



Goal Setting For Success!

An inspiring, step-by-step process for highly effective goal setting. This comprehensive guide leads you through the process of goal setting for highly effective results and a more fulfilling life. In addition, each section is supported with motivational lessons for success.

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Goal Setting For Success - Introduction

Welcome to your free personal goal setting for success tool; a complete goal planning instruction guide - courtesy of Leadership-Tools.com.

The vast majority of successful people are also very goal-oriented. They understand the power of goal setting; of writing what you want down so that you can see it and be reminded of it on a regular basis.

At the most basic level goal setting provides a means for determining what you want out of life; how you want to spend the next 30 days, 1 year or even an entire lifetime.

Personal goal setting is a skill that once acquired can provide the mental and emotional support one needs in order to persist through oncoming obstacles and barriers. By creating sharply focused and clearly defined goal plans, you can monitor and track your progress and take genuine pride from the achievement of each step in the process.

People who invest the time necessary to create solid goal plans regularly achieve more. They are more fulfilled in life and possess more confidence in their ability to meet the challenges in front of them.

Goal planners suffer less from stress and anxiety because they know deep inside that they are prepared; they are armed with a plan they can count on to take them where they wish to go. Personal goal setting effectively lessens stress and allows us to pursue our dreams with the confidence of a warrior.

The **Goal Setting For Success** guide was created to walk you through the relatively simple steps to setting good, solid, common sense goals in each of the key categories of your life. As you read through the entire guide, it is helpful if you have already downloaded the following two free tools. 1) [Life Balance Tool](#), and 2) [M.A.P. Master Action Plan Tool](#)

While the goal setting process is relatively simple in theory, it does take some thoughtful time and effort to be effective. The results, however, are well worth your personal investment. We hope you will find this to be another valuable tool in your leadership library.

Motivational Lessons For Success!

At the end of each chapter of the **Goal Setting For Success** guide, we have included a special section titled, Motivational Lessons For Success.

This section is intended to provide words of wisdom and key lessons on leadership and success that will motivate and inspire the reader to press forward and continue their efforts in personal goals setting.

Over the ages, there are countless examples of successful men and women whose experiences have been documented. These timeless tales provide insight and important life lessons that we all can learn from.

Effective personal goal setting depends on one's belief that he or she can learn and grow to become his or her best self. Successful goal setting also depends on one's ambition to pursue a dream or goal to the very end; one's persistence and determination to squarely focus on what it is that is truly important to them, and to not let time slip past them in their quest to pursue their passions.

We hope you find the Motivational Lessons For Success section to be insightful and inspiring as you invest the time necessary to create your personal goal setting plan.

We encourage you to hold the mental picture of your best self firmly in your mind; the plan of the man or woman you long to be, and commit yourself to the plan you create for a more glorious and fulfilling future.

It has been said that there is a magnetic, attractive power in holding true to a mighty purpose; in clinging to one unwavering aim. When do you expect to do the wonderful things you have been dreaming about if you have not yet begun?

Why don't you begin? What are you waiting for? Start today and you will be surprised how quickly good things begin to happen for you.

CHAPTER 1

GOALS FOR A GREAT LIFE

Free goal setting activity guide; a **Goal Setting For Success** tool for aspiring leaders. In the following information, you'll learn the importance of creating goals that provoke **Passion** - the key element to successful goal setting.

"If you're bored with life -- you don't get up every morning with a burning desire to do things -- you don't have enough goals."

- Lou Holtz

Whether this is your first attempt at goal setting or not, you must clearly understand that you can increase your chances of success simply by ensuring that you identify goals in areas where you are passionate.

Business schools across the nation will teach you that you must have goals that are smart, or **S.M.A.R.T.**, meaning Specific, Measurable, Achievable, Realistic and Timely. In the following chapters, we'll address each of these areas in more detail, as well as a few others.

While we do not take issue with the above recommendation, the most powerful goals are those that will excite and energize the person who is taking on the particular challenge.

Our personal motivation to achieve anything is greatly dependent upon our sincere interest in the subject matter, and our true desire to engage and commit ourselves to the process.

As a result, it should not surprise anyone when they fail in a job or a business venture that they really never liked or aspired to in the first place.

However, if you are passionate about the goal setting activity that you have identified for yourself, you'll find that the hours pass quickly as you work toward the thing that you are determined to achieve. In fact, WORK won't feel like work anymore. Your work will actually become something that you can't wait to get to each and every morning.

In addition to Passion, one additional item that is absolutely necessary for setting a quality goal is that you **MUST** write it down and place it in a spot that you will see daily. By keeping our goals literally within our sight, we dramatically increase the chance of achieving our dreams. Remember, whatever it is that you focus on, will tend to expand. So keep your goals close by so that you will naturally gravitate toward your end result.

Learn more about goal setting activity plans and how to create goals for the [Time Of Your Life](#), a product created by the Anthony Robbins Institute for maximum results and higher achievement.

For a less expensive, yet very effective alternative, check out [FranklinCovey](#).

Motivational Lessons For Success

Lighting the Fire of Passion

*"It's not the plan that is important, it's the planning."
- Dr Graeme Edwards*

“How’s the boy getting along Davis?” asked Farmer John Field, as he watched his son Marshall waiting on a customer.

“Well, John, you and I are old friends,; replied Deacon Davis, as he took an apple from a barrel and handed it to Marshall’s father as some sort of peace offering; “we are old friends, and I don’t want to hurt your feelings but you know me as a blunt man, and I’m going to tell you the plain truth. Marshall is a good, steady boy, but he wouldn’t become a solid merchant even if he stayed in my store for a thousand years. He’s just not cut out for it. I suggest you take him back to the farm John, and teach him how to milk cows.”

History has now shown us that if Marshall Field had in fact remained as a clerk in Deacon Davis’ store in Pittsfield, MA, he would never have become one of the greatest merchants the world has ever known.

Once he went to Chicago and saw the marvelous examples of poorer boys who made good, this aroused his latent ambitions and fired him up with the determination to be a great merchant himself.

“If others can do such wonderful things,” he asked himself, “then why can’t I?”

Of course, Marshall Fields had the makings of a great merchant all along, but it was only once he submerged himself into an ambition-arousing environment that his passion was stirred; his ambition was spurred, and his motivation was ignited.

It is a fact that passion responds very quickly when it is nurtured and cultivated. However, passion requires regular care and education once it is aroused or it will quickly diminish.

CHAPTER 2

WHAT IS IT THAT YOU WANT?

Next in this setting performance goal tool; a **Goal Setting For Success** tool for aspiring leaders. In the following information, you'll learn how to determine what it is that you really want out of life.

"The reason most people never reach their goals is that they don't define them, or ever seriously consider them as believable or achievable. Winners can tell you where they are going, what they plan to do along the way, and who will be sharing the adventure with them."
- Dennis Waitley

Did you know that as soon as you change the thing(s) you focus your attention on, you instantaneously change (for better or worse) the quality of your life experience?

With all of the increasing demands in our life, things that demand our attention and tend to monopolize our time, it's more important than ever before to become the master of our time.

If we fail to take complete ownership of our daily schedule and place appropriate limits on how other people or things take up our time, then we risk marginalizing the quality of our future.

So how do we determine what it is that we want out of life as we're setting performance goal plans? First, you should know that whatever it is; whenever you think about it, participate in it, or dream about it, the very thought of it must spur your ambition.

If you wake up every day wishing you were a painter, and you think about it often throughout the day, and you go to bed thinking about the achievements of famous painters - then friend, you need to pursue that passion.

The bigger question is, "what's stopping you from pursuing your passion?" Many times it is the simple fear of failing that keeps us from taking that first step toward our goal.

In addition, the demands from other people too often become our excuse for not doing what we want to do in life.

Another main thief of our time is our bad habits. Watching too much TV, smoking, drinking, eating, etc. All of these time-wasters can minimize our chances of making significant progress if we allow them to do so.

In order to determine what you want, complete the following three steps:

1. **Write down 3 things that would truly make you happy.** The more clearly you can become about each item as you are setting performance goal plans, the more vivid the picture will be in your mind. Further define each item by placing a time limit on when

you plan to achieve this goal. Answer the question, "I'll know when I have achieved this goal because I'll be able to measure it by _____".

Ask yourself important questions such as, **"What truly makes me happy? What do I love to do? Who is the person I want to become? What story do I want my children to tell about me? How do I want to be remembered?"**

2. **Write down why you want to achieve each of the above goals.** In other words, determine what the main purpose of each goal is. The purpose is what will drive you or motivate you to complete the tasks involved in achieving each goal. A good example of an inspiring purpose might be, "to experience joy and self-fulfillment", "to set a good example for my children", or "to become a better, more well-rounded individual".
3. **Write down a quick outline of the resources you'll need and the steps necessary in order for you to achieve each outcome.** Make this list as quickly as possible and know that we'll be spending more time to develop the plan as we move forward in this setting performance goal guide.

Motivational Lessons For Success **How To Realize Your Ambition**

"Our goals can only be reached through a vehicle of a plan, in which we must fervently believe, and upon which we must vigorously act. There is no other route to success."

- Stephen A. Brennan

It's been said that it is not failure that is a crime. Rather, it is one having a low aim that is truly criminal. No matter how poor you may be or how humble your environment, always keep looking upward. Never be afraid to aim high.

Before any man or woman can enter the success race and be admitted onto the success track, he must first of all have a definite purpose, a high unwavering aim for setting performance goal standards, and he must have the courage, grit and determination to cling to it no matter what stands in his way or opposes him.

While all human achievement is the results of man's ambition instinct, there is no quality which requires more watching, guarding or cultivating, than ambition. It will not live and keep growing if it is not nourished; and the moment a person begins to disregard it his ideals begin to fade.

If your ambition is not thoroughly alive, if it shows up only now and then, especially when you are disappointed or discouraged, you should immediately rise out of your chair, raise your head and muster your courage to take action - after setting performance goal plans - to conquer any downward emotion.

The only way to climb out of a hole is to grasp hold of anything that will pull you up and to keep your eyes fixed upon the stars.

SECTION 2.1

GOAL SETTING IN BALANCE

More than just a goal setting theory; this is a **Goal Setting For Success** tool for aspiring leaders. In the following information, you'll learn how to identify the various categories of your life and determine which ones to set goals in.

*"In life, as in football, you won't go far unless you know where the goalposts are."
- Arnold H. Glasgow*

As you continue the goal setting process, it's imperative that you identify each of the most important areas of your life. Working on goals in only one key area will only work to lessen the overall balance you feel in your life.

Any area of your life that you ignore will become the source of your greatest regrets. If you ignore your finances, then financial disaster will eventually visit you. If you ignore your personal health, you leave yourself open to disease, malnutrition and loss of muscle and bone density.

Too often we put everything we have into our profession at the expense of the quality time we could be spending with our family and friends. Like we said, this goal setting process is more than just goal setting theory.

In order to avoid an unbalanced life experience, we need to consider establishing life goals in every major category of our life.

While every person must ultimately decide their own life categories, we've discovered seven key life categories that you should consider:

- 1. Physical Body Goals:**
- 2. Spiritual Goals:**
- 3. Emotional Goals:**
- 4. Family Goals:**
- 5. Friends Goals:**
- 6. Financial Goals:**
- 7. Professional Goals**

Under each of the above life categories, ask yourself if you are fully satisfied and currently experiencing the level of fulfillment that you desire right now. If not, then begin to assess the category for what needs to change and for what you can do immediately to begin the process of improving this area of your life.

Motivational Lessons For Success **Continuous Improvement Always**

*"Set your goals high, and don't stop until you get there."
- Bo Jackson*

If left at rest, the purest of water will eventually become stagnant. Along the same vein, the most talented and able individual - if not continually pushing to learn and grow, will undoubtedly begin to diminish in strength and vitality.

We must start out each day with determination to improve upon the day before. Commit us to leave our office, our home or our other places of interest just a little better off than they were the day before.

This habit of always improving things, of setting the bar always a little higher, making everything just a little bit better is contagious. If you are constantly doing this, your employees, your children, all that you come in contact with will catch the fever and begin to work to improve themselves as well.

If you can influence people around you to do their best work voluntarily, you will have powerful allies in your work and in your home.

Becoming the man or woman who is a perpetual inspiration to everyone around him or her, has a tremendous advantage over the one who is constantly a depressant, or who discourages or kills the ambition of others through their regular criticism and harsh judgments.

CHAPTER 3

WHAT'S TIME GOT TO DO WITH IT?

The message here is about more than just goal setting for aspiring leaders. In the following information, you'll learn how to better perceive and interpret how your time is spent.

"Goals are dreams with deadlines."
- Diana Scharf Hunt

Time, what is time? Most people see time as nothing more than a short hand and a long hand on the face of a clock. They simply give it no more thought, since it's obviously something they can't change.

Or can they? Change it, that is.

What we can change is how we see time. Have you ever heard the phrase, "Time flies when you're having fun?" or "It's about time he showed up!"

Okay, now read each phrase above again and ask yourself which emotion it invokes in you. When you talk about time going by quickly because you are having a good time, it makes you feel good. However, when you hear that someone's late and causing you to wait for them, it invokes feelings of anger or resentment.

