

Use Goal Setting Techniques to Make This Year a Successful One

Writing out your goals is a very powerful way of making sure you achieve them. Perhaps you've heard the story of the few students in an MBA programme who wrote down their goals and not only achieved them but together were eventually worth more than the rest of the class put together!

Why not make this year the year when you finally get down to thinking of and writing down some goals? If you don't know what your goals are, try getting a fairly large piece of paper; place it landscape-wise so that it's wider from side to side. On one side note all the things that you need to do; on the other side add all the things you would like to do; don't censor them, just write everything down that comes into your head; is there anything else that maybe you ought to do?

Put dates against each one that has to be done by a certain time even if it's several years away.

Think about which the order you need to concentrate on them - don't worry if there isn't one.

At this point you could perhaps write them out again, putting them in a more logical order. adding more information or deleting some ideas, and there you have your goals - it's that simple! And don't worry, you can revisit them any time and edit them.

A technique used by a lot of people is to put a picture by the goal, either a photo or a simple drawing that you do yourself.

Then on another piece of paper, write the goal at the top with dates etc and note the actions you need to take in order to achieve it. You can add to this later - think of it as a first draft.

For example if your goal is to learn to drive this year, you have to take certain steps yourself. You'll need to: get a provisional licence, select an instructor, book the lessons, practice, study the theory, sit the exams/test. If you set the goal of learning to drive and do nothing, I can guarantee that you will not learn to drive this year!

Equally if you would like to take part in a charity run on midsummer's day and have never run before you need to: start by walking as fast as you can, buy some running shoes, find a buddy to train with and build up the distance; plan so you have time to practice the actual distance of the race several times beforehand so, on the day, you know you can do it.

Apart from breaking down your goals into small steps think carefully about how you express them, even to yourself, even silently. Use the present tense not the future, and use positive expressions.

To be really successful, every day try to imagine yourself as you achieve your goal. See yourself driving your car, or crossing the finish line of the race. Feel the excitement of your friends and family as you succeed in your ambition. Hear the congratulations.

Use the power of your mind tomorrow and every day until your goal is complete.

Remember that for all but the rare few, if we don't commit the goals and the steps to paper - with dates - the year will have gone by and we'll have nothing to show for it, so begin right now: you have nothing to lose and everything to gain.

Rose Mary Jane is a qualified Life Coach who believes passionately that we all have amazing potential. She wants this year to be the best you've ever had. Read her articles to see how you can achieve this, in part at least, by writing out your goals and changing the way you think.

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