

GOAL SETTING

A GUIDE ON HOW TO SET SMART GOALS THAT
WOULD CHANGE YOUR LIFE!

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ABOUT THE BOOK

This book was written simply to educate you about the importance of setting goals and to teach you how to set SMART goals that drive you to succeed.

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BE SMART ABOUT YOUR GOALS

There are a lot of people who feel as if they are adrift in the world. They work hard but they don't seem to get anywhere worthwhile. A key reason for this is because they haven't spent enough time thinking about what they want specifically from life, and how to get there. These people have failed to set goals.

There is also another group of people who have been able to figure out and decide what they want from life and some of them are fortunate enough to have an idea of how to get there. Day in, day out, these people are working, they are busy doing this or that but yet, at the end of every month, or every quarter or every year, they realize that they can't tangibly measure or track their productivity, and achievements for the year and so realize, that though their year was full of activity, they weren't exactly productive. The problem? They failed to set goals... Goals that were SMART enough to keep them in line.

It is my desire that you won't fall into either category and so in the course of this eBook, I would teach you the importance of and how to set SMART goals.

What Is a Goal?

According to Merriam-Webster dictionary, A goal is something that you are trying to do or achieve or It is the end toward which effort is directed (The Aim).

According to Wiktionary, A goal is the object of a person's ambition or effort; an aim or desired result.

From both definitions, we see that **a goal is simply that thing that you want to achieve**. It is your end result, your aim.

Before you read further, I want you to think and answer the following questions.

This year, what results do you desire to see in your life? What achievements are you aiming for? What are you deliberately working towards? In the next three months, what results do you want to see in your life? What about the next six months? One Year? Five years?

Take your time and think!!! Is your life geared towards something tangible, something(s) specific? Or are you just moving through life without directions? Are you busy but not productive?

Think!

*Its one thing to know what your targets are in life but it's another thing to make it small enough to achieve every day. Goal setting allows you do this. Goal setting is powerful. It is a powerful process for thinking about your life, your idea future and for **MOTIVATING YOURSELF**.*



Goal Setting Is Important Because?

- **It gives clarity on your end vision:** Setting and writing out your goals helps you to see better, understand and simplify your life's vision.
- **It drives you:** The simplicity in your vision as a result of writing down your goals (long-term and short-term) motivates you in achieving them because what looked mighty once begins to look smaller and attainable. Little drops of water make the mighty ocean.
- **It gives you focus:** The ability to go through the thought process and set the right goals that would help you attain your life's vision gives you focus. It helps you know what needs to be focused on today and what can wait until the next day (or month).
- **It helps you measure your growth:** You would agree with me that it's always an amazing experience reminiscing on the last few weeks or month or years of your life and being able to confidently say you have grown and tangibly see productive results. Its awesome going back to your journal every month and ticking 'done' some goals. When you set and accurately write down your goals, you can always refer back and track how far you have come, where you need to improve and what next you need to start pursuing.
- **Goal setting can help you overcome procrastination:** When you set SMART goals and then break them down to daily to do lists in order of priorities, you would be able to accomplish tasks on time.

How To Set Goals

Step One: Decide on your big picture.

What is your life vision? In 10years who do you want to be? In 10years, what do you want to have? To effectively set the RIGHT goals, it is expedient that you know your big picture.

Some of us don't know who we want to be...its okay, if you can't decide who you want to be then first, decide on who you don't want to be. Knowing who you don't want to be, streamlines your choices and can help you in figuring out who you desire to be.

For instance, I studied Medical Biochemistry at the university but I know I don't want to pursue a career in that line. For me, that's a starting point and so, when writing my goals I won't fool myself by writing something like 'Get a Job in the UBTH by the end of the year', Nah! That would be a waste of time and resources.

So, decide who you want to be or at the very least, start by deciding who you do not want to be. **DECIDE and WRITE IT OUT.**



Step Two: Categorize your life.

Goal setting is all about making it specific and simple enough to motivate you to do one thing every day. When setting goals, I encourage people to divide their life into six categories:

- **Career/Finance:** Decide where you want to go in your career. Where do you want to work? How much you want in your account? How much do you want to invest? In the next one year, five years and or 10years.
- **Education:** For the 'who' you want to be and the place you want to work, what certificates or skills do you need? By what time do you want to be certified in these courses? What trainings and seminars do you want to attend? What grade do you want to graduate with? Do you want to do a Masters program or PhD?
- **Spiritual and Mental:** How spiritual do you want to get? Do you want to serve God more? Join a unit in church? What kind of books do you want to read this year? How many books do you want to read in a month? What kind of videos do you want to spend time watching? What can increase your mental capacity? Do you want to buy some audio books? Do you want to pray more? Write them down

PS: Ensure that as you set your goals, everything works together towards achieving your life's vision.

- **Public service:** Do you want to volunteer for NGOs? Start your own? Give to charity?
- **Relationships:** What specific kind of people do you want to associate with? Do you want to be a better friend? Do you want to get married? When? You want to have a girlfriend/boyfriend? When? What features do you want your spouse (boo) to have? What kind of friend do you want to be? Do you want to be a better sibling or a better child to your parents? Well, Decide and write them down.
- **Physical/Health:** Do you want to begin to drink more water? Eat more fruits? Get six packs? Sleep more? Decide and write them down.

You would notice that as you categorize and think deeply in these six categories, the big picture would begin to seem simple, achievable and more realistic. You would notice that as you set goals for thirty days, six months, one year, and five years in these categories, everyday would be more productive and you would be happier.

The key is to ask yourself deep and moving questions in each category (you don't have to use my example questions, just be true to yourself) and answer sincerely by writing SMART goals (in a bit, I would tell you the characteristics of SMART goals). Write out what you would like to achieve short term and long term in the categories, with everything working together to give you your desired long-term dream of WHO YOU WANT TO BECOME.

