

Goal-Setting

Jim Rohn's Second Pillar of Success

Part 1



GOAL-SETTING

Jim Rohn's Second Pillar of Success: Goal-Setting, Part One - Evaluation and Reflection

Hello and welcome to Week Five/Month Two.

We begin Month Two with the topic of Goal-Setting.

I've often said, the major reason for setting a goal is for what it makes of you to accomplish it. What it makes of you will always be the far greater value than what you get. That is why goals are so powerful. They are part of the fabric that make up our lives. And goal-setting is where we create our goals.

Goal-setting can be so powerful. It provides focus. It shapes our dreams. It gives us the ability to hone in on the exact actions we need to take in order to get everything in life that we desire.

Goals are exciting because they provide focus and aim for our lives. Goals are Great because they cause us to stretch and grow in ways that we never have before. In order to reach our goals we must become better. We must change and grow.

There are three components to a powerful goal: It must be inspiring. It must be believable. It must be one that you can act on. When your goals inspire you, when you believe them, and when you act on them is when you will get them!

Goals also provide long-term vision in our lives. We all need lots of powerful, long-range goals to help us get past short-term obstacles. Life is designed in such a way that we look long-term and live short-term. We dream for the future and live in the present. Unfortunately, the present can produce many hard obstacles. Fortunately, the more powerful our goals (because they are inspiring and believable) the more we will be able to act on them in the short-term and guarantee that they will actually come to pass!

So, let's take a closer look at the topic of Goal-Setting and see how we can make it forceful as well as practical. What are the key aspects to learn and remember when studying and writing our goals?

I believe there are four main areas of emphasis:

1. Evaluation and Reflection - The only way we can reasonably decide what we want in the future and how we will get there, is to first know where we are right now and secondly, what our level of satisfaction is for where we are in life. As we focus this month on goal-setting, the first order of business and our topic this week is for each of us to be serious about taking some time for evaluation and reflection.

"Goals. There's no telling what you can do when you get inspired by them. There's no telling what you can do when you believe in them. And there's no telling what will happen when you act upon them."
-- Jim Rohn

2. Dreams and Goals - What are your dreams and goals? Not related to the past or what you think you can get, but what you want. Have you ever really sat down and thought through your life values and decided what you really want? This isn't something that someone else says you should have or what culture tells us successful people do or have. These are the dreams and goals that are born out of your own heart and mind. These are the goals that are unique to you and come from who you were created to be and gifted to become. Next week we will show you exactly how to find out what you want from life.

3. S.M.A.R.T. Goals - S.M.A.R.T. means Specific, Measurable, Attainable, Realistic, and Time-sensitive.

Specific: Don't be vague. Exactly what do you want?

Measurable: Quantify your goal. How will you know if you've achieved it or not?

Attainable: Be honest with yourself about what you can reasonably accomplish at this point in your life - along with taking into consideration your current responsibilities.

Realistic: It's got to be do-able, real and practical.

Time: Associate a timeframe with each goal. When should you complete the goal?

We will spend some time in two weeks looking at how to apply the S.M.A.R.T. test to your goals to make sure they are as powerful as they can be!

4. Accountability - Think of the word "accountable." It means to "give an account." When someone knows what your goals are, they help hold you accountable. Whether it is someone else going through this program with you (have you thought about inviting a friend to join you on this one-year journey?) or just someone you can give the basic idea to; having a person who can hold you accountable will give you another added boost to getting your goals! On Week Eight we will show you how to set up an accountability partner.

So: Evaluate/Reflect; Decide What You Want; Be S.M.A.R.T.; Have Accountability. When you put these 4 key pieces together, you are putting yourself in a position of power that will catapult you toward achieving your goals and the kind of life you desire.

We will cover each of these points more in depth over the next month. But today, I want to focus on the first one, Evaluation and Reflection.

Goal Setting: Evaluation and Reflection. The basis for knowing where we want to go is knowing where we have come from and where we are. It is also knowing how well we have achieved the things we have previously set our eyes on. This is the basis of evaluation and reflection. We need to understand how to look at what we have done and use it as a platform for what we want to do.

The process of evaluation is relatively simple, but there can be a few basic variations. The important point though is that you have a process! So here is a basic process of evaluation and reflection.

1. Find a quiet place. Reflection is best done away from distraction. It gives you the mind space to think.

2. Take a regular time. Whether it is once a week, every other week, once a month or quarter etc., be sure to set aside a regular time at regular intervals to evaluate and reflect.

3. Look at what you have accomplished and where you are. Be specific. Be honest. Be ruthlessly truthful.

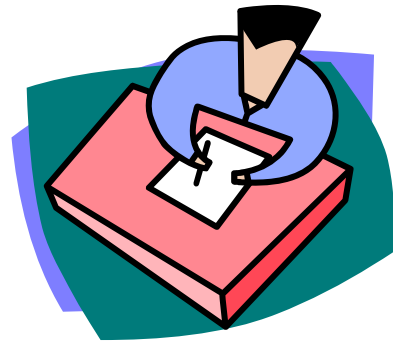
4. Write it down. Keep a record. This gives you the chance at the next stage of evaluation to see exactly where you were last time. This keeps it as objective as possible.

5. Look forward and set your next goal. Stretch yourself according to what works for you.

The above is a good basic version of the process of evaluation and reflection. If you have not done this before, then this will get you going. Be sure to follow the general idea and set aside time for your evaluation and reflection.

The purpose of evaluation is twofold. First, it gives you an objective way to look at your accomplishments and your pursuit of the vision you have for your life. Secondly, it is to show you where you are so you can determine where you need to go. In other words, it gives you a baseline from which to work.

We have all heard the quote that the unexamined life is not worth living. To evaluate and reflect brings us face to face with who we are and what we have become. More importantly, it allows us the time to dream and create a vision for what we want to become! Only when we take time out of our busy schedules can we get into the state of mind and quietness of heart that we need in order to find that inner place where we see what we are and what we will become. Those who never take time to evaluate and reflect will blow to and fro through this life, living by the forces of culture, circumstances, societal pressures, and unfortunately, personal weaknesses. Those who take the time to evaluate, however, will find that they are like an oak tree in a storm. They have a firm



foundation. They will know where they are going, how to get there, and that they ultimately will get there, no matter what comes their way!

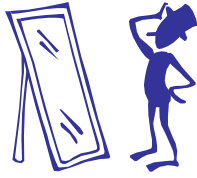
I would strongly encourage you to take a couple of hours this week to evaluate and reflect. At the beginning of this month we encourage you to see where you are and note it in your workbook so that as the months progress and you continue a regular time of evaluation and reflection, you will see just how much ground you are gaining – and that will be exciting!

Below, Chris Widener is going to walk you through this week's Questions and Action Exercises.

Until next week, let's do something remarkable!

Jim Rohn

"Whatever you vividly imagine, ardently desire, sincerely believe and enthusiastically act upon must inevitably come to pass." -- Paul J. Meyer



Questions for Reflection:

Q. Do you have an evaluation process currently in place in your life? Do you regularly take time to reflect on your life and goals? What is your process? How often do you do it?

Q. Do you understand the purpose for evaluation and reflection? What specific purposes do these two disciplines serve in your own life, especially as it relates to goal-setting?

Q. How important have you made the process of evaluation and reflection in your life? If we were able to look at your schedule, would we be able to see that times of evaluation and reflection are important to you?

Q. Are your goals self-serving or do they have an element in them that makes you a giving person? Write comments here.

Q. Exactly what do you want out of life? Have you set goals to achieve that?

Q. Do you have someone in your life who will keep you accountable to your goals?
Write their names here.



Action Steps This Week:

Any or all of these are great ideas to get you moving toward your goal:

1. Take at least an hour this week to sit down and evaluate, reflect and go through the Week Five exercises in the workbook (including the integrated Goals exercises). Schedule a regular time to do this each week and record in your daily planner.

2. Seriously consider whether or not your past goals have been too low and if so, how you can stretch them and thus stretch yourself. Also, be sure that they reflect exactly what you want to achieve in life. Write comments here.

3. Write down three main purposes you have for your time of evaluation and reflection.

A. _____

B. _____

C. _____

4. Write down why you think goal-setting is going to be important to you in accomplishing all that you want to accomplish.

5. Download the Bob Proctor and Jim Rohn audios on Goal-Setting and begin listening to them this week. Write any comments here.



A Look Forward:

Here is what is coming up on CD Four from the Jim Rohn New Millennium series:

Here are just a few of the incredible things you will learn...

- What is true success?
- How to determine a good goal
- How to expand your vision of the future
- The best ideas for raising kids
- How to create your definite purpose

And More!

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Goals:
Creating a Life On Purpose

Define the Life You Want
And Create the Plan to
Get It!

Too many of us wait to do the perfect thing, with the result we do nothing. The way to get ahead is to start now. While many of us are waiting until conditions are "just right" before we go ahead, others are stumbling along, fortunately ignorant of the dangers that beset them. By the time we, in our superior wisdom, decide to make a start, we discover that those who have gone fearlessly on before, have, in their blundering way, traveled a considerable distance. If you start now, you will know a lot next year that you don't know now, and that you will not know next year, if you wait.

- The William Feather Magazine

A Look At The Future

Personnel managers and human resource professionals know that past behavior is the best predictor of future behavior. That's why past history and accomplishments play such a crucial role in determining whether someone will get a particular job or be given a new opportunity.

Suppose, for a moment, that you weren't taking this course and your life continued on its present course. If you keep doing what you're doing now, what will your future be like? What would your life look like a year from now? Where would you be in five years? In 10 years? For the sake of this exercise, let's take a candid look at where we currently are in our lives.

Evaluation of My Current Circumstances:

Age: _____

Marital/family status: _____

Primary family responsibilities: _____

Occupation (note any significant changes in occupation or title in the past five-year period): _____

Work responsibilities: _____

Level of job satisfaction (on a scale of 1 to 10 with 10 being "I love my job" and 1 being "I hate my job"): _____

Annual income: _____

Net worth: _____

Health: _____

Significant accomplishments (achieved in the past five to ten-year period): _____

New skills or abilities acquired (during the past five to ten-year period): _____

Major purchases (made in the past five to ten-year period): _____

Happiness quotient (on a scale of 1 to 10 with 10 being ecstatically happy and 1 being miserable): _____

Activities I participate in/how I spend my time: _____

Social life/what I do for enjoyment/relaxation: _____

Volunteer activities/clubs/memberships, etc.: _____

What do I like most about my life? _____

What do I dislike most about my life? _____

Based on the complete picture this “life” represents, one could reasonably assume my life purpose to be: _____

The big question? Are you satisfied with all of your answers? Are there any changes or growth you would like to see? Now, take a moment to go back to each of your answers above and to the left of the question, write a number from 1 to 10 (1 being the lowest, 10 being the highest) rating your current situation in comparison to what you would like it to be or what it could be.

Deciding To Change

The saying goes, “If you keep on doing what you’ve always been doing, you’re going to keep on getting what you’ve already got.” It’s a true statement.

But the fact that you’re taking this course indicates you don’t want to keep doing what you’ve been doing, and you don’t want to keep getting what you’ve already got. You want something different...better...more satisfying.

If you could create the life you’d really like over the course of the next five years, how would your life look then? Take a few minutes to imagine it and describe it below.

Five Years From Now, My Life Could Be...

If I could create the kind of life I want and become the person I want to be, in five years my life would look like this:

Age: _____

Marital/family status: _____

Primary family responsibilities: _____

Work responsibilities: _____

Level of job satisfaction (on a scale of 1 to 10 with 10 being “I love my job” and 1 being “I hate my job”): _____

Annual income: _____

Net worth: _____

Health: _____

Occupation (note any significant changes in occupation or title expected in that five-year period): _____

Significant accomplishments (achieved in that five-year period): _____

New skills or abilities acquired (during that five-year period): _____

Major purchases (made in that five-year period): _____

Happiness quotient (on a scale of 1 to 10 with 10 being ecstatically happy and 1 being miserable): _____

Activities I participate in/how I spend my time: _____

Social life/what I do for enjoyment/relaxation: _____

Volunteer activities/clubs/memberships, etc.: _____

What will I like most about my life? _____

What will I dislike most about my life? _____

Based on the complete picture this “life” represents, one could reasonably assume my life purpose to be: _____

Living Your Life On Purpose

Most people don’t take the time to plan their days, let alone their lives. They tend to drift along taking life as it comes until something or someone prompts them to think a little further ahead. Often, even then, they resist! Many like to call it spontaneity—or flying by the seat of their pants. It sounds fun and exciting.

