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7 SIMPLE STEPS



TO GOAL SETTING

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Learn how you can reach your goals quicker than ever before.

Introduction

Og Mandino, the author of the best-selling book 'The Greatest Salesman' once said, *"The victory of success is half won when one gains the habit of setting goals and achieving them. Even the most tedious chore will become endurable as you parade through each day convinced that every task, no matter how menial or boring, brings you closer to achieving your dreams."*

We all have dreams and aspirations in life but we can only become truly victorious once we begin to realize those dreams and turn them into realities. Og Mandino believes that you've already won half of the victory of success once you develop a habit of setting goals and pursuing them.

People who fail to make goals go through the motions without having a destination set in mind. Meanwhile, those who have goals are always on fire. They go to work and they follow their routine but they know that what they are doing will get them somewhere. They know that after everything they put themselves through they have an end result to look forward to.

I often find myself wondering why are there so many people who belong to the former. Why do these people feel that their lives have no direction? They go to work but their efforts don't get them anywhere worthwhile.

I believe one of the reasons why they feel the way they do is because they have not allocated enough time contemplating about what they want from their life and their business. In other words, they have not set goals for themselves.

You see goal setting is a very powerful process because it gives your life direction. It gives a whole new meaning to what you are working at. It motivates you, it gives you a future and it turns your visions into a reality.

Wherever you are now, it's never too late to set goals. If there is one thing I know to be true it is this; all successful people have set goals whether these are athletes, professionals or successful businessmen. All of them, not a single one spared have spent some time thinking about their goals.

By setting achievable goals you can take pride in all of your achievements and you will look forward to see more of your progress in what you are doing. Achieving your goals also heightens your self-confidence as you acknowledge your competence and your capacity to achieve the goals and the visions you've set.

However, it is important to keep in mind that when you set a goal it is not enough to just think about it. Here are 7 steps that will help you gain a better understanding on how to set achievable goals.

Step 1: Write It Down

A study done at the Dominican University led by Gail Matthews showed that those who jotted down their goals accomplished considerably more compared to those who did not write their goals. Obviously, we all want to achieve considerably more that is why it is important that you write down your goals.

Writing your goals down on paper also makes it more real because you are making it tangible. And when you write down your goals make sure that they are specific, measurable, attainable, relevant and time-bound. Don't make airy-fairy goals like "I want to make more money." This goal is not specific and a follow-up question on this one will make you realize how nonsensical this goal is because really, how much money do you want to make? You can earn a dollar and that's more money. So you see, you have to be very clear and specific about your goals. Writing your goals down motivates you to take action and it helps keep you focused.

Step 2: Set A Deadline

After you've written your goals it is now time to set a deadline for each one. Bear in mind that it has to be an achievable and realistic deadline to keep you motivated. Don't go and say, "I'm going to make a million dollars tomorrow." If you know very well that it takes more than 24 hours to achieve that. Furthermore, don't make it too far out in advance otherwise you'll forget about it tomorrow. Don't say, "I'm going to make a million in the next ten years." My suggestion is for you to break it a little further than that.

Why is setting a deadline important? Well, deadlines keep you on track. It helps you prioritize on what you'll work on and how much time is needed to accomplish those tasks. If you do not set deadlines for your goals there won't be a sense of urgency and there's a very big chance you'll keep putting things off. You'll take a much slower pace because there's no deadline so what's the rush?

Step 3: Break Down Your Goal Into Actionable Steps

Your next step is to break down your goal into actionable steps. It doesn't matter how many steps you include as long as each step leads you closer to your goal. The steps will vary depending on what you need. You might need to meet up with somebody or research on a topic or find other people who have done it before.

When you chunk down your goals into actionable steps or what I'd like to call mini goals always work your way backwards from your main goal. Take for instance, if your goal is to run a business you need to break down the steps on what you need to do to make that happen. You can start by identifying your business' trademark product or service and target an ideal pool of customers who are likely to buy your product or service. Then you need to consider how you are going to develop your product or service and where you will find your consumers.

Whenever you identify a goal try to break it down into smaller goals. Doing so allows you to create actionable tasks at designate time frames to bring you closer to its completion.