In either case, time didn't change, it still moved forward at the same rate, one second at a time. However, based on the emotion we attached to Time, our body language, our facial expressions and even our heart rate changed to correlate with the emotion.

When you look at time in this sense, you realize that you can choose how you perceive time in your life. As a result, you can also better determine how you choose to spend your own time. This idea is about more than just goal setting, it's about living a quality life.

By using a quality goal setting program you can ensure that you spend maximum time doing the things that make you happy and than invoke position feelings versus feelings of regret or dread.

Learn about more than just goal setting. Learn to to experience the [Time Of Your Life](#), a product created by the Anthony Robbins Institute for maximum results and higher achievement. For a less expensive, yet very effective alternative, check out [FranklinCovey](#).

Motivational Lessons For Success

The Power of "Right Now"

*"My philosophy of life is that if we make up our mind what we are going to make of our lives, then work hard toward that goal, we never lose - somehow we win out."
- Ronald Reagan*

If we could only make our highest moment's permanent, what amazing things we could achieve in life, and what magnificent beings we could become.

Unfortunately, we too often allow our persistence to cool and as a result our visions for the future fade until eventually they are gone forever.

Men and women who postpone their visions, who delay the execution of their ideas, who bottle up their thoughts, to be used at a more convenient time, always lose out in the game of life.

The forceful, vigorous, effective men and women are those who execute their ideas while they are full of enthusiasm and inspiration.

The ideas that come to you today are not meant for you to get to tomorrow - they are meant for you to act upon today. Never fear, ideas for tomorrow will come - tomorrow.

This lesson is about more than just goal setting. The habit of procrastination will kill off the strongest initiative. Too much caution paired with a lack of confidence are fatal enemies of a grand idea.

SECTION 3.1

GOALS IN PRIORITY

Goal setting technique to prioritize your goals; part of our **Goal Setting For Success** tool for aspiring leaders. In the following information, you'll learn how to determine which goals to work on first for maximum results.

***"Goals are not only absolutely necessary to motivate us.
They are essential to really keep us alive."
- Robert H. Schuller***

If you are like most people on the planet, you allow the most important things in your life to get shoved aside so that the various "urgent" matters of the day can be addressed.

You answer the telephone and allow the telemarketer to take up 10 minutes of your time because you can't bring yourself to hang up on him or use a firm voice to end the call. You agree to taxi your kids all day so that they can participate in five different extracurricular activities. You do this because the neighbors are doing it for their kids and you don't want your children to suffer from being left out of all the fun.

The things we allow to take up our time, that are never scheduled, that just happen, are countless.

Rather than us running our lives, our lives are now running us - ragged, and quickly into a downward spiral.

In order for you to prioritize your goals, you must become the master of your time. It will take focused time in order for you to achieve your goals. So next time you get a sales call at home, realize that the person is intruding on your ability to live a fuller life, and don't apologize for letting them know it.

When prioritizing goals, use our "Big Rock" goal setting technique. Think of each goal in terms of the weight it carries in your life. In other words, does the goal represent a big rock, carrying a lot of weight, that if achieved would make a tremendously positive impact on your life?

Or, would the goal represent a smaller rock or pebble in terms of it's ability to impact your life? Lastly, would your goal more adequately represent a grain of sand in terms of impact on your life?

While each goal may represent a positive move upward in your life, you must understand that the smaller the impact of the rock/goal on your life, the less of a priority it should be.

GO FOR THE BIG ROCKS FIRST.

In doing this, you'll be amazed at how many of the smaller rocks get done along the way, or simply vanish from being important any longer. The big rocks are the ones that count!

In section 2.1 you identified your goals in your various life categories. Go back to those lists now and prioritize your goals based on the Big Rock goal setting technique.

Motivational Lessons For Success **Swim In The Deepest Waters**

*"Progress has little to do with speed, but much to do with direction."
– Unknown*

Before water generates steam, it must register two hundred and twelve degrees of heat. Two hundred degrees will not do it; two hundred and ten degrees will not do it. Lukewarm water will only stagnate and deteriorate in quality.

Too many people are trying to heat up their lives with only lukewarm water. They never do what is necessary to turn up the heat to the point that their lives are boiling over with joy and excitement.

The person with a vigorous purpose is a positive, constructive, creative force. Anyone can simply wish for a thing, or desire it; but only strong, motivated minds possessing a great purpose can achieve greatness.

There is great power holding to a firm resolution; possessing an iron will, strong persistence and tenacity. These are the things that will ensure your success over time, no matter what the barriers are that you will face along the way.

How do you approach a difficulty? Do you hesitate before it, dread it, and postpone dealing with it? Are you fearful? Do you finally address the difficulty with an apologetic, doubtful, "will do it if I can," or "will try" attitude? What do you call this goal setting technique anyway?

Or, do you approach difficult situations with an unflinching determination and with a self-certainty that you can effectively handle most anything you are faced with?

The thing that will make your life distinctive is your ability to pursue the goals that you are passionate about. Believe in yourself and in your ability to overcome obstacles, because there will surely be some formidable ones that you will need to face along the way.

SECTION 3.2

A CHANGE OF PLANS

Setting personal goals is just part of our **Goal Setting For Success** tool for aspiring leaders. In the following information, you'll learn how to cope with a missed deadline or unforeseeable change.

*"It doesn't matter where you are coming from. All that matters is where you are going."
- Brian Tracy*

What should you do if you miss a timeline for achieving a task or a goal? First of all, you can celebrate the fact that you have been setting personal goals and that you have a goal plan that has required you to establish written timelines.

Just imagine where you'd be if you had never established your goals in the first place. Odds are you wouldn't be as far along as you are today, right?

If you miss a deadline, make sure you take time to understand why it was missed. Was it realistic in the first place? Was the designated timeline too overreaching? Could it be that you allowed too many smaller rocks, or grains of sand, to get in the way of you focusing your attention on the big rocks?

Life is complex, and sometimes life just happens. Life tends to "happen" more often when you have a spouse and children that also require your time. This is an unavoidable fact of life, but it doesn't have to bring us down.

Rather, we can work to put things into their proper perspective to ensure that when life does happen and we miss a time target, we simply acknowledge it, assess how we might avoid it in the future, and then quickly press forward.

This is your life, and these are your goals. Yes, the goals you have set are important and your ability to make continuous progress on your goals is paramount. However, one missed time target won't make the sky fall and the sun will once again rise in the morning.

Setting personal goals and working to achieve those goals is a process. You'll get better at it the more you do it. Make every effort to enjoy the entire learning process as you go.

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Motivational Lessons For Success

Make A Timely Decision

*"You must have long-term goals to keep you from being frustrated by short-term failures."
- Charles C. Noble*

"When I don't know whether to fight or not, I always fight," said Nelson. This power of prompt and firm decision in a desperate crisis helped make Nelson one of the world's greatest naval heroes.

This capacity for setting personal goals quickly, with final decision making and swift action that is one of the secrets of Lord Kitchener's success. Napoleon had a wonderful ability to decide quickly on important questions and matters of great importance.

Von Molke's great motto was "First weigh, then venture." The great German general was very cautious in planning his goals and in determining his next action, but his resolve once made was bold, daring, and prompt in execution.

The ability to arrive quickly and effectively at a conclusion is characteristic of all great leaders. It is a mark of a masterful personality. Men and women of unwavering decision are born to conquer the world.

It is the positive, decisive man or woman, who can say "No" with emphasis or "Yes" with vigor, and stick to it, that wins our confidence and wins out in life.

It is the one who knows what she wants and is effective at setting personal goals, and makes a bee line for getting things done, is the one who always seems to "arrive".

SECTION 3.3

Never-Ending Goals

Creating an action plan for leadership; part of our Goal Setting For Success tool for aspiring leaders. In the following information, you'll learn how to embrace the never-ending goal process for maximum impact.

"Man is a goal seeking animal. His life only has meaning if he is reaching out and striving for his goals."

- Aristotle

People too often think of a goal in terms of something that has a specific start, middle and end; they want to feel secure in the knowledge that at some point in the future, they will eventually experience an end result.

In this section we encourage you to understand that many of your most important goals in life will be ongoing, without any definite end to them. These ongoing goals are very important to your overall action plan for leadership.

Think about the following life goals and you'll realize that some goals just aren't meant to have an end to them.

Examples of ongoing goals:

- **To be grateful to God**
- **To be generous, loving and romantic**
- **To be honest, trustworthy and loyal**
- **To be self-disciplined and focused**
- **To be understanding and flexible**
- **To be healthy and fit**
- **To be playful and spontaneous**
- **To be intelligent, fair and constructive**
- **To be strong, decisive and daring**
- **To be passionate and persuasive**
- **To be observant and aware of my surroundings**
- **To spend quality time with my family and friends**

By keeping these ongoing goals in front of us, we can ensure that we take actions that are most in line with these goals.

One action plan for leadership activity that will aid you in becoming the person you wish to be is by keeping track of the times when you exhibit these behaviors. For example, if you spend an afternoon with your son or daughter doing a special activity, take credit for it! Write it down in

your journal or goal planner. As you collect these special moments on paper, you will feel good about making the effort and accomplishing the sort of things you wish to achieve in your life.

Motivational Lessons For Success **Always Expect The Best**

"Goals determine what you are going to be."
- Julius Erving

There is a great power in the habit of expectancy, of believing that we shall realize our goals and ambitions; that dreams are destined to become reality.

There is nothing so quite as helpful to a man or woman, as the carrying of an optimistic, expectant attitude - the attitude which always looks for and expects the very best, the highest and the happiest outcome.

How many take it for granted that there are plenty of good things in this world for others; comforts, luxuries, fine houses, good clothes, opportunities for travel and leisure - but not for them?

Sadly, these people settle down into the conviction that the finer things do not belong to them, but are for those in a higher class.

But why are they in a different class? Simply because they think of themselves as belonging to a lower class; that they are inferior in some way; because they place limits for themselves.

When building your action plan for leadership, understand that you are the only one who can place limits on your ability to be successful.

We become the man or woman we are, based on the quality of our thoughts.

CHAPTER 4

SEEING IS BELIEVING

If only everybody knew the importance of goal setting. Now they can with our **Goal Setting For Success** tool for aspiring leaders. In the following information, you'll learn how to visualize your goals with clarity.

"If you have a goal in life that takes a lot of energy, that requires a lot of work, that incurs a great deal of interest and that is a challenge to you, you will always look forward to waking up to see what the new day brings."

- Susan Polis Schultz

Visualization is a key ingredient in successful goal setting. When we use creative images to visualize the things we want to accomplish, and add our powers of concentration and positive emotions to those images, we create a force that propels us toward our goal. Whatever it is that we focus on, we gravitate toward.

People who spend their days wallowing in self-pity and "poor me-isms", tend to get more of what they are focused on. In contrast, those who ensure they maintain their attention on how to achieve big things, create new products, and who talk about big ideas - are the ones who experience the benefits associated with these more constructive efforts.

Used in the right way, visualization can bring wonderful, positive change into our lives. Remember the tale of Aladdin and the magic lamp. In the original version the Genie didn't limit young Aladdin to only three wishes. Rather, the Genie simply said, "Your wish is my command."

"Your wish is my command."

As you listen to your tiny inner voice you must see this voice as your very own personal Genie.

"Your wish is my command."

As we delve deeper into the importance of goal setting, you must understand that the things you say and the things you think, whether aloud or just in your mind - these things take up your time and become your focus. If your thoughts dwell on the negative, you will attract negative things into your life. If you focus on making positive progress, your world will respond in accordance with those thoughts.

"Your wish is my command."

If your thoughts could be seen by the public, posted in the town square, or were to be read aloud by your neighbors, what would those thoughts say about you? What would they say you are wishing for?

What are you "commanding" your environment to send you more of?

Motivational Lessons For Success

The Magic Mirror

"Although men are accused of not knowing their own weakness, yet perhaps as few know their own strength. It is in men as it is in soils, where sometimes there is a vein of gold which the owner knows not of."

- Dean Swift

There is a legend of a wonderful magic mirror which pilgrims used to journey from all parts of the world to look in. The mirror was supposed to give them back a picture of themselves, as they really were, not as they or their friends or their enemies' thought they were.

A man approached the mirror. This man who was extremely modest and inclined to depreciate himself, who never thought that he would do anything worthy of notice to the world, was greatly amazed to see a side of himself which he had never before seen.

There in the magic mirror, clearly outlined within his own figure, was that of another being, - strong, self-reliant, a radiant picture of manhood, which showed none of the weaknesses, defects or deficiencies, none of the inferiority, with which he had always seen in himself.

As the picture becomes clearer to him, he realizes that the person staring back at him is his better self, the man who he could be and should strive to become. He suddenly knew that this was the man that was within him, who was wishing to be seen by the world.

This was the reflection of the superb man the Creator intended him to be.

Afterward the man found that the more he sought to measure up to the man he was so impressed with, the more others began to see these same traits in him.

Finally, the image of the perfect man he so constantly held in his mind began to materialize, and eventually the new bolder man took the place of the timid man.