But the fact is, when people don’t take the time to think about what they want from life, what they want their life to be like, and the kind of person they want to become, they tend to drift along aimlessly. Without a dream, a goal, or a destination, they have no direction in life—and without direction, how far do you think they’ll get? How far can anyone get when they don’t know where they’re going?

Consciously looking at your life as it is today, speculating about what your life might become in the future, dreaming about the kind of life you really want, and then creating a

plan to create that life are the keys to giving your life direction. Establishing solid goals, taking actions to achieve those goals, and making daily choices—on purpose—all directed toward making the kind of life you really want and becoming the kind of person you really want to be—that's what makes a life worth living! You can create the kind of life you desire!

It takes a plan, commitment, action, and follow-through. That's what you're here to do. This course and this workbook will help you do it.

This week as you are listening to the audio assignments, think about the person you see yourself becoming over the next five-year period. Let this germinate and take root in your psyche so that it resonates with you and becomes the new paradigm from which you view yourself. Then in Week Six, we will go to work on who and what we desire to become.

"Do, or do not. There is no 'try'."
- Yoda (*The Empire Strikes Back*)

Goal-Setting

Jim Rohn's Second Pillar of Success

Part 2



GOAL-SETTING

Jim Rohn's Second Pillar of Success: Goal-Setting, Part Two – Establishing Dreams and Goals

As you know, we are focused on the Second Pillar of Success this month - Goal-Setting. Here is an overview of the four main components we will cover this month:

1. Evaluation and Reflection. The only way we can reasonably decide what we want in the future and how we will get there, is to first know where we are right now and secondly, what our level of satisfaction is for where we are in life. As we focus this month on goal-setting, our first order of business and our topic last week was evaluation and reflection.

2. Dreams and Goals. What are your dreams and goals? Not related to the past or what you think you can get, but what you want. Have you ever really sat down and thought through your life values and decided what you really want? This isn't something that someone else says you should have or what culture tells us successful people do or have. These are the dreams and goals that are born out of your own heart and mind. These are the goals that are unique to you and come from who you were created to be and gifted to become. This week we will show you exactly how to find out what you want from life.

3. S.M.A.R.T. Goals. S.M.A.R.T. means Specific, Measurable, Attainable, Realistic, and Time-sensitive.

Specific: Don't be vague. Exactly what do you want?

Measurable: Quantify your goal. How will you know if you've achieved it or not?

Attainable: Be honest with yourself about what you can reasonably accomplish at this point in your life - along with taking into consideration your current responsibilities.

Realistic: It's got to be do-able, real and practical.

Time: Associate a timeframe with each goal. When should you complete the goal?

We will spend some time next week looking at how to apply the S.M.A.R.T. test to your goals to make sure they are as powerful as they can be!

4. Accountability. Think of the word "accountable." It means to "give an account." When someone knows what your goals are, they help hold you accountable. Whether it is someone else going through this program with you (have you thought about inviting a friend to join you on this one-year journey?) or just someone you can give the basic idea to, having a person who can hold you accountable will give you another added boost to getting your goals! In Week Eight we will show you how to set up an accountability partner.

This week we will be discussing Part Two - Establishing Dreams and Goals.

One of the amazing things we have been given as humans is the unquenchable desire to have dreams of a better life. But even better than just the gift of dreaming, we also have the ability to establish goals to live out those dreams. Think of it: we can look deep within our hearts and dream of a better situation for ourselves and our families, dream of better financial lives and better emotional or physical lives, and certainly dream of better spiritual lives. But what makes this even more powerful is that we have also been given the ability to take action and pursue those dreams and not only to pursue them, but we possess the cognitive ability to actually lay out a plan and strategies (setting goals) to achieve those dreams. Powerful! And that is what we will discuss in detail in this week's lesson--how to dream dreams and establish goals to get those dreams.

What are your dreams and goals? Now let me clarify here, this isn't what you already have or what you have done, but what you want. Have you ever really sat down and thought through your life values and decided what you really want? Have you ever taken the time to truly reflect, to listen quietly to your heart, to see what dreams live within you? Your dreams are there. Everyone has them. They may live right on the surface, or they may be buried deep from years of others telling you they were foolish, but they are there. Back when I met Mr. Shoaff, he put me to work by asking the hard questions that got me excited about my dreams and helped me to translate that excitement into strategic action to pursue all that I wanted. And now I'm going to walk you through the same disciplines that will help unleash the power of the dreams inside each of you.

So how do we know what our dreams are? This is an interesting process and it relates primarily to the art of listening. This is not listening to others; it is listening to yourself. If we listen to others, we hear their plans and dreams (and many will try to put their plans and dreams on us). If we listen to others, we can never be fulfilled. We will only chase elusive dreams that are not rooted deep within us. No, we must listen to our own hearts to hear the dreams born out of the passions and desires we each uniquely possess. Quiet yourself and listen. Just like when you are quiet enough to hear your own heart beating within your chest, your dreams have their own rhythm that beat within you and all you have to do is get quiet enough to hear the beat.



Now let's take a look at some practical steps/thoughts on hearing from our hearts on what our dreams are:

Take time to be quiet. This is something that we don't do enough in this busy world of ours. We rush, rush, rush and we are constantly listening to noise all around us. We must not get faked out by just being busy. Instead we must constantly ask ourselves the question, "Busy doing what?" In other words, are the activities you are participating in moving you towards your goals? If not, then work to eliminate those things and replace some of that time with quiet. The human heart was meant for times of quiet, to peer deep

within. It is when we do this that our hearts are set free to soar and take flight on the wings of our own dreams! Schedule some quiet “dream time” this week. No other people. No cell phone. No computer. Just you, a pad, a pen, and your thoughts (you get to do this in the workbook exercises this week).

Think about what really thrills you. When you are quiet, think about those things that really get your blood moving. What would you love to do, either for fun or for a living? What would you love to accomplish? What would you try if you were guaranteed to succeed? What big thoughts move your heart into a state of excitement and joy? When you answer these questions you will feel great, and be in the “dream zone.” It is only when we get to this point that we can truly realize and begin to experience what our dreams are!

Write down all of your dreams as you have them. Don’t think of any as too outlandish or foolish – remember, you’re dreaming! Let your thoughts and pen fly as you take careful record.

Now look at your list and prioritize those dreams. Which are most important? Which are most feasible? Which would you love to do the most? Put them in the order in which you will actually try to attain them. Remember, we are always moving toward action, not just dreaming.

Now here is the big picture of why I’m asking you to take part in this exercise. Life is too short to not pursue your dreams. Someday your life will near its end and all you will be able to do is look backwards. You can reflect with joy or regret. And we all know that joy (or disciplines) weigh ounces while regret weighs tons. Those who dream, who set goals and act on them to live out their dreams are those who live lives of joy and have a sense of peace when they near the end of their lives. They have finished well and for that they possess a sense of pride and accomplishment, not only for themselves but also for their families. And that feeling is priceless.

Remember: These are the dreams and goals that are born out of your heart and mind. These are the goals that are unique to you and come from who you were created to be and gifted to become. Your specific goals are what you want to attain because they are what will make your life joyful and bring your family’s life into congruence with what you want it to be.

Until next week, let’s dream and then do something remarkable!

Jim Rohn

“Circumstances may cause interruptions and delays, but never lose sight of your goal. Prepare yourself in every way you can by increasing your knowledge and adding to your experience, so that you can make the most of opportunity when it occurs.”
-- Mario Andretti

Hi there, Chris Widener here. Hope you have taken time to go through the workbook and audio lessons from last week, reflect upon what you have learned and how you can apply it to your life with specific action to improve yourself.

Here is a recap of the material on CD Four from The Jim Rohn Weekend Event - Excelling in the New Millennium:

From the VIP Lunch we get insights from Jim and Zig:

What is true success?

Jim: Success is everything. First to survive and then to flourish. It is to get better if you can. It is to improve in every area of your life.

How do you know you have a good goal?

Zig: It is yours. It fits into your overall game plan. It is morally right and fair to everyone. It has Godly objectives. You can commit yourself emotionally to it.

What do you wish for mankind?

Jim: An awareness of everything so you can grow.

Zig: To know God.

What keeps expanding your vision for the future?

Jim: To keep doing the work that has already begun. To share ideas.

What are your best ideas for raising kids?

Zig: Love them unconditionally. Begin and end each day properly.

If you had to live your life over again, what one thing would you do differently?

Jim: Learn more quickly. Give up my blame list. Listen to my parents sooner.

Zig: Nothing, because everything he did made him what he is today.

What basis does a person use to create their one definite purpose?

Jim: It gathers over time. Let it unfold.

Zig: To make a difference in the world around them.

Jim's Teaching Continued:

Invest in Your Mind:

It needs to be nourished and fed. It is done with words. Words feed the mind. The body sees with sight, the mind sees with insight.

It needs to be exercised. It is exercised with debate. You need to see and grapple with both sides. Debate drives away the dark side. For example, everyone should read a book on Hitler and a book on Gandhi.

Personal Philosophy:

It helps you see the dangers on one side. It helps you see the opportunities on the other side. It helps you avoid the dangers and maximize the opportunities. Be sure to stand guard at the door of your mind.

A Good Library Should Have:

A visual library and a listening library.

Three books: The Bible. Think and Grow Rich by Napoleon Hill. The Richest Man in Babylon by George Clason.

Other great books: The Greatest Secret in the World by Og Mandino. How to Read a Book and Six Great Ideas by Mortimer Adler. Lessons of History by Will Durant. As a Man Thinketh by James Allen.

Repetition is the mother of learning.

Listen to voices of value.

Develop a plan: Health plan, marriage plan, time plan, people management plan, and a lifestyle plan.

Learn to handle the passing of time. Give people and plans time. This takes patience. Above all, have patience with yourself.

Learning to solve problems.

Take a sheet of paper. On the left side describe the problem. On the right side give answers and solutions.

Ask yourself three questions:

1. What could I do?
2. What could I read?
3. Who could I ask? (Don't ask first!) Develop the discipline that comes from doing it yourself.

Additional Thoughts from Chris Widener:

As I went through the material from CD 4 I found the following very challenging:

Zig's way to know your purpose is to make a difference in the world around you. That has always been my goal, to make a difference in the world around me. Yet it doesn't have to be in some large dramatic way. Every day we have opportunities to make a difference in small ways. Those small ways will become big ways as they add up. And

sometimes what we consider to be small for ourselves is actually big for those we make a difference for.

Jim's thought about how the mind sees with insight made me think quite a bit. In fact, it was a new insight for me! An insight is a new sight for the mind--a new way of seeing something--and hopefully, a way to see more clearly with the mind. We get new insight the same way we get new sights with our eyes: We look elsewhere to places we have never looked before, or we look at something from a new angle or perspective which can give us new sights.

Jim encouraging us to learn to handle the passing of time and to give people and plans time was very helpful for me. If you are like me, then you probably want so much right now. But as we learn in the lessons of the seasons, it just isn't going to happen right away. There are times we just have to wait and let things unfold. If we have done our work right, then eventually we will reap what we have sown and that will be a good thing! In the meantime we shouldn't beat ourselves up mentally because things aren't happening in the time frames we want.

See you next week!

Chris Widener

**"You cannot change your destination overnight, but you can change your direction overnight."
--Jim Rohn**



Questions for Reflection:

Q. Do you know what your dreams are? Can you articulate them easily? Write comments here.

Q. Do you have a regular quiet time to get in the state of mind to listen to your heart?

Q. Do you have a prioritized list of your dreams with goals attached? If not, see the workbook exercises for this week and begin today.

Q. Based on Zig's definition, how do your goals stack up? Are they yours? Do they fit into your overall game plan? Are they morally right and fair to everyone? Do they have godly objectives? Can you can commit yourself emotionally to them?

Q. Does your purpose revolve around making a difference in the world around you? How so?

Q. In what ways are you currently feeding and nourishing your mind? In what ways are you exercising your mind?

Q. Have you read the following books?

- ☐ The Bible
- ☐ Think and Grow Rich by Napoleon Hill
- ☐ The Richest Man in Babylon by George Clason
- ☐ The Greatest Secret in the World by Og Mandino
- ☐ How to Read a Book and Six Great Ideas by Mortimer Adler
- ☐ Lessons of History by Will Durant
- ☐ As a Man Thinketh by James Allen

Q. Do you have a comprehensive plan for each area of your life? Write comments here.

Q. What can you do to ensure that you have more patience with the passing of time and plans?

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Goals Workbook (Part 2)

Dare to Dream!

