

HOW TO SET ACHIEVABLE GOALS



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ACHIEVABLE
GOALS

A guide to setting goals that is achievable

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INTRODUCTION

This Ebook is for any one hungry for success. Anyone who is willing to write their dreams and bold enough to commit to what it will take to achieve success.

Through this E book you will learn to set goals that can be achieved realistically and understand why it is important to go beyond setting goals and actually have them written down.

Remember what is not written does not exist

Why do we need to set goals?

The secret to achieving great things in life is to start simple, follow some steps, reach your highest aim, and live a life of peace and contentment. The best way to achieve our desires, dreams, and aspirations is through goal setting.

Goal setting gives us direction and motivation. It serves as a life planner on what we want our lives to become. Without goals it is difficult to know what exactly we want to achieve.

So why do we need to set goals?

- ❖ To achieve a purpose; our dreams, visions.
- ❖ For accountability. It helps us to manage our time properly
- ❖ An aim to achieve something and get things done with a strategy
- ❖ To keep us focused on what is important.
- ❖ To have a sense of direction
- ❖ To gain clarity on those things we want to achieve in our lives or businesses.

Types of goals/ plan

Planning gives us direction; it helps us to have a systematic approach to solving issues. To achieve our goals we need to have a plan. The plan here is the length of time within which we may require to achieve our goals

Below I have listed 5 types of plans that we can use.

◆ **Long term goal say 5 years plan** - For a recurring project which may take a long time to achieve, it is advisable to have a long term plan to achieve such goals

◆ **Medium Term goals** - for goals that needs to be achieved within at least a one year period

◆ **90 day plan** - This is a phase within a plan to achieve specific goals. It could come at the beginning of the plan or towards the end. It is a plan to achieve goals that may have been pending or needs to be achieved urgently.

◆ **60 day plan** - This is also a short term plan to urgently achieve some goals before going to the next phase of the plan

◆ **30 day plan** - This is for achieving goals that we may need to accomplish urgently

Which ever plan you decide to use to achieve you goals make sure it is realistic.

The importance of a written goal

When we write down our goals we make them really important and worth accomplishing. What is not written does not exist.

Ideas can come from anywhere and at any time. The problem with making mental notes is that, the ink fades very rapidly - Rolf Smith

In writing your goals, be as specific as possible. Don't just write "start a business." Or 'financial freedom' Include specific information regarding the type of business, your vision, mission, why do you want to start this business? Include funding sources and possible expenses. Remember your goals should be realistic, manageable, achievable, measurable, and accountable.

I have always known about goal setting but I have been setting my goals up in my head and not writing them down. But recently I have learned the act of writing down my goals and periodically I go back and access what I have accomplished. It is a fulfilling and motivating process. I am thrilled and reaffirmed when I see goals I have reached and motivated by those that I have yet to reach.

Writing your goals help to keep you accountable concerning what you have agreed to achieve. It puts you on the spot to work daily on the small baby steps that will help you achieve your goals.

I once read of a research that was conducted on some graduates. They were told to set goals for their future and how they hope to get it accomplished. Of all the graduates only 3 percent had written goals. 13 percent did not write down their goals while the remaining 84 percent did not have any goal for their future.

Ten years later, the 3 percent of graduate that had written goals where earning 10 times more that the remaining class percentage. The 13 percent with unwritten goals were earning twice as much as the 84 percent of graduates.

What we do with our goals (written, unwritten, or none at all) eventually leads to various definitions and manifestations of financial success in our lives.

It is very important that you set a goal that is realistic for your self. The goal should be a representation of the big picture that you want to accomplish in your life, your family, and your business.

Setting SMART goals

The big dream you have for your life should be broken down into specific, measurable goals. And for goals to be effective and produce results they must be **SMART**.