If today someone told you that you could look into this magic mirror, based on your current belief system, would you immediately recognize the man or woman staring back at you? This is just one more reason that you need to embrace and understand the importance of goal setting.

SECTION 4.1

Keeping It Real

In setting career goals or personal goals, it's important that your goals are realistic. We'll show you how in our **Goal Setting For Success** tool for aspiring leaders. In the following information, you'll learn how to set goals that are realistic and achievable.

"Crystallize your goals. Make a plan for achieving them and set yourself a deadline. Then, with supreme confidence, determination and disregard for obstacles and other people's criticisms carry out your plan."

- Paul Meyer

It's very important for your long-term success to set goals that are realistic and achievable. Too often we allow ourselves to be improperly influenced by other people, media outlets, or organizations within our community, to set a standard that is well beyond our capabilities.

This is not to say you shouldn't aspire to achieve great things. On the contrary, we must stretch ourselves in order to make steady progress in our lives. The key here is to stretch ourselves incrementally, in stages, to ensure that we give ourselves the time and the opportunity to learn and grow within a reasonable timeframe.

There is a balancing act associated with setting career goals and personal goals. The key is to never set our goals so low as to deceive ourselves into mistakenly believing that the smallest accomplishment is a great leap toward achievement. On the flipside, our goals should not be so grandiose that we set ourselves up to fail, only to quit upon proclaiming that "this goal setting stuff just doesn't work."

One must also realize from the start that no matter how great your intention, most people simply do not stick with something that they believe in their heart is unrealistic or unachievable.

To gauge whether or not your goals are realistic, measure them based on the idea that given your current ability, achieving the goal will require you to stretch, without having to take a supreme leap of faith.

If your goal is large in nature, ensure you take the time to break it down thoroughly into smaller, sequential, realistic tasks. Then, attack each task one by one, until the larger goal is eventually realized.

Learn more about goal setting activity plans and how to create goals for the [Time Of Your Life](#), a product created by the Anthony Robbins Institute for maximum results and higher achievement.

For a less expensive, yet very effective alternative, check out [FranklinCovey](#).

Motivational Lessons For Success

The Miracle of Self Confidence

"If one advances confidently in the direction of his dreams, and endeavors to live the life which he has imagined, he will meet with a success unexpected in common hours."

- Henry David Thoreau

Your achievement in setting career goals or personal goals will never rise higher than your self-faith. There is no law or secret by which you can gain success without expecting it, vigorously demanding it, and assuming it without apology.

There must always be a strong self-faith first.

A stream cannot rise higher than its source. A great success must have a great source such as: expectation, self-confidence, and a persistent will.

No matter how great one's ability or talent, how great their intellect, or how splendid the education, the achievement will never rise higher than their confidence.

He can who thinks he can, and he can't who thinks he can't.

If we were to analyze the marvelous success of many of our self-made millionaires, we would surely find that when they started out in their careers they held the confident, vigorous, persistent thought of and belief in their own ability to accomplish all that they had undertaken.

"If we choose to be no more than clods of clay," says Marie Corelli, "then we shall be used as clods of clay for braver feet to tread upon." When setting career goals or personal goals, go about life with your back straight and your head up looking to take on the world, and indeed you shall do that very thing.

CHAPTER 5

WHAT IS IN THE WAY?

Free goal setting tools are hard to come by. However, we're happy to provide this highly effective **Goal Setting For Success** tool for aspiring leaders. In the following information, you'll learn how to overcome obstacles in order to make continued progress on your goals.

*"Obstacles are those frightful things you see when you take your eyes off your goals."
- Sydney Smith*

Overcoming obstacles requires more of a shift in your mental state than any sort of physical change that one might assume as being necessary.

FEAR is the one key thing that gets in the way of our success.

One must understand that the typical human being will do almost anything to avoid the things that we perceive will give us pain. This is why so many are crippled by the fear of confrontation, fear of public speaking, fear of stepping out of their comfort zones to try new things and experience new surroundings.

When we are convinced that we run a high risk of feeling pain, we too often allow ourselves to become paralyzed. In many cases this state of paralysis sets in and we develop the habit of procrastination and avoidance.

Fear is a state that is no less tragic than being severely handicapped in a terrible accident. Fear can leave scars just as deep and just as crippling.

It's been said, "the coward dies a thousand deaths". Every time we allow ourselves to shrink from a challenge, to back away from doing what's necessary in order to make progress in our business or in our lives, we lose a little bit of ourselves that we can never fully get back.

In the next two sections of our free goal setting guide, we'll speak more directly on how to deal with fear of failure and also how to develop a habit of responding positively to fearful situations.

Motivational Lessons For Success

You Can, But Will You?

*"Life's battle does not always go to the stronger or faster man; but sooner or later the man who wins in the one who THINKS he can."
- Orison Marden*

If one says "I can, I will, and I shall", it's the sort of faith that will pull a person through to the finish.

It's the sort of faith that pulled the man who spoke these words through incredible difficulties to a seat in the Capitol at Washington.

If ever there was a man who could put to shame husky young fellows who are everywhere crying about their lack of opportunity and complaining that they cannot overcome the obstacles that bar them from success, it is this man - William D. Upshaw, Member of Congress from Atlanta, Georgia.

An accident at eighteen, while working on his father's farm, almost broke his back, and confined him to bed for seven years, suffering terrible pain. He slowly improved to the point he could be carried from his bed to a wheel chair, where he resumed his interrupted studies and work.

Writing for local newspapers and lecturing on stage and peddling a book he put together from a collection of his articles, in six years he made enough money to put himself through Mercer University. The University, upon graduation, employed him immediately and he swiftly rose to a top position.

Now compare this young man who was poor, crippled and suffering intense pain for years; yet marching straight on to victory, without ever grumbling or asking for help, to the multitudes of healthy men and women who simply lack the will and discipline to make things happen.

"I can and I will" is the slogan that has inspired armies and individuals since time began to triumph over repeated defeats and win their way to victory in the face of overwhelming odds.

SECTION 5.1

FACING FEAR OF FAILURE

Starting now you can create a performance action plan that is free of fear. Now you can with our **Goal Setting For Success** tool for aspiring leaders. In the following information, you'll learn how to deal more effectively with your fears.

"It takes a person with a mission to succeed."
- Clarence Thomas

Dealing directly with the source of our fears means we must accept that we are the main culprit. It is the tiny little voice inside each and every one of us, which if left unchecked, will work to destroy us.

The tiny little voice, our self-talk, is the source of all of our fears. We spoke about the power of self-talk earlier in this series so we won't dwell upon it here. However, we will spend time to provide some insight on how to better manage the our fears more effectively.

In order to take back control, and lessen the negative impact that your fears have on the quality of your life, ask yourself three very important questions:

Am I perceiving this particular situation as it truly is, or am I perceiving it worse than it really is?

People who are prone to be fearful, tend to immediately assume the negative effects of failure when confronted with a challenge. Not surprisingly, because they expect failure from the very beginning, they tend to get exactly what they are expecting, which only reinforces their negative belief system.

Train yourself to believe that the best is yet to come, rather than indulging in the belief that the worst is here to stay.

Through repetition you can train your mind to be more positive. It may be difficult at first to change your negative belief patterns, but with a greater awareness of what has been holding you back from achieving the goals in your performance action plan, you can become more optimistic, construction, and effective. You can, in effect, become a happier and more successful person.

Leave It, Perceive It and Believe It.

Condition yourself to work through these three steps each time you are fearful of a new situation. First, realize that your fear in holding you back from new and wonderful experiences, and decide immediately to leave your old fearful thoughts behind.

Secondly, visualize success. See yourself stepping out boldly and winning! Perceive yourself standing in the winner's circle, victorious.

Lastly, choose to believe in others, choose to believe in humanity and most importantly, choose to believe in yourself. If you don't believe in yourself, why should anyone else?

Motivational Lessons For Success

Camouflaging Our Fears

*"Fear and worry are like echoes; they do not exist until we call for them;
and the louder we call the louder is their response.
We can never drown them, yet if left alone, they will drown us."
- Horace Flether*

During the World War I, the French gave us a new word, which immediately jumped into popularity - camouflage.

When they wished to conceal cannon, torpedoes, tanks, machine guns, or any of the deadly implements of war from the observation of the enemy's aviators, they covered them with foliage to avoid detection.

Some people learn to do this with their worries and fears. The problem with this strategy is that our fears do not weaken or go away when we simply hide them from the outside world. Rather, they grow stronger until we force ourselves to deal with them head on.

Most of us think of the wonderful things we would do as part of our performance action plan if we could only get rid of the worries, the annoyances, the disturbances, and the larger things that defeat our worthy ambitions.

Yet, the real test we must take is whether we can fulfill our purposes to the letter; carry out our life plan superbly in spite of all the things that are apparently trying to detour us.

Are you going to give up and mope and whine, and go about your life wearing a long sad face; giving others the message that your life has been a supreme disappointment?

If you would make the most of your life, you must learn quickly to accept the inevitable, however disagreeable, painful or distressing - and to do so not with a frown but with a grateful smiling face. In other words, you must acquire the grace and strength and security of a poised mind.

SECTION 5.2

RESPONDING TO FAILURE

Whether it's for business goal setting or personal goal setting, you can ensure more effective results using our Goal Setting For Success tool for aspiring leaders. In the following information, you'll learn how to properly respond to failure; how to learn and grow from experiencing disappointment.

***"You measure the size of the accomplishment by the obstacles
you had to overcome to reach your goals."
- Booker T. Washington***

The reasons (and excuses) for not living up to ones full potential are all too plentiful for anyone willing to deny any personal responsibility for their own present situation.

It's so easy to react emotionally to a situation, or to blame others or our environment, for our own inaction:

- **It's the way I was raised**
- **I was abused**
- **I didn't get to go to college**
- **I'm an addict or alcoholic**
- **The government keeps people like me down**
- **The school system failed me**
- **My employer always holds me back**
- **Times are hard right now**
- **I've never had the time or resources**

Blah, Blah, Blah!

To react - is to give up control of the situation, and even yourself.

To respond - however, is to empower yourself with the notion that you can recover from anything, no matter how difficult it may be. Whatever the medicine is that you must take to heal the wounds of failure, you will willingly accept.

You will choose to respond to the medicine, rather than to have a negative reaction to the medicine.

To react, or to respond? Which do you think is the best choice?

True leaders who are committed to responding positively to their failures (which everyone does experience in their lifetime), immediately disregard the above excuses. They already understand

that there is one major pre-requisite before achieving any level of real success in the world. They know that the mentality of "Self-Help" is essential.

Possessing the ability to look inward and take personal ownership for one's present condition, regardless of circumstance, is the sign of a mature individual who will eventually rise to succeed in life.

Most likely, opportunity has in fact visited, on multiple occasions, every individual who would adopt the many excuses for failure.

Unfortunately, when one allows himself to wear the "shackles of low expectations", he fails to see opportunity when it might be staring him in the face.

"Self-Helpers", on the other hand, take on each task positively, promptly, and are determined to learn from their mistakes in order to gain the experience that will eventually lead them to success.

There is no luck involved in being successful. By most accounts, luck is a myth. LUCK - is when Optimism and Preparedness meets Opportunity.

Learn more about personal and business goal setting activity plans and how to create goals for the Time Of Your Life, a product created by the Anthony Robbins Institute for maximum results and higher achievement.

Motivational Lessons For Success **After Failure, What?**

*"Defeat is nothing but the first step to something higher."
- Wendell Phillips*

A great many people never really discover their best selves until they are faced with ruin and disaster. They do not seem to know how to bring out their reserve will power until they are forced by an overwhelming disaster.

Some, in fact, never find their reserves - they simply fall to the floor and give up on life and on themselves.

However, tragic events do force many to look inward and to call upon their mental and physical reserves to pick themselves up so that they can move onward and upward and never again find themselves in the same situation.

The real test of character is what a man or woman does after a failure. What will she do next? What resources, what inventiveness, will her failure arouse in her? Will she discover new

sources of inner strength and power, will the circumstance bring out her reserve energies, doubling her determination, or will it dishearten her forever?

To come up again and again to wrestle triumph from the grasp of defeat is a noble ideal that belongs in your business goal setting curriculum. This one single trait is the main secret of the successful man or woman.

There is no failure for the one who gets back up each and every time he falls down; rebounds like a rubber ball; persists when every one else gives up and who pushes on when every one else turns back.

SECTION 5.3

NEVER ENOUGH TIME!

Setting and achieving goal plans are easier than ever before. Now you can with our **Goal Setting For Success** tool for aspiring leaders. In the following information, you'll learn how find the time to achieve your goals.

""Because we don't know what is really important to us, everything seems important. Because everything seems important, we have to do everything. Other people, unfortunately, see us as doing everything, so they expect us to do everything. Doing everything keeps us so busy, we don't have time to think about what is really important to us."

- Anonymous

Unfortunately, time will always be in limited supply. Each time that a minute or an hour passes by, we can never regain it. Time cannot be recycled - it can only be leveraged or lost.

Benjamin Franklin said, "Do not squander time; for that's the stuff life is made of."

It's a simple fact that in this age of multi-tasking, dual career/daycare mom's and dad's - the scarcest commodity of all, is TIME.