Most good things don't "just happen." We have to decide we want them and then consciously choose to make them happen for us.

Still, if you're like most people, you've probably been limiting yourself—so much so that you don't even know how to dream anymore. Did you have difficulty completing last week's (Week Five) exercise - the one that asked you to think about what your life *could* be like in five years?

If someone asks you what you want out of life, do you know what to say? Many people don't. Maybe you've spent your entire life with someone else telling you what to do, how to do it, and when to do it. Or perhaps you feel trapped in the life you have now and see no means of escaping, no way of bettering yourself or achieving anything more. Maybe you're unhappy or in the throes of a depression and you don't know how to turn it all around.

Regardless of your current circumstances, you *can* change your life. And it all begins with your dreams.

Remember when you were a young child? If someone asked you what you wanted to be when you grew up, you might have said a ballerina one week, a clown the next, a fireman the week after that, and a pilot after that. You weren't afraid to dream, dream often, and dream big. Your world felt limitless, filled with possibilities. But over time, chances are some of those dreams got squashed. People who were bigger, older, and supposedly wiser than you—though perhaps just more cynical—told you not to talk so foolishly. They told you what you should become or what they considered your options to be. They told you to stop talking nonsense, to get your head out of the clouds, and to stop dreaming. And eventually, you did.

But dreaming is essential to creating the life you want to achieve. Because if you don't know what you want or what—in your heart of hearts—would make you happy, how can you possibly achieve it? If you don't know your destination, how can you possibly get there?

Before you start setting goals, you need to know where you want those goals to take you—where you want to go. You will begin this process of creating the life you want by defining your destination—by daring to dream! So ignore all those voices from the past that told you to quit dreaming and listen to your heart now.

Close your eyes and dare to dream! Then capture those thoughts in delicious detail in this workbook for future use. We're going to show you how to turn those dreams into goals that will help you achieve them and arrive at the destination you desire. This workbook will become a permanent record of what you want in life (at this point in your

life), how you're going to get it, and how far you've come toward reaching that destination at any given time.

As the saying goes, this is the first day of the rest of your life. So enjoy the process and dream a little. In fact, dream a lot! And dream BIG! Don't limit yourself by what you think you *can* have. Use your imagination to its fullest and dream about what you want!

Put Your Dreams in Writing

The first step to setting goals is deciding what you want—what you desire—what your dreams are. There are no right or wrong answers, and each person will have their own ideas about what is most important to them in their life. The important thing is to visualize your dreams in your mind and capture them in words on paper so you can visualize them again in the future.

If your current life were perfect (according to *your* definition of perfect), what would it look like? If you could live the life of your dreams, what would you do, who would you spend your time with, where would you live, what would you drive, what hobbies or pastimes would you enjoy, how many bathrooms would you have, etc.? The sky's the limit!

Dare to dream the perfect life for you! Close your eyes and “see” it in all its glory and detail. Then put it into words here and describe it!

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"I have a dream..."
- Martin Luther King, Jr.

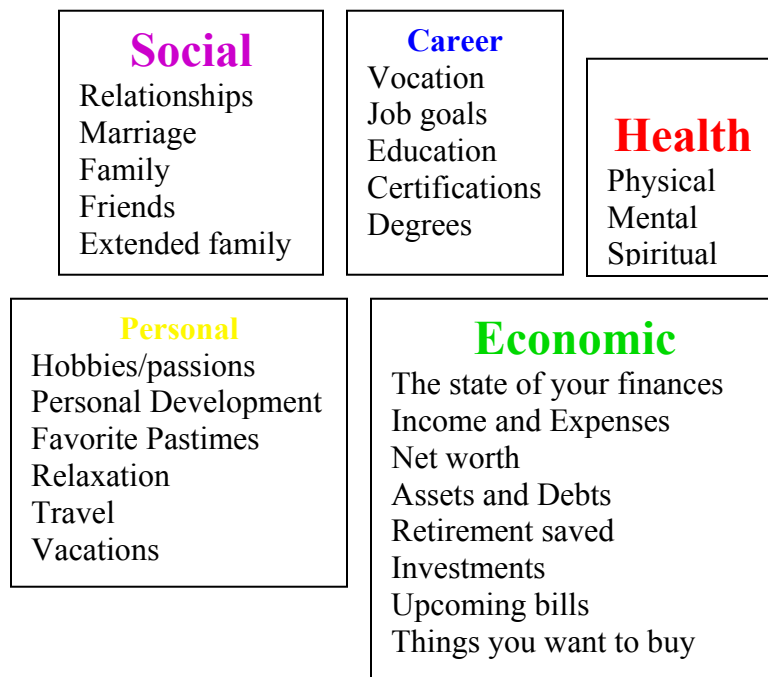
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Categories We Will Use in This Workbook

All of us are individuals—and therefore, all of our dreams will be unique and different. But generally speaking, most of the meaningful things in our lives can be grouped into one of five common categories.

The groupings below illustrate how we've categorized the various parts of our lives for the purposes of this workbook. You may wish to refer to this page occasionally. You will use these categories on the next page as you begin to dream and record the specific dreams you have for each area of your life.



Dreams for Every Part of Your Life

The following pages will help you further examine every area of your life and more clearly identify what your ideal life would look like. As you examine each category, you will likely think of new ideas—more detailed aspects of what you really want in your life—that you can include in these pages, building on the dream life you described in the previous pages.

Record your dreams for each category of your life as clearly and in as much detail as possible. Paint a picture with your words. Stop periodically to close your eyes if necessary, and be as specific as you can be. What do you see?

Don't limit yourself to one dream in each category—or even 50. Keep going and list *all* of your dreams in each area. Remember, dream big! Don't limit yourself by what you think you *can* have. Imagine that you can have *anything*. What do you *want*?

Remember also that this is about what *you* want—what *you* dream. This is not about what your parents wanted you to be when you were growing up or what your boss thinks you should do. It's not about pleasing others. It's all about *you* and making yourself happy. Try to ignore all the “should have’s” you’ve heard from others in your life and focus on the “I want’s” instead. This is *your* life!

Continue on another sheet of paper or the backside of one of these pages if you run out of room. Don't leave anything out.

My dreams for my Social life (related to marriage, family, friends, and extended family):

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This image shows a full page of blank, lined paper. It features approximately 28 horizontal blue or grey lines spaced evenly apart, typical of notebook paper. The lines extend across the entire width of the page, leaving small margins at the top and bottom. There are no vertical lines, text, or other markings on the page.

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This image shows a full page of blank, lined paper. It features approximately 28 horizontal black lines spaced evenly across the page, typical of notebook paper. The lines are thin and extend from the left edge to the right edge. There are no margins, text, or other markings on the page.

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Miscellaneous Dreams

Perhaps there are some things you want or desire that don't seem to clearly fit under the categories suggested here. Don't forget about them. List them here! From a new toaster oven to a degree in horticulture "just because," if you want it and you don't know where to put it—put it here. In fact, challenge yourself to *fill* this list! Remember, dream BIG!

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Dreaming With Your Family

If you are married or have a family, you may wish to include your family members in your dreaming session. Perhaps you will have or develop some joint dreams—things that would make all of you happy that you should record in this workbook, as well. It might be a vacation to Disney World with the kids or a second honeymoon with your spouse. Perhaps it will be to have children or buy a home.

Invite your spouse or family members to dare to dream with you, and you will discover many wonderful things about each other while you are simultaneously discovering new and wonderful things about yourself. Children are particularly spontaneous and sometimes even silly, but often don't have a lifetime of hearing "get your head out of the clouds" echoing in their minds, so they can be remarkably helpful in completing this exercise. If you have children or know a child, invite them to help you with this exercise and experience the lost art of spontaneity in this process of dreaming on paper.

If you complete this exercise with input from a spouse or family, you may wish to "code" your dreams as follows:

I = Individual or M= My (my own individual dreams)

J = Joint dreams (with spouse)

F = Family dreams (with children and/or spouse)

It's important to consider your spouse and family when creating your dreams if you want them to be a part of your life! At the same time, it is important to recognize the difference between your dreams and dreams someone else might have—which may or may not be as important to you. But you definitely don't want to confuse what *you* want with what others want.

Prioritize Your Dreams

Take another look at your dreams—and remember that there may be several dreams in each section—and prioritize them in order of their importance to you in your life. Which

are the most meaningful to you and would bring you the greatest satisfaction if they came true? Code them as follows:

- A = Very important to me! Achieving this dream would be incredible.
- B = Pretty important. Realizing this dream would really make a difference in my life.
- C = Important to me, but not nearly as important as some of the other things on my list.
- D = A passing thought. Not all that important to me.

Setting a Possible Timeframe

If it were really possible to achieve these dreams—and we know some of you are still doubtful about that if you really took this exercise to heart and dreamed BIG without limiting yourself—how long do you think it might take you to realize each dream? Or how soon would you *like* to realize that dream as reality? Code each dream as follows:

- 1 = in one year or less
- 3 = in a couple years, up to three
- 5 = it will probably take me about five years or so
- 10 = this is definitely one for the 10-year plan—it's going to take a while to achieve this

Identifying Past and Present Limiting Factors In Your Life

It's really quite easy to dream—and dream big—when you let yourself go and quit limiting yourself. But if it's so easy to dream and dreaming is the beginning of making dreams into reality, why aren't these dreams already your reality?

Chances are you don't really *believe* these dreams *can* become reality. Over the years, you've learned that dreams aren't reality—they are two very separate things. You've no doubt had at least one—and probably many more—limiting factors at work in your life holding you back. Let's take a look at some of the likely culprits.

Limiting People/Limiting Words

Limiting people are those people in your life who tell you things like:

- “You'll never do that.”
- “Get your head out of the clouds.”
- “Quit dreaming.”
- “That's not the way things work around here.”
- “Get a real job.”
- “There is no such person as Prince Charming.”
- “You're not living in reality.”
- “Why don't you just grow up?”

“You can’t do that.”
“You’ll never be rich.”
“Be serious, will you?”
“That never happens to people like us.”

Any of these sound familiar? You’re probably heard these exact same phrases—or phrases a lot like this—your entire life. After all these years, they undoubtedly echo in your head whenever you get aspirations of breaking out of the life you currently live and daring to go for something more. If you are going to move forward and live the life of your dreams, you’re going to have to dispel some of these echoes. Let’s identify them so you clearly recognize them when they crop up in your life to do their insidious damage to your plans for the future.

Make a list of the people in your life who have in the past—or do now in the present—impose their limiting thoughts on you and your aspirations. This might be a parent, sibling, spouse, friend, teacher, employer, or anyone else who scoffs at your attempts to make something more of yourself and your life than what you currently have. List them all here.

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Now list as many of the limiting remarks—those phrases like the ones listed above—you can think of that you’ve heard over the years from these people and others. Get them all out here on paper so you can clearly see that you’ve been programmed to believe you *can’t* do it! This is the first step in reprogramming your mind to believe that you *can*! List them all—as many as you can think of—and don’t hesitate to come back to this page and add more as they come to you when you are working through later pages in this workbook.

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Self-Limiting Thoughts

Your own natural doubts, past failures, and low self-esteem—as well as your upbringing and the past programming you’ve been subjected to over the years (that you just identified)—also create limitations in your life. These limitations take the form of self-limiting thoughts—those little voices inside of you that tell you that you can’t do what you really want to do, can’t have what you really want to have, and should settle for what you have now without daring to dream of more.

Dig around deep in your mind and list those self-limiting thoughts that crop up time and time again. Listing them and getting them “out there” is the first step in dispelling them and replacing them with more positive thoughts that will encourage you and support you in realizing your dreams through the setting of achievable goals.

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Re-Programming Your Mind With Positive Messages

Bob Proctor suggests that 97% of the people out there are “limiters”—people who will do everything in their power to limit our progress toward our dreams. At that rate, a good number of the people you now hang around with most certainly fall into that category. You can’t disassociate from all of them, but you can become more fully aware of their influence on your attitudes and ambitions and take deliberate steps to counteract their negativity and how it impacts your own outlook.

Take a look at the list of people you specifically identified as limiting people in your life above. List them again below and also indicate how much *time* you spend with—or talking to (via telephone or email) those people on a daily or weekly basis.