In setting your goals, there are key things you must know; I call them golden rules



Golden Rules Of Goal Setting

1. **You must set goals that Motivate You.** Set goals that drive you. Goals that are very important to you. Goals you find value in. Set goals not just because it sounds or look good (or because you read Mark Zuckerberg is setting it) but because it is important to you and your end vision. Set goals that are **MUST** Do not **NICE** To Dos. You must be able to find value in your goals.

A key to knowing if your goal is important to you is to write the **WHY** behind every goal. Why do you want to study your bible every day? Why do you want to go for a masters degree program? Why do you want to organize that seminar? Why do you want six packs? **WHY?**

When the purpose of a thing is not known; Abuse is inevitable. When your goals are not very important to you; You would give up more easily. Finding out your why would keep you pushing even when it seems hard. It would drive you to do more and to not give up

2. **You must set SMART goals!**

What are SMART goals?

S – Specific (Categories)

M – Measurable: Be as precise as possible; put the amounts, the dates, and the time. E.g. I would have ₦500,000 in my Zenith account by December 31st, 2016.

A – Attainable (Action-oriented): Goals should be achievable; they should stretch you slightly so you feel challenged, but defined well enough so that you can achieve them. Your goals have to be something that requires you to take an action to fulfill it, only then can you tell if you can attain it.

You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal. If you want ₦500,000, it means you have to start a business, grow your business, get a loan, borrow money (lol), or save money.

You can meet almost any goal when you plan your steps wisely and establish a timeframe that allows you to carry out those steps. As you carry out the steps, you can achieve goals that may have seemed impossible when you started. Achievable goals motivate. Impossible goals demotivate.

R – Relevant, Realistic and Result-Focused: It should be relevant enough to motivate you and realistic enough to be attained. Your goals should also be result-focused. Your goals should be directed at outcomes, not activities.



T – Time bound (trackable): Set your goals in a way that you can track your growth, e.g. Say I want to have #500,000 by December 31st, 2016 and by July I have only #10,000; something is wrong right? I have to push myself more, work more, think more and pray more.

If I want to own a car by 2018; by 2017, I should be at least half way through with my savings right? So ensure that your goals are time bound, so you can track your performance.



*Your goals must be SMART:
Specific, Measurable, Attainable Relevant,
Realistic and Result-Focused and Time bound*

3. Write your goals in Positive statements.

"Do not write. ' By July 15th, I won't be sleeping for 8hours anymore". Instead, write ' By July 15th, I would be sleeping for 6hours'. Write in affirmatives.

4. Let your goals be high enough to push you outside your comfort zone but easy enough to attain within your time Limit. Be easy on yourself. Slow and steady but working hard.

5. Let each goal be a stepping stone to the bigger picture but for every goal **write your action plan**. Simplification is key.

Goal – ‘I would read at least one book every month from January 1st, 2016’.

Action Plan – ‘Buy the books, read at least 5pages every day before I go to bed’.

6. Make a to-do list for everyday. This ensures everyday is productive. Ensure your to-do list is organized and prioritized. Setting priorities makes your to-do list and your goals less overwhelming.



Organize your to-do list in other of priorities.

A - Must urgent and most important

F - Least urgent...Least important

Paste your to-do list every where; Your mirror, your wall, your car. Set reminders. Make it your wallpaper on your phone (Spam yourself).

Get good friends who can be your accountability partners and ensure they make you complete your list each day until it becomes a habit.

If you learn something new along the way that requires you to change your goal, then change your goals. This brings me to a very important notice; Ensure you plan and set your goals in line with the will of your creator for your life.

“ *Big pictures - goals - Action Plans - Daily To do list* ”

7. Finally, in completing goals and to-do lists, analyze and make use of **SCHEMES** to further simplify the process.

What are SCHEMES?

Schemes are the resources you would need to achieve that goal, do that project and of course achieve your big picture

Space
Cash
Helpers (people)
Equipment
Materials
Expertise
Systems

SIDE NOTE: If you see yourself as small, you will only dream small dreams to suit your capacity. If you have an injured picture of yourself, you cannot exercise the best of your imaginative power. Sometimes, many people don't go so high not because they can't, but because they aim very low.



FREQUENTLY ASKED QUESTIONS

Question 1: As regards goal setting, does circumstances changes attainable goals??? If there's a possibility for that, how do I manage my to-do list with the circumstances?

Answer: The uncertainty of life is that we can wish but we can't predict what each day would bring. Hence, there would always be "circumstances". But, how you react to these circumstances is what matters and not the circumstances itself. Thus, with the right attitude, your goals do not need to be changed and can be met.

How can you manage each days' to-do list no matter the challenges or circumstances life throws at you? Wake up each morning determined to be positive, to work hard, to be productive, and to do as much as you can and not to let life beat you down. Wake up each morning determined to try your best.

When you achieve your goals, reward yourself. When you don't, learn from your mistakes and try again. *When circumstances arise, change the plan not the goal.*

Question 2: Is there such a thing as "too many goals"? If No, wouldn't it affect the focus of the individual?

Answer: Your goals can be termed too many when it is without direction. 50 realistic goals in one direction are not enough, but 2 goals in two parallel and contrasting directions of life are too much. Considering time and energy? Use the smart model. Considering time and energy are your goals attainable and realistic? If not it may be too much for at that particular moment.

Question 3: Is it advisable to change a goal which is realistic?

Answer: The first step and the purpose of your goals are to attain the big picture (The vision for your life) and so, no matter how realistic and attainable your goal is, if it is not a stepping stone to the 'who' you want to become, it needs to be changed.

Always look at your goals and the endpoint/desired result. If it's in line, move forward, otherwise remodify or change goals.

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