If you are feeling stretched for time, to the point that you do not see how you'll ever be able to devote any real effort toward a goal planning process - then listen up.

The first thing to do when trying to find time for setting and achieving goal plans, is to track how your time is currently being spent. Odds are that you are allowing life to manage you, rather than you effectively managing your life.

Track your day in 20-30 minute increments, using a spiral notebook or journal. Jot down what roles you played and the activities you engaged in throughout the day. Ideally, you should track how your time is spent for an entire week.

Once you've done this exercise for a couple of days, you're going to start seeing patterns of how your time is being utilized. You'll begin to notice opportunities where your time can be reallocated for more productive activities. In addition, you'll realize that simply because you are more focused on how your time is spent, you'll get more done in a day than you were previously.

It's true that what we focus on tends to expand. When you are watching the clock, doesn't time seem to go by more slowly? Similarly, when we are watching how we are spending our time, we somehow seem to find more of it.

Once the week is done and your notes are complete, sit down and analyze how you've been spending your time. Identify pockets of time that is not being used to your benefit such as: time in front of the TV, on the telephone, in front of the computer, sleeping, etc.

Consider investing in a quality time management system. This will compliment your efforts in setting and achieving goal plans for maximum results.

Learn more about setting and achieving goal plans and how to create goals for the Time Of Your Life, a product created by the Anthony Robbins Institute for maximum results and higher achievement.

For a less expensive, yet very effective alternative, check out FranklinCovey.

Motivational Lessons For Success

Never On Time

*"A man or woman who is impressed with the value of time will make every minute count with such purpose that his or her life will inevitably bear the stamp of power."
- O.S. Marden*

It is a rare thing to find a really successful person who has not strongly developed a habit of promptness. Someone who is constantly missing their bus, who is almost invariably late in keeping appointments, and who is habitually behind time in meeting his bills, creates a distrust in the minds of those who have dealing with him.

Although he may be honest and his intentions may be good, he somehow always comes up short in meeting the timelines he's committed himself to.

The late J. Pierpont Morgan told a friend he regarded every hour of his time worth a thousand dollars. This may very well be the reason his fortune grew to such a mass.

Too often we do not consider that our time is worth much. We should set a price upon our time to ensure we use it wisely, and to convince others not to make attempts to waste it.

How can a person expect to succeed in setting and achieving goal plans when his tomorrows are always mortgaged for the things that should have been accomplished today?

The person who is always ready, the decisive man or woman, the one always on the alert for the next and higher thing, who is always prepared for that which is required, and does it at once - is the one who wins.

CHAPTER 6

BEGINNING FROM HERE

Our goal setting worksheet is one important tool used in the **Goal Setting For Success** tool for aspiring leaders. In the following information, you'll learn how to take a personal inventory, which will help you determine your next move.

*"Life's ups and downs provide windows of opportunity to determine your values and goals.
Think of using all obstacles as stepping stones to build the life you want."
- Marsha Sinetar*

First of all, CONGRATULATIONS! If you made it this far, you are obviously committed to making positive change in your life. Research tells us that less than 10% of the people who buy a book will actually read it from beginning to end.

Hopefully the results are much higher when you get the book for free :-)

Clearly, you are one of the small percentages of people committed to taking ownership of your life, and willing to work diligently to produce results that are worthwhile and personally fulfilling.

At Leadership-Tools.com, we offer a unique goal setting worksheet tool for you to use as you begin your self-improvement journey. This goal setting worksheet tool can be accessed immediately at no cost at:

Life Balance - Personal Inventory Tool

The life balance tool is a great way to begin a full and complete personal inventory of where you are today. By looking closely at each of your most important life categories, you'll quickly identify which areas you currently excel in and which areas need closer inspection and investment.

Use this tool to get away from what so many other people are doing without even being aware of it. People get so caught up in the process of making a living, they forget that they need to spend equal, if not more, time making a quality life.

The act of planning your life is the one thing that can provide you with clarity. As you achieve each milestone on your goal setting worksheet, you'll become more empowered due to the knowledge that each particular step is another on your path to the destiny you have planned for yourself.

Motivational Lessons For Success

Have An Effective System

"The aim of all education from kindergarten to the University should be the formation of ones ability to create an maintain an efficient system for a fulfilling life."

– Unknown

There are countless numbers of people in the great army of failures today who, except for some undeveloped skill or talent that was left deficient, might have made a great success out of their life.

If only their parents or teachers had helped them early on to see their own potential and encouraged them to develop themselves as a lifelong habit, or if years later they had themselves began to correct their deficiencies - how different their career might have been.

No matter how well educated or how brilliant you may be in many respects, if you have not the ability to create and maintain an efficient system to maximize your time and your life, you will never reap the full benefits of what this world can offer.

One of the first things the aspiring youth should do is to take a personal inventory of his mental and physical assets. He or she must know and understand what their weaknesses and strengths are comprised of.

She must be fully aware of where she needs improvement or restraint, and where she needs pushing or needs to make additional investments.

By taking this personal assessment, we must judge ourselves with a keen eye. For instance, how is our will power? Is it strong or easily daunted? Self-confidence, is it healthy with a stern resolve, or is it fake; simply a mask one wears to hide a weaker self? How do we rate in the areas of Courage, Boldness, Caution, Enthusiasm, Temperament, etc.

If you are not honest with yourself, if you haven't enough ambition, energy and will-power to correct your faults, to rise above the things which make you weak and that will so often trip up the unworthy, you must accept the consequences.

CHAPTER 7

THE PRICE OF ADMISSION

A free action plan template is included in the **Goal Setting For Success** tool. In the following information, you'll learn how to identify the knowledge and skills you'll need to acquire for successfully meeting your goals.

"Choosing a goal and sticking to it changes everything."
- Scott Reed

It's a proven fact that one thing that distinguishes successful people from unsuccessful ones is that those who tend to meet their goals are willing to do the things that unsuccessful people won't do.

They are willing to pay the "price of admission" to the game they hope to play in. They understand that no one gets invited to the "big game of life" without having made significant effort to be there.

Our action plan template is a tool that will walk you through the goal planning process. It will ask you to think through How Much, Of What, needs to be done By When, and By Whom. Part of the planning process includes assessing what knowledge, resources or skills may be lacking and must be gained before moving to the next stage of the goal planning process.

Here is the action plan template that you may use to help reveal what knowledge you will need to acquire as part of your success journey:

Master Action Plan (M.A.P) Tool

Feel free to also add a visual element to your goal setting experience by cutting out pictures that represent the goals you are planning to achieve. This is a great opportunity to make the process fun and to be creative!

Add inspiring quotes for additional motivation. Attach items to your goals that invoke positive and inspiring emotion in you that will spur you onward in your goal planning.

It was James Allen who said, "Dream lofty dreams, and as you dream, so shall you become. Your vision is the promise of what you shall one day be; your ideal is the prophecy of what you shall at last unveil."

Motivational Lessons For Success

Freedom At Any Cost

"If you would attain that largeness of life, that fullness of self-expression, which expand all the faculties, you must grasp hold of freedom at any cost."

- Unknown

Too many people today live in a cramped and uncongenial environment; in an atmosphere, which dampens enthusiasm, discourages ambition and effort, scatters energy, and wastes time.

They have not the courage or stamina to cut the shackles that bind them, to throw away all crutches and props, and to rely on themselves to get into an environment where they can do what they desire.

Sadly, many ambitions finally die through discouragement and inaction. If you would attain that largeness of life, that fullness of self-expression, you must get freedom at any cost. Nothing will compensate you for stifling the best thing in you. Bring it out at any sacrifice that is legally and morally sound.

Too often it takes a great deal of friction, of suffering or struggling with obstacles and misfortunes, before the strength of one's character is brought out.

The diamond cutter knows this lesson best. The diamond could never reveal its depths of brilliancy and beauty, but for the friction of the stone, which grinds its facets, polishes it, and let's in the light which discloses its hidden wealth.

This friction is the price of admission; the price of its liberation from darkness.

CHAPTER 8

NETWORK IT OUT!

With so many goal setting articles out there, it's sometimes difficult to know what's worth your time. Hopefully, by now you see that we've taken a full 360 degree approach to the goal setting process. Goal Setting For Success was created with you in mind. In the following information, you'll learn how to surround yourself in a supportive environment for maximum results.

*"First say to yourself what you would be;
and then do what you have to do."
- Epictetus*

Successful goal setting plans include building a solid network of support. Your environment should be composed of people who support your dream and who will encourage your personal growth and development.

Many goal setting articles suggest that an important part of getting past your learning curve in business and in life is by understanding that the quickest way to get educated is to get connected with other like-minded people who have your best interests at heart.

There are several great organizations that not only provide support and encouragement, but also provide an environment where you can learn and grow, safely and securely.

How? By getting you in touch with others in similar circumstances that may have already faced the challenging issues you are currently working your way through.

Goal setting articles consistently recommend the following associations:

SCORE Association (www.score.org) - SCORE "Counselors to America's Small Business" is a nonprofit association dedicated to providing aspiring leaders with free, confidential face-to-face and email business counseling. Leadership development and personal growth training is critical in every goal setting plan.

Local Chamber of Commerce (www.chamberofcommerce.com) - Your local Chamber of Commerce provides a natural networking opportunity for like-minded people to work together toward the improvement of a prosperous community. In addition, you'll gain valuable access to a complete library of goal setting articles and other business and leadership relating learning opportunities.

Rotary International (www.rotary.org) - Rotary is a worldwide organization of business and professional leaders that provides humanitarian service, encourages high ethical standards in all vocations, and helps build goodwill and peace in the world.

Toastmasters International (www.toastmasters.org) - Toastmasters is the best way to improve your communication skills, which is a trait mentioned in most goal setting articles. Lose your fears of public speaking and learn skills that will help you be more successful in whatever path you've chosen in life.

Ask any successful person and he or she will testify that they didn't achieve their success all by themselves. Each one can point to one, if not many, influential and supportive people who helped guide and mentor them along the way.

For goal setting success, create the leverage you need by surrounding yourself with quality people and organizations. These contacts will support and encourage you in your pursuit of personal development and self-growth.

Motivational Lessons For Success **Do You Carry Victory In Your Face?**

"Who would back you in a race, while defeat is in your face?"
- Unknown

Do you know that you will never accomplish anything very great unless you not only hold the conviction that victory is your birthright, but also show evidence of it in your face and your manner?

No man can expect to be a conqueror while he carries the confession of defeat in his face. He must not only feel like the winner you read about in so many goal setting articles, but he must act like one; he must show victory in his very expression.

It is not difficult to pick out a successful man among the masses. If he is a leader, a man who relies upon himself, every step, every movement, will indicate it. He is covered with all of the telltale signs.

There is self-assurance in him as he walks and talks like a master of his domain.

No man or woman has really ever finished her education until she has learned to live a victorious life, that is, until she has learned to always turn toward victory, never towards defeat.

Why should we call ourselves leaders, unless it be to succeed in everything, everywhere? Never say, "This or that is beneath me"; nor feel that anything is beyond your powers.

Nothing is impossible to the man or woman who can positively respond to life's disappointments and challenges.

SECTION 8.1

LIBRARY OF RESOURCES

Resource allocation for employee goal setting is very important. Our Goal Setting For Success tool is just one new tool for your library of resources. In the following information, you'll learn how to create and maintain a valuable library of resources.

*"Dream no small dreams for these have no power to move the hearts of men."
- Johann Wolfgang Von Goethe*

So what exactly is it going to take for you to be successful? For starters, we must realize that our success journey is an ongoing process and because it involves life-long learning, we should work to develop a system for collecting a whole host of helpful tools and resources.

Throughout this guide, we have encouraged you to research the Time Of Your Life product. I firmly believe that this one product is a must-have in your most valuable library of resource tools.

This one tool will act as a central site for your other important individual and employee goal setting plans. It offers a results-focused system that takes you through the process of:

- Identifying your life purpose and keeps your purpose central in every action taken throughout the process.
- Walking you through each life category to determine your current state and your future destination.
- Teaching time management skills to help you create the time necessary to achieve your commitments and goals.
- Engaging and motivating you to take action daily -- inspiring you to turn those commitments into reality.
- Helping you change the way you see yourself, so that you can look into your Magic Mirror and see your best self.
- Reminding you always that you are not shaped by your circumstances or your previous failures. Only you have the power to shape your own destiny!

Whether you choose the Time Of Your Life product, or some other lesser quality time management system, you **MUST** have a central planner for managing your life. Indeed, consider it a Life Management System, not just a daily planner.

In your library of resources, have a place where you can store clipping of inspirational articles, human resource material, self-development tools and/or any helpful individual or employee goal setting advice that you may discover.

The more you learn, the greater your chances for personal and professional success in your goal setting efforts.

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For a less expensive, yet very effective alternative, check out FranklinCovey.

Motivational Lessons For Success **Are You A Mixer?**

*"No man really lives by himself alone. He is a branch of the great human vine."
- Marden*

A person is strong in direct proportion to the quantity, the quality, and the variety of forces, which he absorbs from others. He is powerful in proportion to the extent of his contact, socially, mentally, and morally, with others he aspires to become. He is a weakling just in proportion as he cuts himself off from others.