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While no one is suggesting that you quit spending time with these people altogether—and in many cases that’s not even possible—it’s helpful to realize how much time you spend with those people and how their comments and lack of support may undermine your confidence in your ability to make the desired changes in your life.

Only you can decide how to handle these people and their influence in your life, but here are some suggestions that might help you to maintain a positive outlook.

- ☐ Limit the amount of time you spend with them.
- ☐ Ask them to refrain from making negative, limiting comments. Then catch them doing it and call them on it.
- ☐ Consciously choose to spend time with more positive, supportive people.
- ☐ Enlist the help of a mentor or coach who can help you counteract the negative input on a regular basis.

Even if you could disassociate from all the limiting people in your life, you’d still have to contend with yourself—and all the negative, limiting thoughts that arise from within you. Though external forces are a powerful influence on you, these internal doubts are probably the most damaging and dangerous to your ability to succeed in realizing the life of your dreams.

The negative thoughts you identified in the exercise above are the result of years of programming. You will need to consciously reprogram your mind with positive thoughts that counteract those negative messages. Don’t skip this important step!

On the lines below, rephrase each and every one of those negative, self-limiting thoughts you identified with a positive, empowering statement. While you may not fully “believe” these statements as you’re writing them down—yet—because you’ve got a lifetime of programming to counteract, this is the first step toward reprogramming your mind with positive messages.

Here’s an example of how to rephrase those self-limiting thoughts in the positive:

Self-limiting thought: “You can’t do it. You’re just going to make a fool of yourself.”

Positive replacement: “I can do anything I set my mind to! I’ll show them that I *can* be a success!”

Now you try. For every self-limiting thought listed above, write a corresponding positive replacement.

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Are You Ready to Change?

There are no right or wrong answers to the questions or exercises in this workbook—and this exercise is a prime example of that. When pressed, you stretched your mind and developed and expanded upon some dreams in each of five significant areas of your life.

The fact of the matter is, if you want to realize those dreams, you're going to have to make some changes—in the things you do, the thoughts you think, the choices you make, and the actions you take. Change can be uncomfortable and extremely difficult for some people. Often people “settle” for the life they have—even if it is not pleasant, enjoyable,

or even satisfying—because it is, for them, the “lesser of two evils.” It is easier to maintain the status quo than to experience change.

Change is particularly threatening to many people if someone else forces it on them or initiates the change—as in the case of people who are downsized from their jobs or served divorce papers. Regardless of the fact that they may have been miserable in their job or their marriage, the change is thrust upon them against their will, and it becomes just one more thing in a long line of things to battle against in their life.

If you’re taking this course, one can presume you are, at least to some degree, ready and willing to make some changes in your life. Still, it’s best to be honest with yourself. How amenable to change are you? Rate yourself and bear in mind as you go through this process that if you find change somewhat threatening, a) you’re perfectly normal; and b) you will need to overcome this to create the life you dream of.

- ❑ Change scares the heck out of me! I like “security” and routine. I’m only changing because circumstances are forcing me to.
- ❑ Change is a natural part of life. I can either roll with the punches and get on the bandwagon or get left behind.
- ❑ I welcome change with open arms! It’s exciting to see things constantly developing and evolving. I am becoming a better person with every new experience in my life!

Using Your Past to Create Your Future

Think again about when you were a child. What did you like to do? What made you happy? What were some of the things you wanted to be when you grew up?

Journal a bit about your childhood activities, pleasures, dreams, and aspirations:

Now think about when you were a teenager in high school. What were some of your favorite classes? What did you excel in? What did you enjoy doing? Think about your extracurricular activities—those you actually participated in and those you wished you could have even if you didn't have the opportunity to actually do them. Think about your hobbies and pastimes. What did you do in your free time? What was your life like then, and what did you *want* it to be like?

As a teenager, what did you want to become when you reached adulthood? What did you want to do for an occupation and what kind of person did you want to become?

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What are you doing when you feel most “alive?” Most energized? Most focused?

When you lose all track of time because you are so caught up and engrossed in what you are doing, what is it you are doing?

Generally, there will be certain common elements that you can identify—thoughts or ideas that keep recurring throughout your life that refuse to be totally silenced despite your best efforts to be “practical” or “realistic.” Those themes or common threads that continue to recur are strong indicators that something is missing in your life—something that is important and valuable to you at the very core of who you are. And that something needs to find expression in your life. You need to be true to yourself and to take action to bring those dreams to fruition to find fulfillment in your life.

It won’t always require the ultimate fulfillment of the entire dream in all its glory to make you happy. Often, simply progressing toward that dream will bring you great satisfaction and joy. But one thing is certain. Continuing to ignore what you really want at the very heart of your being *does* lead to dissatisfaction with life—and life is just too short for that.

Examine Your Motives

At the heart of every dream, there is a reason or an underlying motive for wanting the things we want. Often, the motive itself is infinitely more important than the realization of the dream.

Take another look at the dreams you described for your life. Think about the feelings behind your dreams. Why are *these* dreams important to you? Why these dreams and not something else?

The realization of these specific dreams for your life carry some kind of a payoff—a tangible or intangible reward that goes beyond the attainment of the dream itself.

More important than the house in Hollywood is the *feeling* owning that house in Hollywood will give you. In this exercise, look beyond the details of the dream to find those underlying feelings and motives that draw you to each of your dreams. Elaborate on them here in journal-like fashion—or break it down in a list format to identify the underlying motivators behind each of your dreams. Whichever way you do it, you’re likely to find some common threads interwoven into many of your dreams—perhaps a desire for status or financial security or acceptance, for example.

Complete the sentence, “When I realize my dreams, I will finally...”

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Looking at the Big Picture of Your Life

Your dreams—and the underlying motivators that cause you to desire those dreams—remind us that you are here on this earth for a reason. Everyone is here to accomplish something, learn something, and impact other people’s lives in some way. Your dreams suggest *how* you hope to do that.

Life is short—too short to waste even a precious day. It’s important to live your life—and every single day of your life—deliberately and *on purpose*. You only get one life here on earth. How are you living yours now?

The following introspective exercises will help you examine what is—in your heart of hearts—most important in your life. You may find completing the exercises to be a bit depressing, but that is not the intent. The intent is to help you identify your highest priorities—and therefore your most important dreams—so you can determine those that should come first on your list of dreams to strive for and to ensure that you don't waste another day.

If you died tomorrow, what would you regret?

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**"We might have been—These
are but common words,
And yet they make the sum of
life's bewailing."
- Letitia Landon**

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Have you accomplished any of these things yet? Or are you well on your way to accomplishing some of them? Elaborate here.

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After you die, what do you want to be remembered for?

In 15 words or less, write the epitaph you would like to see on your tombstone:

If you had six months left to live—only six—and you knew with certainty that you would not live a day beyond that time, what would you do during those six months?

Now the really tough question: Why aren't you doing those things now—already? This question isn't a condemnation of what you are doing or aren't doing. It *is* an opportunity to identify and examine those obstacles that stand in the way of living the life you really want to live. Be honest with yourself and list all the reasons you can think of. Some obvious responses are “not enough time” or “too busy.” Go beyond those obvious first responses to the heart of the reasons. Are you spending too much of your time pursuing meaningless activities like watching television or feeding a slot machine hoping to “hit it lucky?” Are you dancing to someone else's tune instead of listening for your own music? Do you do what you “should do” according to society's—or someone else's—

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

What fears are holding you back from living the life you dream of? Examine those fears in detail here. Are you afraid you won't be able to pay your bills if you pursue the career you'd really like? Are you afraid of being alone and lonely if you leave an unhappy or abusive relationship? Do you fear people won't like you if you don't agree to do everything *they* want you to do? What is really holding you back? What makes you feel insecure? Journal your thoughts here until you discover the *real* reasons you're sticking with the status quo instead of going for the gold in your life.

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- Harriet Beecher Stowe

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If your fears came true, what is the *worst* thing that could happen?

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Now ask yourself: “So what?”

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If the worst happened, what would you do about it? Do you have a Plan B? Why not? Brainstorm a Plan B right now.

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Who Are You Living For?

How much of a “people pleaser” are you? How much do you really care what other people think of you, what you do, what you look like, and how you live your life? Rate yourself here:

- ❑ A *LOT*! I feel inferior if other people don't approve of what I do and how I do it. I fear being ostracized and not having any friends. I want people to like me—at almost any cost. I will even pretend to be something I'm not to get people to like me or give them things—my time, my friendship, gifts—so they will be my “friend.”
- ❑ Somewhat. I like knowing people think highly of me and approve of me. It boosts my self-esteem to know that I am well liked and popular. If I can do things to make other people happy, I will.
- ❑ A little bit, but it doesn't really matter all that much. I'm pretty independent, and I'm confident in myself. If people like me, that's great, but if they don't, then that's their right. I like to be myself. This is who I am. I won't compromise myself or my beliefs to gain popularity or someone else's approval.
- ❑ Not at all. I could care less what people think! In fact, if they don't like me or approve of me, so much the better. I'm a rebel and proud of it. I like being “in other people's faces.” I dress and act like a free spirit—and if I make other people uncomfortable, that's just the breaks for them.

You might be a born and bred “people pleaser” in one area of your life and a complete rebel in another. Most people don’t fit neatly into any one category. The important thing is to realize in which areas you may be compromising your own values, beliefs, and priorities for someone else—instead of following your desires and dreams.

What Do You Value?

Identify the 10 values that are most important to you in your life. (Examples: honesty, hard work, spontaneity, etc.) Remember, these should be *your* values, not the things someone else (parents, teachers, etc.) told you to value.

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How are these values evidenced in your life today?

How do you plan to demonstrate/evidence these values in your life in the future?

Where Are Your Priorities?

What are the five most important things in your life today? List them here, in order of priority with number one being the most important.

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

"How wonderful it is that nobody need wait a single moment before starting to improve the world." - Anne Frank (*Diary of a Young Girl*)

How Do You Spend Your Time?

Pick a normal, average day in your life. Complete the chart below itemizing how you spend that day from the time you normally get up until the time you normally go to sleep.

Time	Activity

Based on your entries, how much time do you spend in an average day doing something that in some way contributes to each of the five priorities you listed as most important? Fill in the chart below.

Priority	Time Spent

How are you spending the rest of your time?

By identifying your priorities and examining how you actually spend your time, you can clearly see there is a gap between what you *say* is important in your life and what you *do*. If you are to achieve your dreams and realize the life of your dreams, one of the biggest changes you will need to make in your life—and as you set and work toward your goals—is to more closely align your actions with your priorities.

This exercise also shows you where some of your valuable time is being wasted on things that don't really matter to you in the long run—time that you will be able to reclaim as your own to pursue the goals you will set later in this workbook—goals that will help you realize your dreams. Make note of those meaningless activities you're wasting time on now and think about how you can incorporate the time you used to spend on them into the new life plan you'll be developing here.

What Is Your Purpose?

What is the purpose of your life? Think about the things you enjoy doing and the kind of people you enjoy spending time with. Think about when you are the happiest in your life—when you get so caught up in what you are doing that you lose all track of time. Do you have a mission? A calling? Something you believe you were created to do? Create a mission statement for your life.

My mission statement is to:

What kind of legacy do you want to leave?

**"Ye shall know them by
their fruits."
- Matthew 7:16-20**

It's Going to Take Some Work

It might be a bit depressing to realize that our dreams are a long way off from where we are right now. Perhaps it seems that the journey to get there is so far away that you will never arrive. When we focus on the vast distance between where we are now and where we want to be, it can be easy to throw in the towel and give up before we even begin. Chances are, that's just the kind of thinking that's held you back from living the life of your dreams until now.

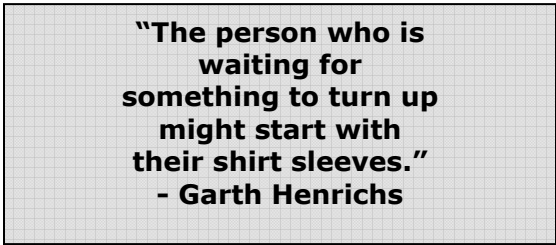
The fact is you won't achieve your dream life overnight. It's going to take some time and some hard work to bring your dreams to fruition.

But do you have something better to do in the meantime?

