goals Yes No
- 4. Can I commit myself to start and finish this project Yes No
- 5. Can I see myself reaching this goal? Yes No

STEP ONE: IDENTIFY YOUR GOAL

STEP TWO: OBSTACLES/MOUNTAINS TO CLIMB

STEP THREE: SKILLS/KNOWLEDGE REQUIRED.

STEP FOUR: WHO CAN I WORK WITH?

STEP FIVE: MY BENEFITS FROM REACHING THIS GOAL.

STEP SIX: PLAN OF ACTION

(Complete these steps for each of your goals. Then draw this and the following action sheets out on separate sheets of paper.)

MY DAILY ACTION SHEET

	GOAL 1	GOAL 2	GOAL 3
Mon	_____	_____	_____
Tues	_____	_____	_____
Wed	_____	_____	_____
Thurs	_____	_____	_____
Fri	_____	_____	_____
Sat	_____	_____	_____
Sun	_____	_____	_____

NOTE: If you did nothing specific towards your goal, write NOTHING in big red letters.

"There are two kinds of success. One is the very rare kind that comes to the person who has the power to do what no one else has the power to do. That is genius. But the average person who achieves success is not a genius. He or she is a person who has very ordinary qualities that he or she shares, but who has developed those ordinary qualities to an extraordinary degree."

REINFORCEMENTS TO AID IN GOAL SETTING

Here are some "supports" that are useful in keeping moving towards accomplishing your goals.

- i Combine goals into projects: Rather than work on a set of separate strategies, think of ways of combining some of your goals into one project.
- i Join with someone on mutual goals: People tend to spur one another on. There may be existing organisations that can help, or if they do not fit your needs, it is easy to join another person or two and start your own "support" group.
- i Try to "see" the goal accomplished: The skill of visualisation is a means of bridging the gap between "what is" and "what can be". It is the technique of using your imagination to create what you want in life. There is nothing unusual, new or strange about it. You are already using it every day. It is the ability to create an idea or mental picture in your mind.

SELECT YOUR GOAL

It should be specific, realistic, worthy, time bounded and attainable.

CREATE A CLEAR PICTURE OR IDEA

In your mind, create a picture as if you have already achieved your goal.

FOCUS ON IT OFTEN

Bring the picture into your mind often. Upon waking and upon going to sleep are especially good times.

GIVE YOUR GOAL POSITIVE ENERGY

Think about it in an encouraging, positive way. Make strong positive statements to yourself. See yourself receiving and achieving it. All people have the ability and capacity to concentrate, create and imagine, therefore all people can learn to visualise future goals more clearly. Visualisation takes conscious effort and is the first step in acting toward a predetermined goal. The next step is taking the decision to act.

LIST THE AIDS AND OBSTACLES TO GOAL ACHIEVING.

Write down the for's and against's, the pros and cons.

DEVELOP VISUAL AND WRITTEN SUPPORTS FOR GOALS.

We all talk to ourselves all of the time, however, most of that talk is negative, or fear based. The practise of affirmations allows us to begin replacing some of our stale, worn out, or negative mind chatter with more positive ideas and concepts. Affirmations can be done silently, spoken aloud, written, sung or chanted. An excellent book on visualisation and affirmation is *Creative Visualisation* by Shakti Gawain. Some affirmations from this book include.

*Everyday in every way I am getting better and better.
It's okay for me to have everything I want.
The more I have, the more I have to give.
I am now enjoying everything I do.*

Make up your own using these guidelines:

- i Always phrase affirmations in the present "I have a wonderful new job."
- i Affirm what you do want, not what you don't want.
- i The shorter and simpler, the more effective.
- i Make sure it "feels" right for you.
- i Affirmations can be used alone, but seem more powerful when used with visualising.

Accept that change can sometimes take time.

USING GOAL POWER

Go after your goals with enthusiasm and commitment! Goals are movement. You'll enjoy the ride.

- i Everyone has the ability to do more, get more done and achieve more personally. Goals will help us do that.
- i Why set goals? If you don't know where you're going you will probably end up somewhere else. Goals give you purpose, direction and meaning.
- i Most people are like a ship without a rudder. They are hopelessly adrift and hoping the winds of

fortune will blow them into a wealthy port. A goal oriented person has set their course in control with their rudder in place so they can sail straight and true to their objective.