1. **Specific** - Do not use general terms like “I want to be rich.” Break this goal down. Define it. If you can’t tell when your goal is being accomplished then it is not specific enough.
2. **Measurable** - Your goals must be measurable. “I want to lose 10 kilos” is a measurable goal. “I want to make N10, 000 in additional income” is measurable. Measuring your progress helps you to stay on track and is a great motivator. Though there might be some things that are not easy to measure but you can set a baseline and measure where you are presently to serve as a base.
3. **Attainable** - Let every goal you set be achievable. There is no use in setting goals that are bound to fail before you even commence. “I want to be a millionaire in one month” is certainly not attainable.
4. **Realistic** - Do not set vague goals. The goals you set must be attainable and realistic and easy to achieve. Don’t say I want to lose 10 kilos in one week this is not realistic for some one that loves to eat. 😊
5. **Time** - Your goals must have a time line within which you could achieve them. For example ‘I want to lose 10 kilos by 30 days.’ By stating it with a timeline helps you to stay focused on the goal at hand. Setting a timeline helps you manage and work on the daily tasks that will bring you closer and closer to accomplishing your overall goal(s).

It is very important that every goal you set reflects who you are and represents your values.

Setting Your Goals

It is important that you do not go into spontaneous move after you might have made your plans. Follow the plan that you set and do not be distracted. Write it on a board and hang it where you can see it daily.

Before you set your goals, understand your strength, know for sure what is possible for as an individual

To help us achieve this aim lets answer the following questions.

What are the goals you want to accomplish?

1. What is your big dream? What is the big picture that you want to accomplish in your life as well as in your business? Be absolutely clear on this because without clarity, you will not be able to set a goal.

2. How will the fulfillment of this goal affect you, your family, and your business?

3. Make sure you are committed to achieving all of your goals.

“We want to set the goals that our heart conceives, that our mind believes and that our bodies will carry out.” Jim Rohn

How do you want to accomplish your goals?

1. Imagine your life and business, how do you want it to be. Let your imagination flow. I would advise you to get a journal to write down on. Write down your big dream (goals)

2. Identify short term goals and the process that you will use to achieve your goals daily. Breakdown your dream into small goals and work it daily.

3. Make sure you set time frames and milestones to help you achieve your goals.

4. Set goals for your life, family, and business.

5. Break your goals into daily manageable tasks that set you on your way to achieving your goals. Take actions daily.

6. Make sure to write all of your goals down in a notebook or journal

I would like to ask that you take it a step further and put your goals on a board and place it where you would see them daily. Let your daily activities be filled with tasks that help to accomplish your goals.

The act of goal setting helps us to achieve the success that we so desire in our lives or businesses.

To achieve your goals you will require

1. **An Accountability Partner** - Someone you can trust, someone you can talk to in confidence about the goal you want to accomplish. Let the person know you need them to keep you on track to accomplish your goal(s) and both of you will agree on when you will have reviews/check points.
2. **A vision Board** - A vision board is a pictorial representation of your goal. It is a representation of what you want to achieve.
3. **Goal sheets**- Each goal is written on a paper and broken down to what the goal entails and the period within which you want to accomplish the goal is written on it.

Success and happiness are not matters of chance but choice - Zig Ziglar

Goal Sheets

Goal

Timeline

Daily Task to accomplish the goal

Goal

Timeline

Daily Task to accomplish the goal

Goal

Timeline

Daily Task to accomplish the goal

How to set up a vision board

Vision Board Requirements

1. Poster Board
2. Old Magazines
3. Glue
4. Scissors

Steps to creating a vision board

1. Go through the magazines and tear out pages that speak to you or represent what you want to visualize.
2. Lay out the pages that you have torn out and start cutting the exact portions that depicts what you want on your board.
3. Glue the pictures on the board as they speak to you.
4. I would suggest that you give your board a title. Create a space at the middle or anywhere that you desire and write the title of your vision board. This is what I have done with mine.

With your vision board in place you are able to visualize

1. Your success(Goal) before it happens
2. Your future
3. The big picture of your business/Life

Remember, clarity breeds confidence