Time is going to keep on ticking by, you're going to get a little bit older every day, and eventually, one day, you will die—just like the rest of us. In the meantime, you can either focus on the life you'd like to live—creating goals and reaching to achieve them every day and growing ever closer to the ultimate dream life you desire—or you can stagnate and deteriorate by trying to stay right where you are for the rest of that time. Either way, you're still going to age and time is going to pass by. So how are you going to spend that time? Which would you rather do?

Besides—achieving your dreams isn't really as hard as it looks. The problem is, you're looking at it in whole—in its entirety. It's a lot like that joke: “How do you eat an elephant?”

The answer, of course, is: “One bite at a time.” And that's exactly how you'll achieve your dreams, too. One step at a time. That's what this program is about—setting the goals that will help you realize your dreams and implementing the action steps necessary to achieve those goals—goals that will take you ever closer to living the life you dream of.



**“The person who is
waiting for
something to turn up
might start with
their shirt sleeves.”
- Garth Henrichs**

Give Yourself Credit For Past Successes

You've already achieved many things in your lifetime! You've probably forgotten about a lot of them—and you probably don't give yourself enough credit for many of them. But you should! All the things you've already accomplished prove that when you set your mind to doing something, you *can* do it! The proof is in the fact that you've already done it.

Think about it. From learning to read and write to memorizing mathematical facts, learning to drive a car, and interviewing for a job, you've already accomplished a tremendous amount in your life! Don't discount all the things you've learned and achieved. Give yourself the credit you deserve.

List 100 things you've learned, accomplished, achieved, or done successfully in your life before today. If you get stuck, refer to the social, personal, economic, career, and health categories to stimulate ideas. Don't stop until you list all 100.

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Wow! You probably even impressed yourself! Most of the things you've accomplished thus far were the result of patience, persistence, and practice. Those are the same tools that are going to help you achieve your dreams in the future. You've already got most of the equipment you'll need to get you where you want to go. Now you just have to use it!

Go back up and put a star next to those items you're particularly proud of.

Now go back and highlight any of those items that will help you realize your dreams. (i.e., a degree in accounting will help if you intend to start your own accounting firm, a driver's license will help if you intend to be an over-the-road truck driver or travel the world in an RV, etc.) You're already on your way to achieving the life of your dreams!

**" The best way to predict the future is to invent it."
- Alan Kay**

Design Your Future!

You've identified and described your dreams. You can clearly see them in your mind or describe them to anyone who asks. You've evaluated where you are right now—your starting point. Now begins the real work—and the thrust of this program—creating a life *on purpose* and designing a personalized goal plan for your life—to realize those dreams.

The personalized goal plan you create will be the road map that will take you from where you are today to the destination of your dreams. It will show you—as clearly as possible—how to get there. When you reach a crossroad, you will be able to assess your location, look ahead to your destination, and choose the road that will lead you to that destination. Along the way, you will encounter a few stones in the road and probably a few detours. You may hit a few unexpected potholes or have a few fender benders, but with your map firmly in hand, you will know without a doubt that you are headed in the right direction, and you will be able to look back at any given time to see just how far you've come.

Skills and Knowledge You Will Need

You're ready to begin the journey, but you're going to need a few things along the way. Let's make a list of some things you're going to need on this trip.

As you prepare to begin this journey, you will need to study your specific destination. Depending on where you are headed, you will need different things. Just as someone headed to Florida might need sun tan lotion while someone headed to the North Pole is more likely to need some really warm clothes, so too will what you need for your journey—the skills, knowledge, talents, and resources—vary according to your dream destination. If your dream is to become a physician, the skills, knowledge, talents, and resources you will require will be very different from someone whose dream is to own a yacht and sail around the world, for example.

With your dream firmly in mind, identify 10 specific skills you will need to develop or specific knowledge you will need to acquire to enable you to realize those dreams. (Examples might include a particular degree, marketing skills, the ability to speak in public, how to type, or how to purchase and trade on the stock market, etc.) Note: There may be many more than 10, and you can list more if you'd like, but for the purposes of your goal setting at this point, 10 will suffice.

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Now consider how you can acquire this knowledge or these skills. Is there someone who can teach you, a class you can take, a book you can read, a seminar you can attend, etc.? Is a degree or special certification required, or will the knowledge itself—absent a formal piece of paper—suffice? Identify all the different resources you might be able to use to develop each of the skills or obtain the specific knowledge you listed above. Use your imagination and think outside the box. Sometimes there is an easier or more obvious way to acquire the tools you need than the traditional way. (Examples: volunteering, internships, etc.)

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Resources You Can Use

What other resources can you draw upon to help you on your journey?

Think of 10 other specific resources you can use to help you achieve your dreams and reach your destination. Examples might include people, books, seminars, classes, etc.

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If you are to achieve the life of your dreams, can you do everything you'll need to do on your own—or will other people have to help you along the way? If your dream will require assistance or cooperation from others, identify who those people are now:

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Support for Your Journey

Who do you know who will support you and help you accomplish your goals and achieve your dreams?

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Who do you know who will hamper your efforts and try to discourage you?

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**"When the why gets stronger,
the how gets easier."
- Jim Rohn**

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

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Do you *want* to become that person? Why or why not?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

What goals are you currently working toward—including those set and/or imposed by someone else? Describe them. Also indicate who set those goals, and if they aren't *your* goals, why are you working toward them? How do you feel about that?

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Get Creative!

Often we limit ourselves with our own thinking. Based on our background or our conditioning, or perhaps as a result of the messages we hear from others today, we tend to think there is only one way of doing something, only one way of achieving what you want. Frequently, we look at the achievement of our dreams in the same way.

When you looked at your true motives in an earlier exercise, you identified the real reason you want to achieve the dreams you do. You discovered some underlying thoughts and feelings at the core of the goals you'd like to set. It is important to recognize that your true desire is to achieve the “essence” of your dreams—the feelings the achievement of those dreams will create for you or the kind of experience living those dreams will be like.

In examining the “essence” of your dream, you may discover some very creative ways to realize your dreams in non-traditional ways. A simple example might be that if you want to be a parent but cannot have children of your own, for whatever reason, you could spend lots of time with children and parenting children in any of a multitude of different ways. You could become a preschool teacher, do daycare in your home, provide foster care or respite foster care, become a Big Brother or Big Sister, work with youth programs, or you could adopt a child.

If your dream is truly important to you, look beyond the obvious ways to achieve that dream. When one door closes, look for another! Don't give up—get creative!

What are some possible ways you can achieve the essence of your dreams through alternative means? Jot down any ideas that come to mind here. Consider all the possibilities. Brainstorm. Don't "judge" any of the ideas. Simply write them down. Record them now and evaluate later. What sounds like a ludicrous idea now may be the seed of the most successful idea you generate later.

[illegible]

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If those people achieved their “impossible” dreams, why is it anymore “impossible” for you to achieve yours? You, too, can write a book, make a \$ million, become a famous chef, buy a cabin in the mountains, start your own company, or invent something significant that can alter the course of history!

Note: Go back and review your dreams. Were you limiting yourself to what you thought was “realistic” or “possible?” If so, go back and elaborate on your *real* dreams.

Desire and Determination Are Your Only Limitations

The fact is, up until now and even throughout and beyond this course, the only one really limiting you is...you! What is “impossible” for one person is not impossible for another. Desire and determination can make the “impossible” very possible.

How bad do you want to achieve your dreams? How important are they to you?

Some people are more strongly affected by their dreams—or certain of their dreams—than others. The strength and intensity of your dreams—how badly you *really want something*—will determine how far, to what lengths, and how long you are willing to work to get it.

If your desire for a particular goal or dream is not very strong, you will not be very committed to achieving it. If your desire is great, your commitment will be great, and your success rate will also be great.

Desire. Determination. Persistence. Perseverance.

The single most critical difference between people who achieve their dreams and people who do not is their level of persistence and perseverance. Those who achieve their dreams continue to work toward them no matter what. In spite of the most daunting obstacles, all the negative people who tell them it can’t be done, and numerous “failures” or false starts, the people who succeed in achieving their dreams keep on going and going and going—just like that Energizer bunny. They refuse to quit no matter what.

For them, it is mind over matter. When someone tells them they can't do something, they set out to prove them wrong.

The more you want something, the faster and easier it will be to achieve it. You won't accept "no" for an answer, you will find a way around your obstacles, and you will refuse to give up. You will do whatever it takes to make your dreams come true. And you will keep on doing that *until* they do.

Consider a person whose dream is to walk across the entire United States. Perhaps the person has serious limitations—artificial limbs or arthritis. There will be many naysayers and people who will discourage him from pursuing this dream. Many people without limitations will scoff at the idea. Still others will set out to achieve the dream, but they will give up when they become tired or get a few blisters.

The difference between the people who discount the dream, those that try and give up, and the person who achieves the dream will be the level of desire, determination, persistence, and perseverance. The person who really, really wants to achieve that dream will set incremental goals for himself and will steadily progress toward them. He will not give up until he has achieved the goals and the dream. One tiny step at a time, he will continue moving forward, despite the pain and the blisters, without regard to how long it will take him to achieve it, focusing single-mindedly on the dream and its achievement. Mentally, he will block out distractions and focus on the end result.

Which of your dreams do you want badly enough to achieve? Journal your thoughts here.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

How many people give up just a moment too soon and fall short of realizing their goals and achieving their dreams? Did you know that John Grisham's first novel, "A Time to Kill," was rejected 25 times before it found a publisher. What if he hadn't made the 26th submission?

■ The strength of your desire and your willingness to work to achieve it are directly proportionate to your ability to achieve your dreams!

■ Keep on going *until* you achieve it.

Let's Set Some Goals!

By now you're undoubtedly itching to set some actual goals—after all, that's what the whole purpose of this course is, right? So without further ado, let's get started. We're going to start things off simply enough—by leaving everything wide open. No rules, no holds barred.

All the exercises up to this point have probably stimulated lots of thoughts and ideas for goals for your future. It's time to put some of them down on paper. Once we get all those things racing through your mind down in black and white, we can examine them more carefully and tweak them as needed.

You may want to refer back to the pages where you described your dreams for your future or any other pages you find helpful as you complete the next few exercises.

First, set some goals in the five categories of your life identified earlier—social, personal, economic, career, and health. There are no rules for this exercise. Jot down any and all goals that come to mind when you think of each category on the lines provided for each. If you have more goals than fit on the lines, turn the paper over and jot them down on the back. No goal is too large or too small at this point. Just write it down. The analysis portion will come later.

My goals related to my **Economic** status:

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My goals related to my **Social** life:

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Miscellaneous Goals

(Use this as a “catch-all” to list any goals that don’t seem to fit neatly under the other five categories.)

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Now that you've set some goals, you should be on your way, right? Well...not quite. This exercise served a couple of purposes, but there are still a few more things to cover. First, this exercise did just what it said—it helped you to get all the thoughts and ideas about the goals you wanted to set out of your mind and onto paper. With all of those things going on in there, it would be almost impossible to absorb more when you were just itching to write those things down. So that was number one.

Second, it will clearly demonstrate to you how much the remainder of this course can teach you—because when you are through with the rest of this workbook, you're going to *rewrite* your goals—and you're going to have some new guidelines to use when you do that, but you're actually going to be working from most of these initial thoughts you had running through your mind up to this point.

Here's an example: How many of you wrote down something like "to lose 10 pounds" as a goal? Probably almost everyone! As we dig in a little deeper to explore how to set the *right* goals for yourself, you will soon see that this goal is lacking a few things—key things that are important if you really want to *achieve* your goals! We will be addressing this more in depth next week as we start discussing S.M.A.R.T Goals.

Goal-Setting

Jim Rohn's Second Pillar of Success

Part 3



GOAL-SETTING

Jim Rohn's Second Pillar of Success: Goal-Setting, Part Three – S.M.A.R.T. Goals

Hi, Jim Rohn here. As you know, we are focused on the Second Pillar of Success this month - Goal-Setting.

We have introduced the four main components of Goal-Setting:

1. Evaluation and Reflection. The only way we can reasonably decide what we want in the future and how we will get there, is to first know where we are right now and secondly, what our level of satisfaction is for where we are in life. As we focus this month on goal-setting, our first order of business and our topic two weeks ago was evaluation and reflection.

2. Dreams and Goals. What are your dreams and goals? Not related to the past or what you think you can get, but what you want. Have you ever really sat down and thought through your life values and decided what you really want? This isn't something that someone else says you should have or what culture tells us successful people do or have. These are the dreams and goals that are born out of your own heart and mind. These are the goals that are unique to you and come from who you were created to be and gifted to become. Last week we showed you exactly how to find out what you want from life.