- i Goals can bring you anything. Learn to establish long-range goals but then break them down into bite sized pieces so each small step ahead to the big goal is just out of sight - not out of reach.
- i Success is the progressive realisation of self-determined worthwhile goals. By the definition, only 5% of the people in the world are successful. The challenge is to be one of the small percent who have charted their course and is living life on purpose.
- i Select and define shorter term goals - say 30 days. State your long term goals, but then break them into 30 day segments and carry your goals with you on a card. Review the card regularly throughout the day.
- i The secret to success is this: we become what we think about. The most dominant thought in your mind determines your eventual position. The universe operates on a relationship of cause and effect. Your goal is the cause. Your actions are the effect. Your thoughts are the real forces. Think constantly about your goal.
- i Motivation means motive for action. Without those motives there is no reason to get out of bed or try to improve. People with goals are automatically motivated and invest their time wisely.
- i Setting goals can be harder than getting them, so work on it.

MOTIVATION - THE KEY TO PERFORMANCE
Taking action to improve your attitude for success.

"If you have made mistakes, even serious mistakes, there is always another chance for you. And supposing you have tried and failed again and again, you may have a fresh start any moment you choose, for this thing that we call "failure" is not the falling down, but the staying down."
Mary Pickford

Motivation in action is energy, one-pointedness, determination, persistence, courage, organisation.

Everything we do is preceded by an image on the screen of our mind, and what we tell ourselves about it. Jack Nicklaus of golfing fame, called it "going to the movies." Our minds are like projectors. What we put in, shows on the screen of our lives - *"You are what you think you are"*.

Most people spend most of the time thinking about things they don't want to happen, and what happens? - *"What you think about, comes about"*.

For most people, the reason why they are less successful than they might be, can be summed up in one word: FEAR!

For most people the greatest blocks to motivation and reaching goals are: What will others think about me?, and , What if I can't handle it?

At the bottom of every one of your fears is simply the fear that you can't handle whatever life may bring you.

If you know you could handle anything that come your way, what would you possibly have to fear. Nothing.

TRUTHS ABOUT FEAR

The fear will never go away as long as I continue to grow.

- i The only way to get rid of the fear of doing something is to go out.....and do it.
- i The only way to feel better about myself is to go out ...and do it.
- i Not only am I going to experience fear whenever I am on unfamiliar territory, but so is everyone else.
- i Pushing through fear is less frightening than living with the underlying fear that comes from the feeling of helplessness.
- i What others think of you is none of your business.

We always follow in the direction of our currently dominant thoughts. As most of our fears are based on dark imaginings, it is vital for us to dwell on desired results - to look where we want to go as opposed to that trouble place where we may have been or may be still hiding.

*(From Feel the Fear and Do It Anyway
by Susan Jeffers)*

Most of us resist change because it upsets present security no matter how "bad" that security might be.

ASK YOURSELF THESE QUESTIONS

What do I fear most? _____

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What motivating effects do fears have on my life?

Benefits

Limits

What are my main desires and do I focus most of my attention and thoughts on these desires?

Do I focus on the rewards of success more than the penalties of failure?

- ï Relaxation, Meditation and Stress Management
- ï Pessimism v's Optimism - making choices

IN SUMMARY

It has been estimated that 5% of the people in the world are positive thinkers, and 95% of people are negative individuals.

Our reaction to our environment is to think, talk and act as those around us. Think hard who you really want around you!

Most people don't choose their environment that they find themselves in.

Positive, success oriented people consciously select environmental surroundings.

There's no such thing as an average person, just those who "act" average.

We live in a negative world. Learn to spot the negatives and eliminate them.

Little things do make a difference.

If we are not careful, our friends, relations and associated will dump garbage in our minds. Plus, if you let them, they will steal your dreams.

Everyone has their own comfort zone. Be a thermostat, not a thermometer. A thermostat actually does something, thermometer only records what is happening.

You are where you are, and what you are, because of what has gone on in your mind... you can change were you are and what you are by changing what goes into your mind.

What is your attitude about your life? Your position? Your family? Your future?

*Remember, success is the **progressive realisation** of your own **pre-determined worthwhile** goals.*

COMBATING FEAR - SOME TRICKS THAT WORK!

- ï The Worry Box
- ï Affirmations and Visualisations
- ï Inspirational tapes and books