

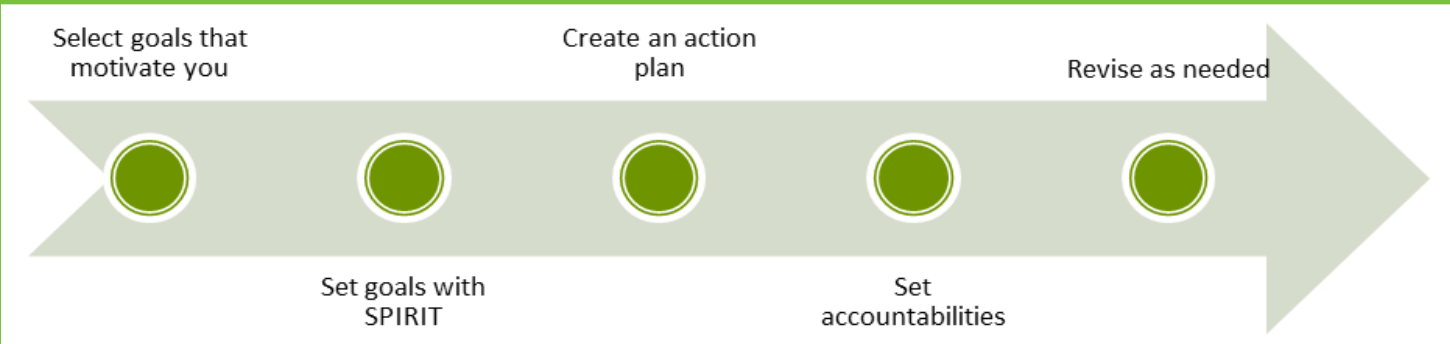
The Goal Setting Pyramid



Help Lines



Setting and Achieving Goals



Sample Value Definitions

Productivity

For me, being productive means feeling good about what I have accomplished at the end of the day.

Inner Harmony

It is important to me to feel good about my choices and to have a sense of inner peace.

Responsibility and Accountability

It's important for me to be the go-to person and someone that others can rely on for help. I meet my commitments to the best of my ability and always try to help others by being available and helping them with resources.

Supervising and Managing Others

It is important for me to be able to influence the outcomes of work or activities completed by others.

Security

For me, security means that I have enough money to support myself (and my family, if applicable). I want to be able to save money for emergencies, retirement, and in case of job loss.

Getting Motivated

- ✓ **Mastermind groups:** Join a group of likeminded people who meet regularly and work on tasks to achieve success. These groups often succeed by following the examples that have been set by others.
- ✓ **Formal mentor assignments:** Ask someone if they will mentor you. This might be someone in your workplace, someone in your community, or a family member.
- ✓ **Accountability partners:** Find friends or colleagues who will help you to stay on track and keep focused.
- ✓ **Check in with myself:** Set up a regular time each week or month to make sure that you are on track. This is something that you owe yourself in order to get what you want!

Setting Goals with SPIRIT

When you are creating big goals, you may need to break them into several small, achievable goal statements.

Specific

Be specific about what you want or don't want to achieve. The result should be tangible and measurable. "Look gorgeous" is pretty ambiguous; "Lose 20 pounds" is specific.

Prizes

Reward yourself at different points in the goal, particularly if it's long-term. If your goal is to clean up the backyard to prepare for winter, you might treat yourself to a special meal cooked outside when you are all finished. For bigger goals, check your bucket list to see if there are things on there that could be good rewards!

Individual

The goal must be something that you want to do. If your spouse wants you to lose 20 pounds but you think you look fine, you're not going to want to work towards the goal. When your boss is setting targets for you at work, try to find an aspect of it that is meaningful to you and that you can connect to. (This is where working with people and organizations that have similar values to you is helpful.)

Review

Review your progress periodically. Does the goal still make sense? Are you stuck? Do you need to adjust certain parts of it?

Inspiring

Frame the goal positively. Make it fun to accomplish. For example, you could make a poster of the end result, frame it, and post it on the wall.

Time-Bound

Give yourself a deadline for achieving the goal. Even better, split the goal into small parts and give yourself a deadline for each item.

Sample Goal: Renovating My Backyard

I am excited to be renovating the backyard and completing the work by the end of this month. The trim lawn and new shrubs will be a great backdrop for the brickwork patio and new barbecue. When everything is finished, I will reward myself with a complete meal prepared in the yard. I will invite my best friends over to share and celebrate with me.

✓ **Celebrate success:** Build rewards into your action plan. Make them meaningful to the goal and to your vision.