The person who mixes with his peers and neighbors is ever on a voyage of discovery, finding new islands of power in him, which would have remained forever hidden, but for his association with others.

Remember, as part of your individual or employee goal setting, that every man or woman you meet has some secret for you, if only you can extract it; something that you never knew before; something that can help you along your way to realizing your dreams.

We forget too often that a large part of our achievement is due to the kindness and caring of others. They push us to sharpen our skills. They radiate hope and optimism and they let us know that they believe in us.

Try always to associate with people who are in a higher place than you and you will naturally gravitate toward their positions. Observe and soak in their culture and their habits of self-improvement.

This will tend to raise your own ideals, to inspire you to higher things, to make a greater effort to be somebody yourself.

An opportunity to associate with people who bring out the best instead of the worst in us must be a part any individual or employee goal setting plan. This is worth far more to us than any opportunity just to make money. It increases a hundred-fold our power to develop noble characters.

CHAPTER 9

WHAT'S IN IT FOR ME?

Personal and employee action plan: How do I know this is worth my time? Use our Goal Setting For Success tool for aspiring leaders. In the following information, you'll identify just what's in it for you.

*"No man or woman of the humblest sort can really be strong, gentle, pure, and good, without the world being better for it."
- Phillips Brooks*

To fully understand the benefits of adopting a specific personal or employee action plan, one must make an honest attempt to see the consequences of doing without one.

Let's go through a few of the possible benefits. Perhaps you will relate to some of these as you identify your goals in each of your life categories.

Financial Category:

- To experience financial independence
- To be free from the burden of debt
- To be able to teach your children to experience the same
- To be slave to no one
- To afford to travel and experience all that the world has to offer

Relationships Category: (Friends and Family)

- To feel unconditional love and acceptance, and to give it
- To experience support and personal growth through our association with others
- To share in great memories with our loved ones

Spiritual Category:

- To feel at one with God
- To know acceptance and forgiveness
- To be welcomed into heaven at life's end

Emotional Category:

- To feel strong and confident in ones self
- To avoid anxiety, worry, panic or depression
- To experience deeper levels of joy and personal self-worth

Career Category:

- To use an employee action plan to ensure my future success
- To make my life purpose, my work - and my work, my life purpose
- To guide others to experience greater things in their life
- To continually grow and prosper

If you have huge dreams, as most of us do, then it should be clear to you at this point that having a personal or employee action plan carries countless benefits to you, and to all of those around you.

Do you feel that you possess a strong desire to turn your dreams into reality, but you currently have no clear step-by-step system for how to achieve your ultimate goals and desires?

If so, then you have everything to gain - and quite possibly everything to lose, if you do not adopt a personal or employee action plan process into your life

Motivational Lessons For Success **How Do You Stand With Yourself?**

*"No man can be cheated out of an honorable career in life unless he cheats himself."
- Emerson*

Even though a person may possess millions, if he doesn't stand well with himself, if he has lost his self-respect, his honor, his integrity, in the process of making his fortune, he is a failure.

He has cheated himself out of an honorable career and a fulfilling life experience.

You can withstand all sorts of disappointments that come your way, even after you have done your level best, but disappointment with yourself for not trying hard enough, not giving what you were capable of giving - this can eat away at you all your life.

Many a man who is popular in public, looked up to with great admiration and regard, has not the slightest respect for himself because he is conscious that he is not living the life he should, the life most people think he is living.

No man or woman can get around that little "God-like" voice within us that says "Right!" to the right acts, and "Wrong!" to the wrong acts.

Whatever your position in life, you will always have to live with yourself, and it is to your best interest to see that you are in good company with yourself.

After you have done your best, you can look on, serenely poised, even in the midst of failure and disaster. But disappointment with your self, the loss of self-respect, can be a fatal obstacle to real success and happiness.

SECTION 9.1

GOALS FOR PUBLIC CONSUMPTION?

Should a goal setting presentation remain private? Our **Goal Setting For Success** tool answers this question and more. In the following information, you'll learn how to best communicate your goals to the world.

"Life shrinks or expands in proportion to one's courage"
- Anais Nin

Obviously, some goals will be very personal in nature and you will want to keep those to yourself, or only disclose information to people that are very close to you; those you know and trust completely.

However, for the most part it is a very good idea to share your goals with the outside world. Every time you tell someone that you are committed to a particular goal, it will strengthen your resolve to follow through.

In other words, when we make our goals public, we gain some leverage on ourselves to do that which we have said we will do. If we do not follow through, then we know that one of the consequences of that will be that people won't believe what we say going forward. In effect, we will lose credibility, our very reputation can be at stake.

Making our goal setting presentation in a public way, is a courageous act to be sure. It's a way for us to burn the bridges of possible retreat.

Another important benefit from the public sharing of your goal setting presentation is that you will learn how your friends, family and other acquaintances can assist you in achieving your goals.

One thing you will definitely want to avoid is sharing your goals with anyone who is a pessimist, anyone who will balk at your dreams of success. We simply don't need to hear their negativity so there is no benefit to sharing our goals with anyone of this nature.

Although there can be risk associated with the public display of your goal setting presentation plan, there are far more benefits - so proceed accordingly and you'll quickly become more comfortable with being more open to the outside world.

Motivational Lessons For Success

Burn Your Bridges Behind You

*"One man or woman with courage, makes a majority."
- Andrew Jackson*

When Julius Caesar landed his army in England, he was determined to take no chances of possible retreat. He wanted to show his men that their invasion meant victory or certain death, and he burned all his ships before their eyes.

Like Napoleon, he had the power of final decision, which sacrificed every conflicting plan in an instant. We must take the same courage as we make our goal setting presentation plan.

When we communicate our plans to the world, they should have no doubt that we are serious and committed to the task.

People often make the mistake, when they start on an important undertaking, of leaving open a way of retreat if things go too hard.

No one can call upon his greatest reserves, do the greatest things possible, while he knows full well that if the battle gets too difficult he has a quick line of retreat.

There is a high power in burning all bridges behind you, in committing yourself so thoroughly to your calling that no discouragement or obstacle can tempt you to turn back.

"Turned back for want of grit in the hour of discouragement." Would make a fitting epitaph for millions of people who have given up the fight.

SECTION 9.2

Too Close To Home?

In every action plan example, we seem to fear anyone who might criticize our ambition. Those people need to read **Goal Setting For Success**. In the following information, you'll learn how respond to the nay-sayers.

*"There is nothing else so valuable as one's physical and mental energy, which should be preserved at whatever cost."
- Orison Marden*

First and foremost, it's important that we not allow anyone to affect us in a way that brings us down or causes us to lose our enthusiasm for achieving a better life.

The only words that can truly impact us negatively are the words we give power to. Certainly, the words we speak to ourselves are the ones that always have the greatest impact, both positively and negatively.

The words that others speak aloud are not within our control. People will say what they will, regardless of how truthful or hurtful or just downright mean those words may be.

However, we must know with conviction that words spoken by others can only bring us down if we attach meaning to them. Too often, we allow what other people say to discourage us. When we hear negative feedback, we must ask ourselves what that person is really trying to accomplish.

Do their words reflect a fair assessment of us, or do their words reflect a more accurate picture of that person's lack of self-esteem. For the most part, people who are negative towards others do not represent the qualities desired in a good action plan example. Rather, these people are quite insecure and lack any real feelings of personal self-worth.

When you understand the motivation behind a person's negativity, it's much easier to let their words roll off your shoulders, missing you entirely, passing you by without any hurt or impact of any sort.

Ignore the nay-sayers, for they represent mediocrity and/or failure, they will never rise to a higher place.

Motivational Lessons For Success

Vitality Sappers

*"What you get by achieving your goals is not as important
as what you become by achieving your goals."
- Zig Ziglar*

The man who would make the most of life must learn "to be good to himself;" that is, while he should strain every nerve to develop himself to the utmost, he must remember that his success will depend very largely upon the care he takes of his success-machine - himself.

Too many so called successful men and women are their own worst enemies. They would never think of abusing an animal or any other living creature, yet they do upon themselves.

They push themselves to exhaustion through overwork; they go without eating properly; they deprive themselves of sleep or well-earned recreation. Yet, they cannot understand why their greed for money is not rewarded to the extent they feel entitled, as a reward for their sacrifice.

Lack of sleep, lack of exercise in the fresh open air, lack of nourishing food or engaging conversation with friends and family, overwork, doing our work with a feeling of drudgery - all these things are leaks which sap our energy and rob us of the great reserve which enables one to achieve great results and a sense of fulfillment.

If you would make the most of yourself, cut away as part of your action plan example, all of your vitality sappers. Get rid of anything that would hamper you or hold you back; everything that wastes your energy or cuts down on your working capital.

Always ask yourself, "What is there in this thing I am going to do which will add to my life-work, increase my power, keep me in superb condition to do the best thing possible to me?"

CHAPTER 10

M.A.P. TO SUCCESS

If only everybody knew how to set goal plans effectively. Now they can with our Goal Setting For Success tool for aspiring leaders. In the following information, you'll learn how to break down your goals into small achievable steps.

"When do most people change? When they finally reach an emotional threshold, most people can then begin to take action."

- Anthony Robbins

Earlier in our guide we covered the importance of identifying your purpose, and also how you should always clearly visualize your result or outcome. Once you've done this, your first question is probably something like, "Okay, now what do I do?" or "How will I ever accomplish such a great feat?"

The next step, as you learn how to set goal plans, is to identify all of the smaller tasks that will need to be achieving in order to reach your ultimate goal.

To help you identify and organize these smaller tasks, we utilize the **Three "C" Process**, which includes:

1. CAPTURE - Sit down in a quiet area, with a pen and notebook, where you can think and write peacefully. Picture clearly the goal you will achieve. Picture the goal waiting for you on the other side of a wide river that has many large boulders sticking out of the water. These are your stepping stones to your success. Determine clearly just how many stepping stones you will need in order to realistically meet your objective.

Then, begin to name each stepping stone. Each stone is now a subheading under your larger goal outline.

Once you have identified the stepping stones, you will need to take each stone one at a time and identify every single task that will be associated with the stepping stone. Make your list as long and as broad as necessary. We'll work to condense the list next.

2. COMBINE - Once you've created your list of projects (stepping stones) and associated tasks, you are probably wondering what you've gotten yourself into. Indeed the list is long. But you've already completed the most difficult part of how to set goal plans. You've got your raw M.A.P. or Master Action Plan down on paper.

Next you need to review all your tasks together and see if you can't combine some of the tasks in order to leverage your time and get the most out of every hour you invest. For instance, if one task requires you to make a trip to another city, ask yourself what other tasks you might be able to complete during the same trip, or while you sit in the airport or on the plane.

The art of combining your tasks will provide you with an emotional boost as you begin to quickly check off each task as it's completed. Soon you'll be making your way across that river to your ultimate goal.

3. COMMIT - The third "C" is provided here simply as a reminder. As you begin to tackle each project and every single task, you WILL run into barriers. Expect them in advance. Try to anticipate these obstacles. Complete a "what if" exercise to help yourself to prepare for things to not always go according to plan.

Commit yourself to conquering your fears and overcoming any obstacle that rears its ugly head. As you face these barriers and overcome each one, you'll grow stronger in your confidence, you'll continue to build your physical and emotional foundation and you will truly become a warrior in the great battle of life.

By using this three-step process, you'll find yourself managing multiple projects very effectively. Most people are only able to focus on a limited number of items at one time. Because you now have a "system" for success, you'll be achieving results at lightening speed and quickly passing by your astonished peers.

Motivational Lessons For Success **Facing Life The Right Way**

"There is nothing human beings need quite so much as sweetness and light, as love, friendship, sympathy and unselfish service. These are what make life worth living."

- Unknown

The expectation of winning, even though we cannot see how or when, is a tremendous sustainer, a wonderful stimulus to effort and a real dynamic force.

Hope and determination are mighty factors in the life race.

"Expect eternally what you desire; and act always as if every expectation were coming true," says Christian D. Larson.

Your expectation opens or closes the doors of your supply. If you expect grand things, and work honestly for them, they will come to you, your results will correspond with your expectations.

The vast majority of people who fail, anticipate failure - they expect it. Long before they failed, they had a fear of failure, pictured it in their minds, and this fear and mental picturing sapped much of their ability and wasted much of the mental power that if rightly used, would have brought them success.

In learning how to set goal plans, you must not allow negative images into your minds eye. It will only weaken your chances for victory.

Dr. Oliver Wendell Holmes said that the important thing is not where you stand but the direction in which you are facing. In other words, it is not your environment; not the place from which you start and not how far you have gone, but which way you face mentally that counts.

If you wish to change your life, change first your outlook upon life. Doing so will change the direction you face, and the life you lead.

CHAPTER 11

KEEPING IT REAL

When setting goal for yourself, be sure to keep your **Goal Setting For Success** tool within reach and remember this chapter on Keeping It Real. In the following information, you'll learn how your perspective on success will change.

"Limitation in thought will certainly produce limitation in possession."

– Unknown

Too often people pursue the empty goal of achieving great wealth, to possess all of life's riches, to become a millionaire - or even a billionaire.