3. S.M.A.R.T. Goals. S.M.A.R.T. means Specific, Measurable, Attainable, Realistic, and Time-sensitive.

Specific: Don't be vague. Exactly what do you want?

Measurable: Quantify your goal. How will you know if you've achieved it or not?

Attainable: Be honest with yourself about what you can reasonably accomplish at this point in your life - along with taking into consideration your current responsibilities.

Realistic: It's got to be do-able, real and practical.

Time: Associate a timeframe with each goal. When should you complete the goal?

We will spend time this week looking at how to apply the S.M.A.R.T. test to your goals to make sure they are as powerful as they can be!

**"A dream is just a dream. A goal is a dream with a plan and a deadline."
-- Harvey Mackay**

4. Accountability. Think of the word “accountable.” It means to “give an account.” When someone knows what your goals are, they help hold you accountable. Whether it is someone else going through this program with you (have you thought about inviting a friend to join you on this one-year journey?) or just someone you can give the basic idea to, having a person who can hold you accountable will give you another added boost to getting your goals! Next week we will show you how to set up an accountability partner.

This week we will be discussing point 3 – S.M.A.R.T. Goals.

S.M.A.R.T. means Specific, Measurable, Attainable, Realistic, and Time-sensitive.

I really like this acronym S.M.A.R.T., because we want to be smart when we set our goals. We want to intelligently decide what our goals will be so that we can actually accomplish them. We want to set the goals that our heart conceives, that our mind believes and that our bodies will carry out. Let’s take a closer look at each of the components of S.M.A.R.T. goals:

Specific: Goals are no place to waffle. They are no place to be vague. Ambiguous goals produce ambiguous results. Incomplete goals produce incomplete futures.

When we are specific, we harness the power of our dreams and set forces into action that empower us to achieve our goals. We then know exactly what it is we are shooting for. There is no question. As we establish our priorities and manage our time, we do so for a specific goal to achieve the results we expect. There is no wondering or guessing. The future is locked into our minds and we see it – specifically – and that is powerful! Never underestimate just how important it is to have very specific, concrete goals. They act as magnets that draw you toward them! A S.M.A.R.T. goal is specific.

Measurable: Always set goals that are measurable. I would say “specifically measurable” to take into account our principle of being specific as well. Our goals should be such that we know when we are advancing and by how much. Whether it is by hours, pounds, dollars or whatever, we should be able to see exactly how we are measuring up as we proceed through the journey of life using our goals. Could you imagine if you didn’t measure your goals? You would never know which way you were going or even if you were going anywhere! A S.M.A.R.T. goal is measurable.



Attainable: One of the detrimental things that many people do – and they do it with good intentions – is to set goals that are so high they are unattainable. Yes, it is very important to set big goals that cause your heart to soar with excitement, but it is also imperative to make sure that they are attainable. In the next section we talk about being realistic. So what does it mean to be attainable? An attainable goal is one that is both realistic but also attainable in a shorter period of time than what you have to work with. Now when I say attainable, I don't mean easy. Our goals should be set so they are just out of our reach; so

they will challenge us to grow as we reach forward to achieve them. After the next paragraph, I will give you an example of a goal that is both attainable and realistic. A S.M.A.R.T. goal is attainable.

Realistic: The root word of realistic is “real.” A goal has to be something that we can reasonably make “real” or a “reality” in our lives. There are some goals that simply are not realistic. You have to be able to say, even if it is a tremendously stretching goal, that yes, indeed, it is entirely realistic -- that you could make it. You may even have to say that it will take x, y, and z to do it, but if those happen, then it can be done. This is in no way to say it shouldn’t be a big goal, but it must be realistic. This is to a great degree, up to the individual. For one person a goal may be realistic, but for another unrealistic. I would encourage you to be very honest with yourself as you do your planning and evaluation. Perhaps it would be good to get a friend to help you (as long as that friend is by nature an optimist and not a pessimist). This can go a long way toward helping you know what is realistic. A S.M.A.R.T. goal is realistic.

Example of Attainable and Realistic: Knowing that perhaps you could use a bit of help differentiating attainable and realistic, here is an example: You are overweight and have 150 pounds to lose to get to your proper weight. Is that goal attainable? Yes, considering that you also make it realistic. For example, it isn’t realistic to think you can do it in 5 months. 18-24 months would be realistic (with hard work). Thus, losing 150 pounds in 2 years is both attainable and realistic, while losing 150 pounds in 5 months is neither attainable nor realistic.

Time: Every goal should have a timeframe attached to it. I think that life itself is much more productive for us as humans because there is a timeframe connected to it. Could you imagine how much procrastination there would be on earth if people never died? We would never get “around to it.” We could always put it off. One of the powerful aspects of a great goal is that it has an end, a time in which you are shooting to accomplish it. You start working on it because you know there is an end. As time goes by you work because you don’t want to get behind. As it approaches, you work diligently because you want to meet the deadline. You may even have to break down a big goal into different measured parts time frames. That is okay. Set smaller goals and work them out in their own time. A S.M.A.R.T. goal has a timeline.



Be sure to spend some reflection time this week to make sure your goals fit the S.M.A.R.T. parameters. Go through the reflection questions below and the action points associated with them. Doing so will put a real engine in your goals and make them charged with power to help you accomplish your dreams.

Until next week, let's do something remarkable!

Jim Rohn

Hi there, Chris Widener here. Hope you have taken time to go through the material, reflect upon what you have learned and how you can apply it to your life with specific action to improve yourself.

Here is a recap of the material on CD Five from The Jim Rohn Weekend Event - Excelling in the New Millennium:

Personal Development in the Marketplace:

Jim reminded us that in the marketplace we should be conservative. This is especially true in the three following areas:

We should be conservative in our language: We need to make sure that the words we use are conservative.

We should be conservative in our habits: Those habits that we have should reflect balance and moderation.

We should be conservative in our dress: The kinds of clothes we wear, styles and colors should be tasteful and appropriate.

In life we are to hide our need and plant our seed.

Code of conduct questions:

- Q. What is your code of conduct?
- Q. What will you and won't you do?
- Q. What do you want to be known for?

Five abilities to develop:

1. The ability to absorb.
2. The ability to respond. It's okay to let sad things make you sad. Be touched and moved.
3. The ability to reflect. At the end of a period of time, reflect. Gather the past and invest in the future.
4. The ability to act.
5. The ability to share it all. Every time you share, you get it back again. Sharing makes room for more.

Personal development makes you unique.

Goals will help make you the kind of person who can attain your goals!

"An average person with average talents and ambition and average education, can outstrip the most brilliant genius in our society, if that person has clear focused goals."

-- Brian Tracy

Additional Thoughts from Chris: Here are a couple of areas that really made an impact on me this week as I listened to the material from CD Five.

First, to be more conservative in my speech and language. I make my living as a speaker. That means one of my strengths is talking. But there is an old saying that your greatest weakness is your greatest strength carried to the extreme! So my greatest weakness is I am a good talker! I am making a commitment to be more conservative in this area - to be ready to speak less, but when I do speak, to speak with more power.

Secondly, I was impacted by the challenge to grow in our ability to respond. Showing emotion is looked down upon in many areas of life nowadays, but Jim reminded us that we are designed to show emotion. This doesn't mean we have to carry a Kleenex box around with us and cry at the drop of a hat, but it does mean that we need to cultivate that ability to feel and to respond appropriately.

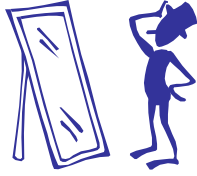
Lastly, I thought long and hard about what I want to be known for. What do I want my legacy to be? What words do I want to come to mind when people think of me? All of this will drive us to live our lives in such a way as to attain it.

Those were the thoughts that struck me. What messages of Jim's hit you hard and caused you to think deeply about your life? Take some time and give us some feedback! We would enjoy hearing how it is going on your journey so far!

Chris Widener

"Make every goal clear, specific, measurable, and time bounded."

-- Brian Tracy



Questions for Reflection:

Q. Would you describe yourself as conservative in the marketplace?
How about in language, habits and dress?

Q. Have you ever asked yourself the powerful question of what you will do or not do?
Write comments here.

Q. Which of the following areas do you need to work on and which are strong points for you:

the ability to absorb _____

the ability to respond _____

the ability to reflect _____

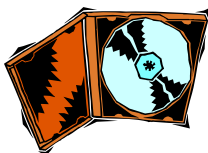
the ability to act _____

the ability to share it all _____



Action Steps This Week:

1. Go through your goals list and make them S.M.A.R.T. Be sure to apply the following to each goal you have: It is specific, measurable, attainable, realistic and has a timeframe.
2. Take one specific action to become more conservative in your language, your habits, and your dress.
3. Pick two of the following areas and take one specific action to make it more of a reality in your life: the ability to absorb, the ability to respond, the ability to reflect, the ability to act, the ability to share it all.



A Look Forward:

Here is what is coming up on CD Six from the Jim Rohn New Millennium series:

- Introduction to Communication
- 4 Steps to Achieve Good Communication
- Affecting People with Words
- The Four "Ifs" that Make Life Worthwhile

And More!



Notes for CD Six from the Jim Rohn New Millennium series:

This image shows a full page of blank, lined paper. It features approximately 28 horizontal black lines spaced evenly across the page, typical of notebook paper. The lines are thin and extend from the left edge to the right edge. There are no margins, text, or other markings on the page.

Fine-Tuning Your Goals & Taking Action

Dreams vs. Goals

This workbook and this course started out by helping you to rediscover your dreams for your life—and even to visualize them so clearly that you could see them in your mind’s eye. Dreaming is critical to goal setting because dreams are the foundation that goals are built on. In other words, dreams are what keep you going when the going gets tough—and it will. Dreams give you hope. Dreams give you a peek into the future you can create for yourself.

But dreams are not goals. Dreams are essentially passive. It doesn’t take much to dream. Anyone can do it, and you don’t have to move a muscle to do it. You can dream while lying in a hammock in the sun drinking coconut juice.

Goals, on the other hand, are active. They require action, and they require effort. Goals require you to take initiative and *do something*.

If your dreams are “heaven,” then goals are the “stairway to heaven.” Goals are the steps that can take you to the realization of your dreams.

What Goals *Aren’t*

Before we go too much further, let’s examine what else goals are and aren’t. Goals aren’t wishes. They aren’t something you say and then walk away, waiting for someone else to do the work. Goals will require your active involvement, and they will require some work.

Goals aren’t vague. They aren’t unattainable. They aren’t impossible. They aren’t throwing a dart at a board from 10 feet away and just agreeing to go with whatever you hit. They aren’t pulling a number (or a rabbit) out of a hat. They aren’t random or magic or mysterious.

Plain and simply, a goal is something very specific that you can identify, you desire to achieve, you plan to achieve, and you put forth effort to achieve.

Not New Year’s Resolutions

Some people also confuse New Year’s resolutions with goals. New Year’s resolutions are seldom goals—they’re more apt to be wishes. Typically, people set New Year’s resolutions because it is the popular thing to do at a particular time of year. They don’t

spend a lot of time thinking about what they really want to achieve in life, and most resolutions focus merely on eradicating some aspect of their life they don't like all that much—not on building a positive result. Furthermore, resolutions are flimsily worded, too generic or vague, and they don't involve a wholehearted commitment on the part of the people making them.

