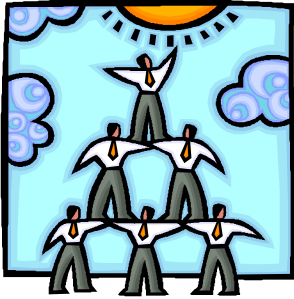


Goal Setting



When deciding to make a change in your life it is important to set goals in order to be successful in completing the change. It is important to set goals so that you can see your

progress. Many of the changes we make in our lives are major things and we need to celebrate the small steps that we take to obtain the goal.

Here are some goal setting tips:

- State each goal as a positive statement: Express your goals positively - “Execute this technique well” is better than “Don’t make this stupid mistake.”
- Be precise: Set a precise goal, putting in dates, times, and amounts so 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: When you have several goals give each a priority. This helps you 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 for large 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. 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.

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

After you have achieved your 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 long time to achieve, make the next one less difficult.
- If you learned something that would lead you to change other goals, do so.
- If you noticed a deficit in your skills despite achieving the goal, decide whether to set goals to fix this.