This is a solid example of having a goal, without a purpose. A goal without a purpose will lead to only an empty result. Even if you assume you become rich in money, your heart and your mind will remain poor and empty. Money is never the answer - it does not buy happiness.

As we've walked you through the process of setting goal for yourself, we've continually emphasized the higher and bigger things associated with goal setting. We've spoken at length about issues of conscience, character, doing the right things, giving to others, and planning your life in a way that allows you to lead a life of passion using a high moral compass.

Goal setting does indeed produce greater results for anyone willing to put in the time and do the work. However, without your goals being planted firmly in a greater purpose; without the enthusiasm and passions of the heart and mind properly employed, your goals will never lead you to a life of happiness.

So let's make sure that we always keep it real in terms of knowing what our true purpose is, knowing clearly what we want - and why we want it. This will ensure we spend our time wisely and end up with the ultimate outcomes we truly desire.

Learn more about to go about setting goal for yourself and creating goal setting activity plans for the [Time Of Your Life](#), a product created by the Anthony Robbins Institute for maximum results

and higher achievement.

For a less expensive, yet very effective alternative, check out [FranklinCovey](#).

Motivational Lessons For Success **Have You An "Alley-Cat" Consciousness?**

*"I myself am good fortune."
- Walt Whitman*

The following fable was once told by Dr. Joseph Perry Green during a lecture in New York:

"A common mongrel cat and a fine Persian cat often met in an alley. The alley cat noticed that people seemed to love the Persian cat very much. She was petted and fed, and everybody was kind to her and called to her when they saw her.

But with the alley cat things went in the reverse. Nobody came near to pet her; in fact, everybody seemed to run away from her, except the boys and dogs, which would chase her, and the other cats of the neighborhood, who were constantly fighting with and abusing her.

Once day she asked the Persian cat what made the tremendous difference between them; why it was that she, the Persian cat, received such good treatment from everybody, while she, the poor alley cat, was treated so shamefully?

The Persian cat replied, 'Why, that is because I am puffed up. I know I am some cat! The reason you get such treatment as you do is because everybody can see that you think you are nothing but a miserable, despised, mongrel cat.'

The poor alley cat felt terribly depressed and despondent, and asked how she could change all this. The Persian cat told her "begin believing in and setting goal for yourself. Repeat to yourself constantly: 'I am a wonderful cat; everybody loves me, everybody is kind to me.'

The alley cat commenced doing this and soon she noticed that the treatment she received began to change very quickly. This encouraged her to keep thinking better of herself.

She kept affirming that she was 'some cat,' and gradually she was recognized as such, although she had no Persian blood in her. She had, however, adopted the Persian cat consciousness.

The alley-cat consciousness was cast out by the larger, richer consciousness she had adopted."

CHAPTER 12

GET-TO-IT-TIVE-NESS!

Develop your own action plan definition using our **Goal Setting For Success** tool for aspiring leaders. In the following information, you'll learn how to do what others aren't willing to do in order to succeed.

"Do it now! You become a success the moment you begin moving toward a worthwhile goal."
– Unknown

Lofty dreams and goals require that you be willing to take action. The term "get-to-it-tive-ness" represents the level that one is willing to do whatever is necessary in order to ensure progress and to eventually achieve a desired outcome.

The tools and the insights we have shared thus far in this goal setting guide, are meant to open your eyes to the wonderful things that can happen when you have a clear purpose, a specific plan and the right mindset.

But there is still one very important ingredient that is absolutely necessary in order for your plan to come full circle. You must continually TAKE ACTION. Each and every day, be sure you take some action to keep your progress moving forward.

It is one thing to have a plan, but no plan is worth anything, if you are unwilling or unable to fully execute it.

So, what are you waiting for, GET-TO-IT.

Successful people are the sort of individuals who when they see a piece of trash on the office floor, they pick it up. They do not think it is beneath them, they just know that it's a piece of trash, it needs to be picked up, and they happen to be in the closest vicinity to accomplish the task. End of story, no more trash on the floor, life moves along swiftly.

For some reason, scores of other people have walked right past that same piece of trash on the floor, looked down and saw the item, only to walk right past it as if they might catch a disease if they were to associate themselves with a janitorial task.

The fact is that successful people do what unsuccessful people aren't willing to do. They do what needs done so they can make continual progress in their goals.

In this spirit, we offer you this action plan definition: *"get-to-it-tive-ness - what successful people possess and exhibit routinely."*

Motivational Lessons For Success

Today Is The Day!

"Upon the brink of mighty things we stand!"
– *Unknown*

When determining your own action plan definition, you are encouraged to establish the bar for yourself as high as humanly possible.

Never before in the world's history have we stood upon the brink of such mighty things as we do today. All the past ages have been like a snowball rolling up to the greatness of here and now.

Today is the sum of all the past centuries. It is the storehouse into which the ages have poured their treasures. Every inventor, every discoverer, every philosopher and workman who has ever lived has contributed the results of his efforts to this day.

What a remarkable starting point it is for anyone who decides that "Today is the day I change my life for the better!"

Too many people, unfortunately, seem to think that any time other than the present would be the best time to live in. But they will all miss out on what is right in front of them. Those who will move the world forward must be a part of it, fully engaged in it, and committed to doing all he or she can to make the future even brighter.

Live in the present and use your time today to the best possible advantage. Never spend your time looking back in regret over your mistakes or failures. It is done and it is now in the past. Instead, take what you've learned and use your experiences to ensure your future success.

SECTION 12.1

SUCCESS IS RIGHT NOW!

Let's get on with the business of achieving goal plans successfully. Now you can with our Goal Setting For Success tool for aspiring leaders. In the following information, you'll learn how to avoid procrastination.

*"Your reserve power will stand in the background until your self-faith calls it into action."
- Marden*

Seems like so many adopt the famous line "I'll do it tomorrow".

Unfortunately, the longer one is willing to put things off, the less likely it is that the task will get done at all, or if it is done it is finished in a hasty manner.

Beware of forming a habit of procrastination, for it is the great goal killer! Those who procrastinate, limit their potential to achieve goal plans and limit the opportunity for great things to come into their life.

The obvious question then is "How do I avoid or conquer the bad habit of procrastination? Great news! You are already beginning to acquire the tools and resources necessary to win this battle. Below is a list of the top four things you can do, many of which you are already doing as a part of reading Goal Setting For Success, to win out over the tendency to procrastinate creating and achieving goal plans.

Four Ways To Conquer Procrastination

1. **Get Yourself Organized!** - when your day is planned, when your life is organized, you immediately limit the chances that procrastination will enter your life. Organization and goal planning will empower you to stop the bad habit of putting things off.
2. **Break Tasks Down** - By breaking down a large goal that can tend to overwhelm us into submission, into smaller tasks, we more clearly see that can achieve goal commitments. When we break things down into bite-sized tasks, we more easily convince ourselves that a larger goal is realistic and we therefore provide ourselves with the leverage we need to push forward.
3. **Public Proclamations** - When we announce our intentions to the world, we add a dose of healthy pressure to our situation. This "peer pressure" if you will, that we purposefully create, give us a much needed push to continue onward when we experience a weak moment.
4. **Accept the Challenge!** - Begin to see procrastination as a "Little Monster" that you are determined to destroy. Whenever it raises it's ugly little head, accept his challenge. Whatever it is that the little monster is trying to convince you to put off, **DO IT IMMEDIATELY**, get

on with the process of achieving goal plans. In effect, squash the beast right then and there. In doing so, you will gain self-esteem and over time, the little beast will have less and less influence in your life.

Most people who procrastinate do not work successfully toward achieving goal plans. They do not spending time on self-improvement and personal development. By virtue of the fact you are reading this guide, you are already well on your way to conquering the "putting-off" habit.

Motivational Lessons For Success **Winning Out In Middle Life**

"Success is not a question of age, but of self-faith. Before we can win out in life we must believe in our power to win."

- Marden

No matter what your age, if you have your health, there is a career somewhere waiting for you. If you don't find it, it is your own fault.

Are you one of those people who when they reached a certain age began to settle down to elderly ways? Did you drop the practices of your younger days and excused yourself from doing all sorts of things on account of your age?

If you've formed the habit when asked to do anything new or unusual of saying, "Oh, I am too old for that"; "It is too late for me to attempt it"; "I could have done that years ago, but not today"; "Achieving goal plans are for younger people" - no reasonable employer will want you.

It is pitiable to see a man in middle life looking like a very old man, going around hunting for a job wearing a hopeless expression, often cynical and pessimistic, indifferent to the things which interest everybody else about him. His very appearance is a proclamation of decay.

We understand more clearly today the tremendous force of our thoughts and convictions in materializing the things on which we concentrate. Our thoughts determine whom we become, how successfully we go about achieving goal plans, and where we are going in life.

If you hold the thought that your ambition is waning, that your faculties are deteriorating, you will soon become convinced that it is no use for you to enter into competition with younger men and women, and you will begin to take a back seat in life. You will voluntarily fall behind.

Remember always that the world will see you, no matter what your age, precisely how you see yourself. You will be taken at your own valuation.

There is no greater tonic to the aging process than joy, hope, good cheer, gladness, faith in God and self-confidence. If you would remain young then maintain these youthful traits - cultivate them.

When we learn to think of ourselves as always young; we open our lives up to a whole banquet of new beginnings.

SECTION 12.2

EXPECT CHANGE

Goal setting guidelines include being open to changing goals. Learn how using our **Goal Setting For Success** tool for aspiring leaders. In the following information, you'll learn how to quickly adapt to changing goals.

"When you are through changing, you are through."
- Bruce Baxton

So what if your goals change? The truth is that your goals should change. Something would truly be wrong if your goals and dreams did not change as you begin to embrace goal setting and life management more firmly.

Change is a good thing, although many people have an immediate instinct to repel change. The reason so many fear changes, is due to a fear of the unknown.

However, as you learn and grow as a result of following our goal setting guidelines, you will find that your goals will change along the way. Your dreams will become clearer and more vivid.

Sometimes what you thought you wanted out of life will no longer be appealing to you as you see life with more clarity. When this happens, change will be necessary.

The reality is that most people's goals will change over time, and they should change if they are to remain in a perpetual state of personal growth. In fact, growth requires change.

The best thing you can do in dealing constructively with changing goals, or change in general, is to welcome it openly. Expect change to happen and when it does, work quickly to adapt to it and to respond to it positively.

If you tend to repel change, then you are in effect limiting your opportunities, your chances to benefit from new experiences, and you diminish your ability to advance and grow as a human being.

Change is good, change is right - and change represents progress. While some change can be harmful and unhealthy, we must not discount changing events until we have first taken the time to inspect them closely.

Certainly we always maintain the right to keep what works and that which is helpful and to toss away that which is unworthy of our time.

Learn more about goal setting guidelines and how to create goals for the Time Of Your Life, a product created by the Anthony Robbins Institute for maximum results and higher achievement.

For a less expensive, yet very effective alternative, check out FranklinCovey.

Motivational Lessons For Success

Finding Your Right Place

"It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change."

– Unknown

What your friends or relatives or the people at large think you ought to do has nothing whatsoever to do with what you are intended by your Creator to accomplish.

You alone can read the sealed message that you brought with you into this world. It is a secret to all but you and God. Even your dearest friend does not know for certain what it says.

The difference between success and failure is one's ability to find his or her true place in the world.

It is a sad event to see a man or woman who has missed their calling, and who is unwilling to change their path in order to correct their mistake. They go through life as a round peg, forever working to fit into a square hole.

If your position does not fit you perfectly, if the hours drag heavily upon you, if you do not feel a sense of pride in your work, then you are not residing in your right place.

Our work should be our greatest character-builder. It should continually hold our interest and push us to better ourselves. The making of an honorable man or woman, should be the first object of a vocation of our own choosing.

There are many occupations where you may get a good living, but in which there is no growth. They will not push you out, force you to enlarge your mentality or make you a broader and more enlightened individual.

Whatever you do for a living, avoid occupations which do not force you to grow; which will not make any special call upon your originality, your ingenuity, your resourcefulness; which will not bring your initiative or your qualities of leadership into play.

There is no reason why an adult's work should not give him or her as much satisfaction and pleasure as the child's play.

CHAPTER 13

MONITOR & TRACK PROGRESS

Creating action plan goals effectively. Now you can with our Goal Setting For Success tool for aspiring leaders. In the following information, you'll learn how to monitor and track your goals daily.

"Half the money I spend on advertising is wasted, the trouble is I don't know which half."
- Unknown Retailer

You probably have a vague idea of whether or not you are making progress in the important areas of your life. But do you know for sure? How do you measure your success? How do you track your progress?

Perhaps you have one of those "sinking feelings" that things aren't going in the direction you would like. These "gut feels" are in fact your basic instincts screaming that you should begin to track results more closely.

For example, one cannot balance a personal checkbook by feel, or run their life by gut alone. No matter whether your enterprise is large or small, tracking your progress daily will result in tremendous benefits.