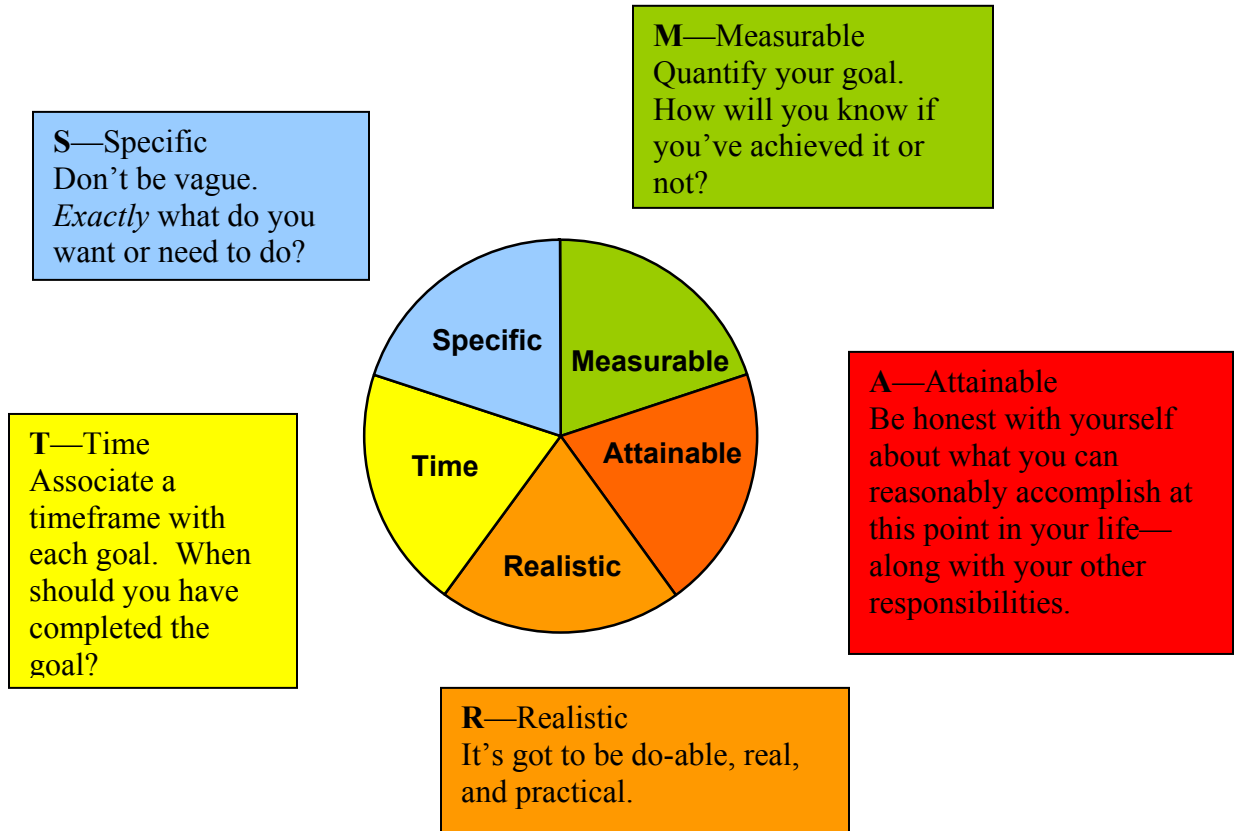
It's not surprising then, that most New Year's resolutions are broken before the month of January is through.

Goals, on the other hand, require concentrated thought, have a specific objective, should be worded positively, and require a commitment. Goals are the stepping-stones that lead you to the life of your dreams.

**"When you do the common things in
life
in an uncommon way,
you will command the attention of the
world."
- George Washington Carver**

Creating SMART Goals

T rue goals, unlike wishes or resolutions, should be SMART: Specific, Measurable, Attainable, Realistic, and Time sensitive.



Be Specific

When formulating a goal, it should be as specific as possible. *Exactly* what are you trying to do or accomplish? Use clear, exact terms to define your goal.

Make It Measurable!

Every goal should be measurable. Whenever possible, quantify your goal with numbers that define how much, how long, how high, etc. A quantifiable measurement takes the goal out of the fuzzy abstract and brings it into clear, sharp focus. When a goal is measurable, you can clearly see whether you met, exceeded, or fell short of the goal—and by exactly how much. Goals that suggest you want to become “good,” “better,” “successful,” or “the best” at something are not measurable.

Aim for What's Attainable

Goals must be attainable. Setting a goal too high only ensures failure. Be honest with yourself—up front—about how much time and energy you can devote to achieving your goal. Then set a goal that you have a reasonable probability of reaching. Stretch yourself a bit, but don't stretch yourself so far that you lose hope of attaining it.

At the same time, don't limit yourself by setting your goals too low. Remember that your level of desire and your willingness to work toward your goals are directly proportionate to your ability to achieve them. Set goals that you *really* want to achieve to realize dreams that are *really* important to *you*! Your motivation level will be higher, you'll be willing to spend more time to achieve those goals, and you'll be more persistent.

Note: You *can* create attainable goals for even those “impossible” dreams. Keep reading.

Be Realistic

Goals must be realistic. Goals are something you work to achieve. They aren't miracles or magic. Set goals that you can reasonably achieve based on your background, skills, and talents as they currently exist. As you grow and develop, you can adjust your goals higher accordingly.

Some of your goals may even be to acquire more background information, improve your skills, and exercise more of your talents to move you further along toward the achievement of your goals. Don't be afraid to call on outside resources to help you achieve your goals, too. There's no rule that says you have to do it all on your own! What may be “unrealistic” for you to achieve may be easy for someone else to do.

Think outside the box. Do you have to incorporate your new business yourself? Do you need a law degree to incorporate your business? No! Instead, your goal could be to locate a qualified attorney to incorporate your business *for* you. Hire help if you need to. Draw on local and community resources. Look on the Internet. Ask your family and friends. Leave no stone unturned.

You can often achieve the “unrealistic” with the help of others!

Set a Timeframe

Goals must be assigned a particular timeframe. How long do you have to complete the goal? If you don't set an expectation of how much time it should take you to accomplish it or when it should be finished, you will never feel a sense of urgency to complete the goal. It could hang out there forever. Setting a timeframe also provides a built-in checkpoint so you can reassess your goals and make sure you are progressing toward your dreams.

A SMART Exercise

Take a look at some common “goals” people aspire to. Then contrast them with the SMART goal alternative. Why are the SMART goals better? What’s “wrong” with the common “goals” most people set for themselves?

Common “goal”: To lose 10 pounds in two weeks.

SMART goal: To walk one mile every Monday, Wednesday, and Friday beginning today through November 30.

Common “goal”: To make more money.

SMART goal: To increase my income from \$35,000 per year to \$40,000 per year within 12 months (by June 1, 2004).

Common “goal”: To get published in *Redbook* magazine.

SMART goal: To send four targeted query letters pitching article ideas to *Redbook* magazine every week for the next four weeks.

Common “goal”: To buy a new home.

SMART goal: To save \$20,000 toward the purchase of a new home, to make a list of what I desire in a new home, and to contact three realtors to let them know what kind of a house I am looking for, all by September 1.

Common “goal”: To have a happier marriage.

SMART goal: To go out with my husband on a “date” (no children allowed) on the first and third Saturday nights of each month between now and the end of the year.

Setting SMART Goals for “Impossible” Dreams

Even “impossible” dreams can be broken down into SMART goals—those that are specific, measurable, attainable, realistic, and associated with a timeframe.

Suppose your “impossible” dream is to find the cure for multiple sclerosis. You can still set SMART goals to bring you further along the road to success.

Here are some examples:

To complete my pre-admission tests and enroll in medical school by May 31.

To apply for an internship with four recognized experts in the field of multiple sclerosis research by August 28, 2004.

To prepare a written proposal to study the effects of (insert name of some specific new drug here) on myelin regeneration by November 30.

To submit that written proposal to 10 specific university hospitals and research centers by December 31.

To conduct a one-year study of the effect of (insert name of another new drug here) on a control group of 10 rats to be completed no later than December 31, 2005.

You get the idea. Even though the dream seems impossible, you can create specific goals that require specific action steps to take you closer to the achievement of that dream. Thomas Edison is famous for saying he never failed—he just found 10,000 ways that didn't work.

**"To will is to select a goal,
determine a
course of action that will
bring one
to that goal, and then hold
to
that action till the goal is
reached.
The key is action."
- Michael Hanson**

Take It A Step Further—Make Sure Your Goals Are “SMART FOR ME”

Achieving your goals is going to be hard work. Make sure any goal that will require a commitment of your time and energy is worthy of that investment. In addition to ensuring your goals are SMART, ask yourself the question: “Are these goals SMART FOR ME?”

F = Focused
O = Optimistic
R = Ready

M = Meaningful
E = Exciting

Focus!

Setting and achieving goals requires a lot of work—and an investment of resources—like your time, energy, and money, just to name a few. When you undertake a new goal, it’s important that you focus your efforts toward the completion of the goal to use those resources wisely. If you can’t focus your resources toward a particular goal at this time, it’s better to wait to pursue that goal until you can.

Select a goal that brings you closer to a dream you are passionate about. Fall in love with your dreams and your goals. Get obsessed about them. Don’t just work toward goals that you can live with, work toward goals that will help you achieve the dreams you can’t live without!

When you stay awake at night thinking about the achievement of your goal, dreaming about how you will achieve and what it will feel like, brainstorming ideas and jotting them on paper on your nightstand—when it consumes most of your waking thoughts—when you are so focused on your goal and your dreams that you cannot get your mind off the subject, you can’t help but achieve those goals!

In the next section of this workbook—in conjunction with group session four—you’ll read about some great props and tools you can use to maintain your focus. Use any or all of them that work for you.

Be Optimistic

Maintaining a positive attitude and an optimistic outlook are critical to the successful achievement of your goals. A “can-do” attitude will take you a lot further than focusing on the negative. Be sure your goals are always worded positively, and reach for your dreams!

Select a goal that will bring you great pleasure, satisfaction, and joy. Working toward a positive outcome with a positive outlook is a pleasure, not a chore. Keep yourself motivated and keep visualizing the successful realization of your dreams. Imagine yourself achieving your goals.

Ready or Not?

Many of us aspire to achieve certain things in our life, but we may not be ready to devote our time, energy, and other resources to the achievement of those goals at this point in our life. There's nothing wrong with that—after all, there is a time and a season for every purpose—but it is important to recognize your readiness level before committing yourself to a large goal. Working to achieve a goal will require a trade off from you. You cannot have everything at once or be in two places at the same time. Carefully consider the trade-offs you will make and embark on a goal when *you're* ready for it.

Make it Meaningful

The achievement of each of your goals should advance you at least a little bit closer to the life of your dreams. Your goals should also be in harmony with your purpose and mission in life. If you're going to invest your time and energy into realizing a goal, make sure it's a meaningful goal that will serve you well.

Get Excited!

Excitement and enthusiasm are powerful forces. They can help keep you going when you run into obstacles or things don't go as smoothly as you hoped. Motivational speaker, Bob Proctor, encourages the people in his seminars to set goals that are “so big that it excites and scares you at the same time.” Considering the fact that you are trading your most valuable commodity—your time—to reach for your goals, the excitement factor cannot be overstated!

Again, your level of *desire* to achieve a particular goal—to realize the fulfillment of a particular dream—is directly proportionate to your ability to achieve it. When you're excited about something, super-charged just thinking about it, and you want that something in a powerful way, you're going to figure out what to do to get it!

Effective Goal Setting

Put it in writing!

Goals committed to paper are more effective than goals held only in your mind. The process of writing your goals down requires you to think them through thoroughly and to articulate them clearly. It also provides a record of the goal, when it was made, and when you want to achieve it. And putting it in writing is a commitment to complete it.

Post your goals where you can see them. Make them “real” and a real part of your everyday life. Don’t just jot them down and tuck them away in a drawer or between the pages of a book.

Write your goals in positive language that expresses a firm commitment to achieving them. Include a statement about *why* the achievement of this goal or set of goals is important to you.

Use Positive Language

It’s more fun and enticing to achieve a goal that’s worded positively than the same goal worded in a negative fashion. Whenever possible, use positive language to phrase your goals and action steps. For example, “To fit into my size 8 jeans by December 1” is a much more appealing goal than “To lose 35 pounds so that I don’t feel so fat,” wouldn’t you agree?

Enlist the Help of Other People

No one exists in a vacuum, and while there are some goals you can complete on your own, it’s infinitely easier to have the advice and support of others who have already completed similar goals or who can simply encourage you when you get discouraged.

Don’t be afraid to ask other like-minded people to help you with your goals or just become a part of your support system.

An interesting thing happens when you enlist the help of other people. Often, they will know someone who can directly help you achieve one or more of your goals in some small or even more significant way. Having planted the seed of your idea in their subconscious minds, those people will also unconsciously begin looking for ways to help you. They may come up with ideas, stumble upon resources, or help you look at things in a different light—all of which can directly or indirectly help you achieve your goals.

Why work toward your goals solo when you can have an entire team on your side?

Talk to Someone Who’s Done What You Want to Do

If you can, talk with someone who’s already attained the goal or dream you aspire to. Find out what it’s really like when the goal is completed and the dream comes true. How did it feel? Was it everything they thought it would be? Ask them how they did it. Was it worth all the hard work? Would they do it all over again? Why or why not? Learn from their mistakes.