Step 4: Identify The Obstacles

We've gone through the first step and that is to set a goal the next step is to find out how you can achieve that goal. But the thing is, usually it is during the second step when most of us stumble and more often than not get discouraged. Why? We stumble not because our goals are unattainable but because this is the phase where obstacles show up and it makes us feel that it is impossible to reach our goals.

Before you begin with step one know that in every goal you make a number of obstacles are attached with it making it difficult if not hard for us to achieve our goals. The trick to successfully overcome these obstacles is to identify what they are.

Whatever business you go into, always know that there will be obstacles along the way. Even the most successful entrepreneurs have experienced it themselves. So you see, no one is truly exempted from this. Identifying obstacles beforehand prepares you to overcome them quite easily so nothing can stop you from achieving your goals.

Obstacles are not something you should be worried about because these are just things that are designed to teach us and strengthen us for the future. We shouldn't perceive them as overwhelming problems but rather view them as stepping-stones that we need to go through in order to get to where we want to be.

Step 5: Identify People Who Can Help You

Regardless of how long you are in the business there will come a time wherein you will require help along the way. Asking for help is not a sign of weakness in fact if you want to maximize the full potential of your business you need to be aware of the areas in your business that you are not familiar with. If you need a website builder, go ahead and find one. If you need a graphic designer to make your social media accounts more inviting, find a good graphic designer. If you think you need to be mentored, don't be afraid to get good mentors around you. It's all about identifying who you need to help you reach your goals.

When you want to achieve your goals it's not a good idea to act all independent and shy about it. Remember, the most brilliant minds in human history asked for help from mentors to get them to where they are now. If you want to be like them, I suggest you follow their lead.

Step 6: Share It With Others

Having goals and writing them down is a good start but I highly suggest you share your goals with others. Let people who you think will remind you of your goals when you're feeling lackadaisical know about your goals as well as your time frame because doing so gives you a sense of accountability. If you don't tell anyone and just keep it to yourself it won't feel real.

Indeed, writing it down is the first step to making it real but sharing it with others is when it becomes real. Here's what you should do, find someone to make you accountable. Ask them to give you a call every month to check and see how you are going whether or not you are on track with your goal that week or if possible ask them to call you every other day just to make sure you're doing what you said you would be doing. They don't necessarily have to know about the details of your business it can just be somebody who'll give you a call to ask how you are going with your activities and tasks.

Step 7: Visualize Having Completed Your Goals

Last but definitely not the least; if you want to keep the momentum going visualize having completed your goals. How would you feel once you've completed your goal? Would you feel more energized? Healthier? Happier? Richer? Over the years, I've learned that if you continually visualize your goal each day it will bring you closer to it.

Now that you know the 7 steps to goal setting the question now is when are you going to start.

I believe you should create a detailed plan designed for the next week and find a way to incorporate these 7 steps into your routine. Take for instance; set aside at least 20 – 30 minutes to do your research, or schedule an hour of your week to talk to a mentor one-on-one or a business coach perhaps. Or set apart 15 – 20 minutes to visualize some of the advantages you can get once you achieve your goals.

Make it a priority to plot out your schedule so your plans of achieving your goals can start sooner rather than later. If you miss a few times, don't get discouraged because discouragements will only drag you down and demotivate you to go further. If you don't get tasks completed at the said schedule, just change your deadline. Don't worry about it. Try it again the next week but make sure you change your ways ensuring that by the next week you can finish them and tick them off from your list. Often times the best of plans are a result of numerous adjustments before you can get to your final destination.

Now is the best time for you to finally achieve your goals in both your personal life and your business, goals that you have inadvertently put off for years. At this point, attaining your goals is merely a matter of time.

I'm going to end this by saying don't give up on your goals. You should have self-discipline and you should be persistent. Don't get disappointed when you come across challenges because those are parts of the package. Just remember, whenever you're feeling discouraged and adrift go back to this process and repeat it in each and every goal you set.



I would love to offer you a FREE half hour discovery session personally with me. I guarantee by the end of the session you will know exactly what your next step is in your business or life. If you would like my FREE gift complete the form in the link below and I will be in touch with you very soon.

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If you would like to work with me more closely please go to the link below.

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