Three benefits of creating action plan goals and tracking your results:

1. **Increase Results** - Whatever you track daily will expand. Tracking provides the focus necessary for growing your results. When creating action plan goals, make certain the results can be clearly measured.
2. **Save Time** - Tracking requires you to assemble your reporting tools prior to the activity beginning. Having this system in place from the start will save you considerable time throughout the tracking period. Invest the time necessary up front and then reap the rewards in terms of time savings throughout the campaign.
3. **Save Money** - Tracking provides a daily means for identifying trends and measuring results. If something isn't working, tracking will allow you to spot this more quickly so that you can respond accordingly. Be sure you are only spending money on activities that are beneficial and that prove to be most effective.

Creating action plan goals requires tracking. Regular tracking and reporting are necessary for realizing optimal results. Track your progress in each of your life categories to ensure that you realize the quality results you seek.

Motivational Lessons For Success

System Multiplies Ability

*"This is the day of thinkers, of planners, of trackers."
- Marden*

In many of the smaller businesses that have never been able to rise above mediocrity, you will find high-priced employees opening mail, sorting letters, sending out circulars, doing all sorts of work that could just as well be done by lower salaried staff.

Too few businessmen and women make a proper study of the economy of time and energy of their employees. The great majority of employers do not know how to project themselves into others and to multiply the powers of those around them by using a system.

Whether in your business or personal life, if you do not adopt a system for success you will suffer enormous waste.

Men and women who lack a successful system are continually crying out for more resources, more money and more staff. The more resources they invest in, the less likely that their profits will be substantial enough to carry their business or the household forward.

Misdirected, system-less work will make any endeavor ineffective.

Careful planning and a simple, effective system will assist someone with a moderate ability to accomplish extraordinary results.

The person with the more effective system or method is blessed with the most time. Her business and her life tend to go "according to plan" the more she invests time in creating action plan goals. Her success does not depend on always being present or standing at the helm every moment of the day.

The successful person learns to duplicate herself through others who can be depended on to carry out her program.

It is the deep, systematic thinker with a plan and with the executive ability to carry it out that succeeds.

SECTION 13.1

MEASURE EFFECTIVENESS

Another goal setting lesson plan for successful living. We hope you are enjoying our free Goal Setting For Success tool for aspiring leaders. In the following information, you'll learn how to evaluate the effectiveness of your goal plan.

*"Your goals are the road maps that guide you and show you what is possible in your life."
- Les Brown*

How do you know whether or not your plan is working? An athlete and his or her fans know if the actions taken are effective simply by looking at the scoreboard. A businessperson can tell if their business strategy is working by reading the bottom line of the profit and loss statement.

But how do we know if we are winning in life? How do we determine how effective and efficient we are at carrying out our goal setting lesson plan? Is our plan working or does it need to be changed?

When assessing the level of success you are experiencing in each of your key life categories, it is imperative that you ask and answer four key questions.

Four Questions for Effective Evaluation:

1. **What have I learned?** - This may include knowledge that has been gained, skills that were developed, and mistakes that should not be repeated.
2. **What actions have worked? Not worked?** - Detail the effectiveness of specific tasks. Did each task achieved do what was intended to support the larger goal? Detail actions taken that did not provide the expected benefits.
3. **What progress has been made?** - In each life category, can you honestly score yourself higher than you did at the beginning of your goal setting lesson plan journey? Explain how you have grown emotionally, physically, intellectually, spiritually, financially and in the quality of your relationships.
4. **What adjustments to my plan are necessary for maximum results?** - What do you plan to do differently? What should you do less of, more of, and what should you stop doing altogether? What should you add to your plan that you now realize is missing?

The questions you use to measure your effectiveness are critical to the long-term success of your goal setting lesson plan. Other tools that can be utilized to measure success might include things such as: surveys, one-on-one interviews, focus groups, and so on).

Motivational Lessons For Success

Effective Habits

"Practically all the achievements of the human race are but the accomplishments of effective habits."

- Lamartinen

"I never could have done what I have done," said Charles Dickens, referring to the time when he mastered shorthand, "without the habits of punctuality, process, and diligence, without the determination to concentrate myself on one subject at a time, no matter how quickly its successor should come upon its heels."

For good reason, every man or women has been defined by their "bundle of habits". Every tiny virtue we adopt, or every vice we accept, leaves its mark upon us.

Life itself is to a great extent a series of habits. All the difference between a free man and a slave, is determined based on their habits.

Habits are commonly spoken of in the negative, referring to the habits of consuming alcohol, taking drugs, biting your nails, arriving late, displaying a negative disposition, etc.

To the contrary, habits can serve us wisely and provide us with great powers to learn, grow and achieve. We can train and educate ourselves, through habit, to do innumerable things automatically and thus save time and energy for other more important tasks.

We can form habits that will make our lives clean and beautiful, or we can give in to our lower tendencies that might lead us straight to the poorhouse or the penitentiary.

What some people call fate, is actually a web of their own weaving, from threads of their own spinning - their thoughts and acts that have become habitual.

The effective habit of always choosing the highest within one's reach, of doing the best thing possible under the circumstances, cannot be overestimated. This is a critical goal setting lesson plan. Every day of your life will add a new chapter of growth and improvement to your character when higher habits are formed.

CHAPTER 14

STICK-TO-IT-TIVE-NESS!

Have you downloaded your free plan of action template? Now you can as part of our Goal Setting For Success tool for aspiring leaders. In the following information, you'll learn how to stick to the process of goal setting.

*"Persistent people begin their success where others end in failure."
- Edward Eggleston*

As you continue the process of planning your goals, and indeed, planning your life, DECIDE NOW that you will never give up on your goal plan, no matter how hard the struggle may be.

As we've discussed throughout Goal Setting For Success, having an aspiration to do great things is only half the battle. You must have a systematic process to ensure that your goals are reached.

In fact, too many people start their goal planning much like they do when they make their New Year's resolutions. They are very energized at first and they make some initial progress on their goals in the very short term.

However, as time goes on and they allow themselves to become inundated with "other pressing matters", their enthusiasm wanes and they slowly drift away from that which would truly give them everlasting joy and fulfillment.

Successful people gain leverage on themselves to ensure they continue to make systematic progress on their goals.

Top 5 for Stick-To-It-Tive-Ness in goal setting:

1. **Know What You Are Signing Up For** - The goal setting process (using our free plan of action template) is an ongoing and never-ending process. Goal setting is a lifelong process, it is NOT a single event.
2. **Revisit Goals Regularly** - Your goals planner should be within reach at all times. Where ever you are, get used to taking your goals planner with you. Every month you should take time out to review your list of accomplishments. Review all the actions you've taken throughout the month that will support your future victories. This will help to keep you motivated and enthused about the next tasks. At least yearly, update and establish new goals for the coming year using our free plan of action template.
3. **Anticipate Problems** - Know from the very start that challenges and barriers will need to be faced and overcome. The more you can anticipate potential issues before they occur, the less impact they will have when they do arise and the more quickly you'll be able to

address and continue on to your next task. Through effective anticipation, you'll quickly have a mindset that nothing can stop you from achieving your goals.

4. **Analyze & Update** - Stay in touch with your rate of progress. Regularly analyze what you've accomplished within the set time period. Determine whether the current rate of success is acceptable or whether you need to step it up in order to get to where you want to be within a reasonable timeline. Respond to your analysis with more immediate action. Adjust your actions so that your results will be in line with your expectations for success.
5. **Celebrate Successes** - Take time along the way to celebrate your success. No matter how large or small that step is, understand that every step is important. If not for each step, you would not progress forward to eventually achieve your larger goal.

Too many lives are filled with half-finished tasks that started with a good deal of energy and enthusiasm, only to be dropped due to a lack of staying power - a lack of stick-to-it-tive-ness.

Leverage the above five suggestions, using our free plan of action template, in order to ensure you maintain the momentum you've worked so hard to acquire.

Motivational Lessons For Success **Clear Grit for Success**

*"Grit is the master key which unlocks all difficulties.
What has it not accomplished?"
- Orison S. Marden*

No substitute has ever been discovered for tenacity of purpose. Nothing can take the place of clear grit. An education cannot, a rich parent cannot, not even the most effective free plan of action template cannot - nor can any other possible advantage.

Persistence of purpose is characteristic of all men and women who have accomplished great things.

The whole history of achievement shows us that grit and determination has overcome the worst poverty, the most dire of circumstances, and it has been more than a match for life's most destructive forces.

When you come upon a person who is resolute in that, come what may, he is going to do the thing he has set his heart upon, and that there are no "ifs" or "buts" about it, you may be sure he is made of the winning material, the right stuff!

If there is one thing a person should never hesitate to fight for, it is the freedom to pursue his or her passion, the great ideal, the one true purpose in life.

The thing that will make every person's life distinctive, which will make it a supreme accomplishment, is to spend it doing that which God intended. No matter how difficult your present condition is, you should never give up hope or your determination to pursue that one ideal goal.

SECTION 14.1

IT IS UP TO ME!

Motivation and goal setting can be a difficult thing to maintain. Now they can with our **Goal Setting For Success** tool for aspiring leaders. In the following information, you'll learn how to stay focused in your goal setting efforts.

*"Winning isn't everything. Wanting to win is."
- Catfish Hunter*

Very often we hear from people who are new to goal setting, "But how do I stay focused and on track with my goal setting?"

The truth of the matter is that you have to take complete ownership of your life in order to ensure your own success.

No one but you can get you out of bed in the morning.

No one but you can decide what you will accept or reject in your life.

No one but you can determine your values and ideals.

No one but you knows what it's going to take for you to become happy.

No one but you can accept what's wrong in your life and what you are willing to do to change destructive patterns.

No one but YOU, can live YOUR LIFE the way YOU are meant to live it.

Certainly, life does have a way of taking us off our focus, distracting us from what our true focus should be. This is why we provided the list of ways to gain leverage on yourself, to support you in the goal setting process, in the earlier section on Stick-To-It-Tive-Ness!.

Above all else, remember that your goals must be about the things that you are most passionate about. Passion is your greatest motivator. Motivation and goal setting are best friends who will always support you as you work to make your life - a masterpiece.

Learn more about motivation and goal setting for the Time Of Your Life, a product created by the Anthony Robbins Institute for maximum results and higher achievement.

For a less expensive, yet very effective alternative, check out FranklinCovey.

Motivational Lessons For Success

The Open Door

"No matter how poor you may be now, if you assume and hold the right mental attitude, the belief that abundance, not poverty, is your birthright, you will not long remain poor."

– Unknown

The next time you feel blue and discouraged; when the struggle to make a living seems especially hard; when motivation and goal setting is non-existent; when you may be inclined to grow hard and bitter because you think fate is against you - recall this divine promise; "Behold, I have set before you an open door which *no man can shut*."

The open door means a way out of our difficulties, a solution to our problems; and this door which our Creator has opened to us, no man can shut.

The promise is not for only a favored few, but for everyone; and you yourself are the only one than can bar the door that He holds open for you.

Every so often you hear of someone who states, "this is too good to be true". They don't believe their good fortune will last. Somehow they are convinced they are not even worthy of what has come their way. To these people we should say the following:

"Now this is your challenge, my friend, you don't believe that good things were intended for you; you don't believe that you were ever intended for prosperity, to enjoy luxuries. Ever since I've known you, you have been 'just getting along,' barely existing. You seem to think that this is the natural thing. But the very opposite is true. This is not the life that was intended for you. There are enough resources in the world to make every human being well off, to make each one prosperous. We need not be worried about exhausting the world supply. You think your little bit of good fortune is too good to be true. It is foolish of you to entertain such a thought. There is nothing too good to be true for God's children."

If you think you have no chance; if you are convinced that there is no opportunity for you anywhere on this beautiful earth; if you do not try to enter the open door, but sit down and blame fate or luck repeatedly for your plight - you will in effect be closing your door to happiness. You will not realize your full potential.

Get rid of fear! It is only fear that keeps you perpetually struggling against terrific odds instead of overcoming them.

If fear has gotten hold of you and is choking your motivation and goal setting spirit, decide now to remove it from your mind, demand that it leave your presence never to return. In doing so you will re-open your door to all that is rightfully yours.

CHAPTER 15

Celebrate to Motivate

Celebrate success and experience the time of your life. Now you can with our **Goal Setting For Success** tool for aspiring leaders. In the following information, you'll learn how to take time to celebrate for maximum motivation.

*"To succeed you need to find something to hold on to, something to motivate you, something to inspire you."
- Tony Dorsett*

We must take time to celebrate our successes, to experience the joy and sense of accomplishment that we so richly deserve when we meet a goal, no matter how large or small in nature.

The achievement of any goal is no small thing, it is an important and noteworthy event in your life. You should make the most of it by recognizing it fully and reward yourself accordingly.

Be sure to share your news of success with those you love. Allow friends and family who support you to enjoy the moment alongside you. Invite those close to you to your "pat-on-the-back" party. Your success may be just the thing that will inspire someone else to begin the goal setting process.

Celebrating our successes allows us to more easily maintain the momentum that we have created.

Celebrating our successes helps to reinvigorate our minds and our bodies as we take time out to enjoy the fruits of our labor.

Celebrating our successes reinforces our commitment to continue forward in our quest for self-improvement and personal development.