Do you know anyone who has already accomplished or achieved some of the same goals and dreams you aspire to? If so, identify them here.

Identify the Personal Benefits of Completing Your Goals

What's in it for you? There has to be some kind of a payback for completing your goals or you will give up as soon as the going gets tough. Identify the tangible and intangible benefits you will realize when you complete your goals. This could be a simple feeling of self-satisfaction, less stress, or status in the community. There are no right or wrong answers—only the achievement of some tangible or intangible reward that has meaning for you personally.

In reviewing some of the dreams you've identified, what do you think your primary motivations for completing your goals will be? What makes you tick? What provides your greatest motivation?

Incorporate Rewards Into Your Goal Plan

Working toward your goals is hard work. To keep your motivation high, build in little rewards at critical points in your plan. Self-motivation is the key to success, and there's nothing like positive reinforcement to keep self-motivation high. The rewards need not be elaborate—tickets to go see a movie, lunch with a friend, or buying a new book you've wanted may be more than adequate—but recognizing your progress and accomplishment is vital.

Identify 20 different mini-rewards you can choose from to build into your goal plans. (These should be mini-rewards that are meaningful and motivational for you.)

1.

2.

3.

4.

5.

6.

7.

8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Prioritize! Focus on One or Two Dreams or Goals at a Time.

You obviously cannot do everything all at once. Some things need to take precedence over others. Similarly, you cannot focus on all of your dreams and all of your goals at the same time. In order to give each one the time and attention it deserves, you will need to determine which dreams are the most important to *you* and should, therefore, be your top priority.

Focus on just one or two dreams or goals at a time—starting with something relatively easy to achieve or something very, very important to you that you can get really enthusiastic about to begin. Don't bite off too much at once, and don't spread yourself too thin. Start small and build on your successes. Increase your confidence in your ability to accomplish bigger, more complex goals.

Which one or two dreams that you've written about in the previous exercises are the most important to you at this point in your life?

Do Your Research

Whatever you want to achieve, find out as much as possible about it! Before committing to a goal, make sure you know what is involved. Get all the information you need to make informed choices. What will achieving this goal require? Will you need to learn new skills? Get a degree? Invest money? How much time will it take? Etc.

Keep It Simple

If there's a simple (and legal) way to achieve your goals, don't complicate matters unnecessarily. Again, talk with people who have achieved the goals you're striving for. Look for the simplest, most straightforward means of achieving the goal. Learn from other people's mistakes when you can.

Identify Obstacles to Your Goals in Advance

Obstacles to your goals can come in one or more of several forms. We identified some of those potential obstacles in earlier exercises when you identified the negative comments you've heard from the people around you, the negative people in your life, and your negative self-talk—and took action steps to reprogram those negative influences in your life.

Other obstacles may be external or internal. External obstacles might include a shortage of time or money or someone who won't cooperate with what you're trying to achieve. Some of your external obstacles come disguised as friends and family who are trying to "help you avoid being disappointed" or "just don't want to see you get your hopes up." In reality, though, they may be jealous, insecure, or fearful that if you improve your own life, you will no longer need them.

Though you tend to think of external obstacles first, it is often the internal obstacles that are the most difficult to battle—obstacles called "indifference," "indecision," "doubt," "worry," "over-caution," "pessimism," and "complaining." Another internal obstacle is our tendency as humans to compare ourselves unfavorably with others.

Which of these internal obstacles do you recognize as having power in your own life?

How will you combat these internal obstacles in your own life?

Whenever possible, identify potential obstacles in advance and create a plan of action to overcome these obstacles. Addressing them in advance is easier and more effective than waiting until the obstacle confronts you.

Know Your Limits

Your time is limited. Your funds are limited. Your energy level is limited. All resources have some kind of limit to them. Before you set your goals, identify your resources in all these areas objectively. Look back at the time assessment you did in an earlier exercise and determine how much time you really have available to devote to the attainment of new goals—while still maintaining your other life responsibilities. Recognize your limits and then set your goals within those limits to keep them achievable.

Remember, though, that *your* limits may be very different from someone else's limits. Don't set your goals according to someone else's life. If you have a deep desire to see your dream come true, a high energy level to work toward your goals, and are committed to doing whatever it takes to achieve your goals and realize your dreams, stretch your limits and achieve all that you can!

Set Goals That Will Stretch You...But Not Too Far

The best goals require you to stretch and grow—to become a little bit better person or accomplish a little more than you have to date. At the same time, goals must be attainable—not so far out of reach that failure is assured. Set your goals just a little outside your comfort zone to see what it will make of you to stretch and achieve that goal. As you set new goals, continually up the ante just a bit to continue to challenge yourself.

Only you can determine just how important your dreams are to you and just how much you are willing to stretch to get them. But if you are determined to realize them, you'll be amazed at how you can stretch to meet your goals. What are you willing to do to achieve your goals and realize your dreams? If you have a high level of expectation, you will deliver to that expectation even if it is a stretch *if* your dream is important enough to you.

Identify Factors Within Your Control

Whenever possible, create goals that are within your control. For example, having an article accepted in a national magazine is beyond your control. You could write the best article ever, but if the editor doesn't accept it for whatever reason (she just ran a piece on a similar topic or you just caught her on a bad day), you have no control over that. So if you set a goal to have an article published in a national magazine, your goal could fail—yet through no fault of your own.

It's better to set goals over which you *do* have control. For example, set a goal to send out five articles this month *to* national magazines. You may end up published in a national magazine—or you may not—but the achievement of your goal won't be contingent on someone else. Writing and sending out the five articles is within your control and can be achieved.

Remember, even “impossible” dreams contain the seeds of goals you can set for yourself that are well within your control. Ask yourself what you can *do* to take a step closer to achieving that impossible dream and then set yourself a goal to do it.

Take the Tangible Test

When you've achieved your goal, will you be able to see it? Hold it in your hands? How will you know it's real? How will you know you've achieved it? Don't make the mistake of setting intangible goals—they're impossible to define and even more difficult to achieve. If your goal is to complete an activity or do something you can't “see” or “hold,” *make it tangible*—by creating evidence of the accomplishment. For example, keep track of your weight or the days you exercise on a calendar. That way, at any given time, you can clearly see tangible evidence of your progress.

Take Ownership of Your Goals

It's your dream. You set the goals. Take full ownership of and responsibility for your goals. Set out to achieve them because *you* believe in them and this is what you want in your life. At the same time, remember that you own your goals—they don't own you. When a goal no longer serves its purpose—*your purpose*—it's time to change the goal.

Break It Down & Take Action

Goals require action. Every goal is comprised of specific action steps that will lead to the achievement of that goal. Some goals require a few action steps and others require many. In some cases, a goal can have so many action steps that you should set smaller goals within a goal.

Schedule Regular Reviews/Assessments

Schedule regular reviews or assessments to measure how you're progressing toward your goals. Determine whether you met, exceeded, or fell short of your goals. If you've met your goals, are you getting measurably closer to achieving your dream? (You should be!) Set new goals and identify new action steps to continue drawing you even closer.

If you fell short of your goals, try to determine what went wrong. Did you set your initial goals too high? Did you run into unforeseen obstacles? Have you resolved those obstacles? Can you pick up where you left off and reset your target dates? Do you need to set new goals or implement a Plan B?

Create new goals and action steps as needed, mark them on your calendar, and schedule another follow-up/review date to check your progress again.

Continue checking and rechecking your progress toward your goals regularly. Mark target dates and check points on your calendar and faithfully keep these "appointments" with yourself to do a thorough assessment of your progress.

When you achieve one goal—and after you're finished celebrating or rewarding yourself—promptly review your dreams for the future and select a new goal. Then start right in again—identifying the benefits of achieving it, creating action steps, marking target dates and checkpoints on your calendar, etc.

Annually, you should review your entire goal plan and adjust it as necessary to mesh with any changes in your life or your dreams for the future.

**"Vitality shows in not only the ability to
persist but the ability to start over."
- F. Scott Fitzgerald**

Making A Dream Into Reality

Look back at the dreams you detailed in earlier exercises and select one that is particularly important to you. Ideally, you should start with a dream you can reasonably hope to realize in one year or less. Seeing results quickly will encourage you to keep going and setting goals to make your bigger dreams into reality, too!

Write out your dream here:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Why is this dream important to you?

[illegible]

you identify more than 10 goals.) Use positive language and make sure they meet SMART FOR ME criteria.

GOALS TO HELP BRING ME CLOSER TO THIS DREAM

1. _____

Action Steps: 1a. _____
1b. _____
1c. _____
1d. _____
1e. _____
1f. _____
1g. _____
1h. _____
1i. _____
1j. _____
1k. _____

2. _____

Action Steps: 2a. _____
2b. _____
2c. _____
2d. _____
2e. _____
2f. _____
2g. _____
2h. _____
2i. _____

3. _____

Action Steps: 3a. _____
3b. _____
3c. _____
3d. _____
3e. _____
3f. _____
3g. _____
3h. _____
3i. _____

4. _____

Action Steps: 4a. _____
 4b. _____
 4c. _____
 4d. _____
 4e. _____
 4f. _____
 4g. _____
 4h. _____
 4i. _____

5. _____

Action Steps: 5a. _____
 5b. _____
 5c. _____
 5d. _____
 5e. _____
 5f. _____
 5g. _____
 5h. _____
 5i. _____

6. _____

Action Steps: 6a. _____
 6b. _____
 6c. _____
 6d. _____
 6e. _____
 6f. _____
 6g. _____
 6h. _____
 6i. _____

7. _____

Action Steps: 7a. _____
7b. _____
7c. _____
7d. _____
7e. _____
7f. _____
7g. _____
7h. _____
7i. _____

8. _____

Action Steps: 8a. _____
8b. _____
8c. _____
8d. _____
8e. _____
8f. _____
8g. _____
8h. _____
8i. _____

9. _____

Action Steps: 9a. _____
9b. _____
9c. _____
9d. _____
9e. _____
9f. _____
9g. _____
9h. _____
9i. _____

10. _____

Action Steps: 10a. _____
 10b. _____
 10c. _____
 10d. _____
 10e. _____
 10f. _____
 10g. _____
 10h. _____
 10i. _____

What action steps will you need to complete to achieve each goal? (List all the steps you can think of—large and small—under each goal.)

Can any of the goals/action steps be completed simultaneously, or must they be completed in a particular sequence?

Do you have the skills, talents, resources, and/or knowledge to complete the goals identified? If not, be sure that developing the skills, finding the resources, or obtaining that knowledge are included in your action steps.

How will you personally benefit from accomplishing these goals?

What strengths do you possess that will contribute to your ability to achieve these goals and realize this dream?

What weaknesses will you need to compensate for to achieve these goals?

Who can help you achieve these goals? (And how?)

Identify any known or potential obstacles (internal or external) that could interfere with your achieving these goals.

How will you deal with them? (Identify possible solutions *now* so that detours on your journey don't totally throw you off course. Sooner or later, you *will* encounter obstacles.)

Re-evaluate the target dates for each of your goals. Working backward, from the date you want to complete the goal, pencil in checkpoint dates—dates by which you will need to complete each action step in order to meet the target date for the goal—in the right hand margin next to each step. Build in a little flexibility in case one of your action steps takes longer than you anticipated to complete, but don't allow too much flexibility or you won't have the sense of urgency required to complete the task.

What will be your reward for achieving each goal? (Schedule interim rewards for each goal accomplished—don't make yourself wait until they're all completed for reinforcement!)

Will there be any negative consequences (either natural or self-imposed) if you do not reach these goals? Elaborate.

How will you motivate yourself to take the action steps necessary when your enthusiasm wanes?

How will you hold yourself accountable for completing your goals?

How will the achievement of these particular goals contribute to fulfilling your life purpose/your mission statement?

Do these goals correspond to your values and priorities (as identified in an earlier exercise)? Why or why not?

Identify the first date you will review your progress toward these goals:
_____ (Don't forget to mark it on your calendar!)

The process of visualizing your dreams, setting goals and identifying the action steps required to complete those goals, and evaluating your goals is essentially the same for every dream you seek to realize in your life.

An additional "Making A Dream Into Reality" Worksheet is included in this workbook following the Appendices. Feel free to photocopy the Worksheet as often as needed, and complete one for each dream you want to turn into reality in your life.