Celebrating our successes is a gift we give ourselves for a job well done, in our efforts to make a life that's worth living.

Attach specific rewards (carrots) to each of your goal milestones. These rewards should help to keep you motivated along your journey to success.

Motivational Lessons For Success

Celebrate As An Investment

*"A vacation pays as much from the standpoint of character as from any other point of view."
- O.S. Marden*

Notice all the workers in every profession and see how they depreciate for lack of a well-deserved vacation. Their looks fade faster than is natural due to the stress they allow to inhabit their minds and bodies.

The wise ones among these too often jaded workers make up their minds to regularly take time off to rejuvenate their spirit, reinvigorate their bodies and to refresh their outlook on life.

After only a short one or two weeks away from the office, they return; and oh, what a marvelous change! They have literally been born again. They return with new hopes, broader visions, a calmer and sweeter disposition for all to enjoy.

How is it possible for anyone to make a more profitable investment of his time than to that which will give him a firmer grip on his business, increase his ability to cope more effectively with the problems of every day life, and to refresh everything about him?

Whenever you hear a man or woman say they can't afford to take a vacation, there is something wrong somewhere in their reasoning. Recreation is a necessary thing to the human spirit. We must allow ourselves time to be playful and to be joyous in order for us to be our best selves.

A vacation does not have to be a week or a month in length to be effective. You might only require a short time away from your work in order to renew your energy. A short nap during the day, a walk around the block to get some fresh air, a workout at the gym three days a week - all of these constitute a reinvestment in yourself.

Take the time to celebrate your successes, and also be sure to take the time to manage your reserve energy for maximum success and personal fulfillment. Everyday is an important chapter as you live the time of your life.

EXHIBIT A

Fitness Goal Planning Example

Goal planning software can be a terrific tool for those who embrace newer technology. Goal Setting For Success encourages you to weigh the benefits of using a manual planner versus a more automated system.

*"One machine can do the work of fifty ordinary men.
No machine can do the work of one extraordinary man."
- Elbert Hubbard*

In the following information, we've provided a step-by-step example of how to use the Master Action Plan form (M.A.P.) most effectively. This does not require that you purchase any goal planning software.

(Image of the Master Action Plan (M.A.P.) form - [Download your free copy by filling out the M.A.P. Request Form](#))

Business Plan For: _____ **"By Whom?"** _____

Ultimate Outcome? (What must be achieved?) _____

Motivation? (Why is this important?) _____

High Impact Activities to Achieve Ultimate Outcome

"Of What?"	"How Much?"	"By When?"
1		
2		
3		
4		
5		
6		
7		

Barriers?	Solutions to Barriers?	Comments/Notes?
1		
2		
3		
4		
5		

5-Day Planner (M.A.P.) / Schedule of High Impact Activities?

	Activity 1	Activity 2
Monday	Activity 1	Activity 2
Tuesday	Activity 1	Activity 2
Wednesday	Activity 1	Activity 2
Thursday	Activity 1	Activity 2
Friday	Activity 1	Activity 2

Once you've downloaded and printed the M.A.P. form, you will want to go through the following steps to complete your manual goal plan. No goal planning software is required for this example. The following information provides a detailed example of how to establish a **Fitness Goal Plan**:

What's My Ultimate Goal or Outcome? (What must be achieved?)

I will lose 50 pounds in the next year and keep the weight off!

Why Do I Want To Do This? What's my purpose/motivation for achieving this goal?

(Hint: Attach as much emotion to your purpose as possible for maximum leverage.)

- To be around for my grandchildren
- To become my better self, healthier with higher self-esteem
- To be an example to those I love and who love me
- To ensure I live a long life
- To prevent disease and illness

What High-Impact Activities/Tasks Will Ensure My Success?

(Hint: Be specific, answer How Much, Of What and By When?)

- Get a physical exam within the next 7 days by Dr. X
- Join a local gym within the next 5 days and purchase a training package with a certified trainer
- Make an appointment within the next 5 days with a nutritionist to establish low calorie menu options that are nutritious and taste great
- Schedule time in my planner for weight training 3 days per week, and walk or run for 30 minutes on the off days.
- Write down all my meals and workouts so that I can keep myself on track daily and chart my progress.

What Barriers Do I Anticipate? How Will I Overcome These Barriers?

- Lack of willpower: Establish rewards for yourself for hitting each target along the way.
- Hard to diet with traveling out of town: Plan your meals in advance. Bring healthy snacks with you to curb hunger throughout the day.
- "I can't give up chocolate forever": Change your mindset. Do not see this as a one year diet, see it as a choice to improve your lifestyle forever. "Nothing tastes as good as fit feels."
- "My family won't support me": Understand that only you raise the fork to your mouth and only you determine how long to sit on the couch. Take complete ownership of how you live your life.

5-Day Planner:

Review the above high-impact activities. Use the 5-day planner to schedule your week to include the activities that will lead to your success. Continually assess and adjust the plan as needed.

Clearly, the above plan is not all-inclusive. In other words, it's not a complete plan that will take you all the way through the end of the year. The plan will need to be adjusted at regular intervals for maximum effectiveness.

However, the above example does represent a plan that will get a person off to a great start, with very specific stepping stones that can lead to success.

As you can see, we aren't trying to be fancy here. No goal planning software was required for the above exercise. However, for anyone interested in an inexpensive goal planning software product, check out [FranklinCovey](#).

Another great option is the RPM goal planning software, which is supported by an amazing 10-day life management course entitled [Time Of Your Life](#), a product created by the Anthony Robbins Institute for maximum results and higher achievement.

NOTE: Time of Your Life is our "Best Pick" for goal planning software, however both goal setting products are fully endorsed by Leadership-Tools.com

Motivational Lessons For Success Keeping Fit For Life

"Health is the thing that makes you feel that now is the best time of your life."

- F.P.Adams

Achievement does not depend so much upon the amount of money in your bank account. What's truly important is the amount of capital you have in yourself and how effectively you can use that material to do good things.

A man or woman who is weakened considerably by ill health, or who has sapped his energy by excessive use of tobacco, alcohol or drugs, has little chance for success when pitted against one who is healthy, robust and full of energy.

If you are truly committed to make the most of yourself, you will regard every bit of energy and every source of power, physical, mental and moral, as precious life-capital not to be parted with.

You will look upon every form of dissipation, and every little drain of energy, as an unpardonable waste, a sin - almost a crime.

Keep yourself fit so that you can do your work and lead your life with dignity and vitality, and without struggle or strain.

The secret of your future achievement is locked up in your brain, in your nerves and muscles, and in your ambition, determination and ideals.

Everything depends upon your physical and mental condition, for that governs your vitality, your vigor, and your ability to do great things.

Every indiscretion or wrong indulgence simply opens a leak, which drains off your success capital. Nature is not sentimental or merciful. If you violate her laws, you will pay the penalty for your bad decisions. Your body and your mind will respond in kind to how you treat them.

Take care of both the mind and body, and they will take care of you in your pursuit of success and higher achievement.

EXHIBIT B

Financial Goal Planning Example

Goal setting software can be a terrific tool for those who embrace newer technology. Goal Setting For Success encourages you to weigh the benefits of using a manual planner versus a more automated system.

"The real problem is not whether machines think but whether men do."
- Elbert Hubbard

In the following information, we've provided a step-by-step example of how to use the Master Action Plan form (M.A.P.) most effectively. This does not require that you purchase any goal setting software.

(Image of the Master Action Plan (M.A.P.) form - Download your free copy by filling out the [M.A.P. Request Form](#))

Business Plan For: _____ **"By Whom?"** _____

Ultimate Outcome? (What must be achieved?)

Motivation? (Why is this important?)

High Impact Activities to Achieve Ultimate Outcome

	"Of What?"	"How Much?"	"By When?"
1			
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Barriers?	Solutions to Barriers?	Comments/Notes?
1		
2		
3		
4		
5		

5-Day Planner (M.A.P.) / Schedule of High Impact Activities?

	Activity 1	Activity 2
Monday	Activity 1	Activity 2
Tuesday	Activity 1	Activity 2
Wednesday	Activity 1	Activity 2
Thursday	Activity 1	Activity 2
Friday	Activity 1	Activity 2

Once you've downloaded and printed the M.A.P. form, you will want to go through the following steps to complete your manual goal plan. No goal planning software is required for this example. The following information provides a detailed example of how to establish a **Financial Goal Plan**:

What's My Ultimate Goal or Outcome? (What must be achieved?)

To become debt free (excluding the house payment) within the next 18 months, with over \$1,000 in my savings account for emergencies.

Why Do I Want To Do This? What's my purpose/motivation for achieving this goal?

(Hint: Attach as much emotion to your purpose as possible for maximum leverage.)

- To break the chains of slavery. "The debtor is slave to the lender".
- To be able to maximize my greatest wealth-building asset, my salary.
- To minimize the stress in my life stemming from financial burdens, which will allow me to live a more fulfilling life, without the strain or worry of debt.
- To change the family pattern of living from paycheck to paycheck, which will enable my children to live a more prosperous and fulfilling life

What High-Impact Activities/Tasks Will Ensure My Success?

(Hint: Be specific, answer How Much, Of What and By When?)

- Write down all my Revenue and Expenses on a personal financial statement in order to assess just how large the debt issue is - this will be done within the next 2 days.
- List all my debts in order from largest to smallest - so I can focus on paying off the smallest debt first. Each time a debt is paid off, I will use that money and add it to the next largest debt, creating a snowball effect against my debt burden - I will complete this within the next 3 days.
- Create a detailed budget that accounts for every penny spent for the coming month. I will in effect spend all the money "in advance" on paper and then I will be resolute in sticking to my written budget in order to accomplish my goals - to be completed within the next 5 days.
- At the end of each month I will assess my progress and complete my written budget for next month - to be completed every month for the next 18 months.
- I will make a list of ways to earn more money to help accelerate the debt-snowball process. Activities might include looking for a second part-time job, starting a home business, having a yard sale, selling things on eBay, using store discount coupons, etc.

What Barriers Do I Anticipate? How Will I Overcome These Barriers?

- Lack of willpower: Cut up all credit cards. Limit card use to one debit card.
- Stress to "Keep Up With The Jones'": Change my thinking. Know that if I live like no one else today, then later on I will truly be able to live like no one else. I'll be rich, and my broke friends will still be broke.

- Living in a "I want it now" society: Change your mindset. Grow up! Realize that there are major forces at work to keep your spending out of control - take that fact as a personal assault and start fighting back! Stop mortgaging your future.
- "My friends and family won't support me.": Let them know why you are not choosing to eat out, or go on lavish holidays. Educate them on your passion to get out from under this debt. Be resolute and determined not to give into any pressure. Grown ups must live on less than they make.

5-Day Planner:

Review the above high-impact activities. Use the 5-day planner to schedule your week to include the activities that will lead to your success. Continually assess and adjust the plan as needed.

Clearly, the above plan, while specific, is not all-inclusive. In other words, it's not a complete plan that will take you all the way through the end of the 18 months, but it's very close! The plan will need to be adjusted at regular intervals, either manually or using goal setting software, for maximum effectiveness.

The above example does, however, represent a plan that will get you off to a great start, with very specific stepping stones that can lead to success.

As you have probably noticed, the planning process isn't that difficult. Your ability to execute the plan is the true test. No goal setting software was required for the above exercise. However, if you'd prefer using goal setting software to organize your plan and you are interested in an inexpensive goal setting software product, check out [FranklinCovey](#).

Another great option is the RPM goal setting software, which is supported by an amazing 10-day life management course entitled [Time Of Your Life](#), a product created by the Anthony Robbins Institute for maximum results and higher achievement.

NOTE: Time of Your Life is our "Best Pick" for goal setting software, however both goal setting software products are fully endorsed by Leadership-Tools.com

Motivational Lessons For Success

Keeping Salary In Perspective

"Achievement does not depend so much upon the amount of money in your pocket as it does the amount of capital you have in yourself."

- Orison S. Marden

If there is one thing a young person should remember when just starting out in her career, it's that she should not place too much emphasis on salary in her first position.

Instead, it is much more important for her to keep in mind the benefits associated with a new role, and the opportunities it will provide for her to learn and grow within the industry.

Experience that gets results is truly what employers pay highly for. You must do what you can to gain as much experience up front before expecting someone to pay you for something you do not yet possess.

In addition, make certain that any work with your name on it, is work that is done to the best of your ability. Your work says no less that your signature on a legal document. Your work is your fulfilled promise to your employer, each and every day.

The quality that you put into your work will determine the quality of your life. The habit of insisting upon the best work that you are capable of doing, of always demanding of yourself the highest - never accepting the lowest, will make all the difference to you between failure and success.

When you get your first job think of yourself as actually starting out in business for yourself - as truly working for yourself. This mindset alone will allow you to see opportunities and open doors that would otherwise never seem apparent to you throughout your career.

Determine that you will call upon all of your resourcefulness, your inventiveness, your ingenuity, to devise new and better ways of doing things that will benefit your employer. Present new ways for your organization to save and earn more money, deliver better service, and you will soon be recognized as a leader among your peers. This get-to-it-tive-ness approach will position you well for the next promotion.