

A Guide To Inspirational Goal Setting



**A Step-By-Step Process On How To Set Goals That
Inspire And Motivate**

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Introduction

Let me say it up front....Goal Setting is the cornerstone of motivation and it is the key to getting what you want in your life. Without a clear picture of what you want to achieve it is very difficult to get the motivation to do anything.

It's a bit like driving to your destination for your holidays. If you don't have a clear picture of where you want to go, it would be very difficult to know what the first step should be.

But if you have a clear picture of where you want to go, you can take out a map and decide on the best possible route. This would make the first step crystal clear.

Our life goals are no different. If we have a clear picture of what we want to achieve, our chances of achieving it is much higher.

And if that picture inspire and excite us, our chances of achieving it rise exponentially. The power of theses emotions should never be underestimated.

It is the fuel that drives us towards our goals...and the closer we get the more excited and inspired we become. This provides more fuel and motivation and in the end, it creates a positive spiral that drives us towards our goals.

But the first step in finding that initial fuel is to get that excitement and inspiration in having a clear picture or goal of what we want to achieve.

The sad thing is that most people actually spend more time planning their holidays than they do planning their lives.

The following process will help you to identify your three deepest desires at this point in your life.

Not only that, but it will help you to have a crystal clear vision of what you want to achieve in these areas...a vision that will excite and inspire you and provide that necessary fuel that drives your actions.

At the end of the book, we give you guidelines on how to keep your focus, energy and motivation on your three goals over the next couple of months.

It is a process that you can use over and over again.

Enjoy the journey

Derik

Outline of the process

This book consists of two parts:

Part 1: Identifying your goals

- Unpacking Your Life
- Eliminating Certain Areas
- Grouping Together
- Identifying Three Key Areas
- Set Three-Month Goals
- Polishing Your Goals So They Inspire And Motivate You

Part 2: How to keep your goals alive

In this part, we will cover the following:

- How to make your goals visible so you can see it everyday
- How to visualize your goals every day
- The act of allowing yourself to achieve your goals
- How to be open and keep your focus on your goals (and don't get sucked in by your actions)

Before we start the process, you will need the following:

- Pen
- Workbook
- A 1m x 0,5m (3 feet by 1,5feet) cardboard
- A couple of old magazines
- Some glue

Ready? Then let's start...

Part 1: Identifying Your Goals

Step 1: Unpacking...

This step is about making a list in your workbook of all the things that impact your life right now...the good and the bad...the things that you are satisfied with and the things that you want to change. Don't judge and don't hold back. The list usually consists of between 20 and 40 things.

Don't go into any details. We don't want to unravel the past. Just name them. Here is an example of such a list:

House
Car
Family
Marriage
Kids
Career
Job
Training
Living area
Place where I live
Friends
Relationship with Mother-in-law
Personal finances
Debt
Health
Weight
Income
Social life
My paintings
My self confidence
School council membership
Holiday
Travel
Relationship with God
Spiritual life

Get down as many as you can. It's important to keep in mind that we are not just looking for things that you are unhappy with. We are looking for EVERYTHING. We are not doing any goal setting yet.

Make sure that you have covered all of the following areas:

Relationships, Health, Friends, Finances, Car, Spiritual Life, Social Life, Career, Travel, Emotional, Creativity, Sport, Fitness, Education, House, Partner

Here is a [link to some self-awareness questions](#) that will help you with the unpacking process.

And here is a [link to an exercise to identify your personal values](#). It is very helpful to know your values before you carry on with the process.

Step 2: Eliminate Certain Areas...

This step is about getting the things that are not important in your life right now out of the way. We want to focus your energy on areas that will really let you grow and will make a difference in your life.

Scratch out the following areas:

Satisfying Areas

These may be important areas of your life, like your family and friends or your career. But it is also areas with which you are highly satisfied with. You are getting what you want or you are on your way doing so. We don't want to change that.

Areas where there is a structure in place

These areas are also important to you, but you already have a structure in place. Maybe you want a structured training programme, but you've already joined the gym and have a personal trainer. We don't want to change the aspects of your life where you already have a system in place.

Insignificant Areas

These areas are really not that important to you at this stage of your life. Maybe you want a cat, but it is not at the forefront of your mind. Scratch it out.

Areas Where You Have No Control

You don't want to work on areas where you have no control.

How do you identify these areas?

It's areas where you need someone else to change or do something before you can achieve your goal. *"I want my wife/husband/boyfriend/girlfriend to love me more"* is an example of such an area.

You have no control over any other person (although sometimes I get the impression

that some people think they have)

If you are in doubt, rather leave it on the list. If it is really not important, it will sort itself out later on in the process.

Let's have a look at what the list MIGHT look like at this stage of the process:

House

~~*Car*~~

Family

Marriage

Kids

Career

Job

Training

~~*Living-area*~~

Place where I live

~~*Friends*~~

~~*Relationship with Mother-in-law*~~

Personal finances

Debt

Health

Weight

Income

~~*Social life*~~

My paintings

My self confidence

~~*School-council membership*~~

Holiday

Travel

Relationship with God

Spiritual life

Let's move on to the next step...

Step 3: Grouping Areas Together That Belong Together...

Now you need to go to a new page in your workbook and draw four to eight circles on the page.

In these circles, draft the areas from your list that belong together into the same circles. You don't have to fill all the circles. Or if you need more than eight circles, then draw some more

Some areas might overlap. Or a change in one area might influence another area. Education, Job, Finances and Career might go together in one circle. Or travel, finances and holiday might go together in another circle.

You may also have one area in more than one circle. It might also be that you have only one area in a circle...that's fine as well.

You will see that I use the word "Might" a lot. Please don't use my examples if it doesn't apply to you...every person and situation is unique.

This is what the circles might look like:



Finished? Right, let's take a break. Get a cup coffee or take a walk.

Back so soon? Fine, have a look at your circles again and make sure that you are convinced that the things that belong together are together. These circles should represent the different areas in your life where you desire change the most.

If you are happy, we are ready to move on to the next step...

Step 4: Identify Three Key Areas...

We are now getting to the stage where we want to identify the three circles where you desire change the most. In other words, the circles where change would make the biggest impact in your life.

Why three?

Because I have experienced that more than three goals is too much to focus on. If everything is important, then nothing is important. And less than three might not be enough to make a big enough impact in your life.

So how do you choose the most important three?

Some of the circles will immediately spring to mind, but there might be one or two that look equally important to you. Don't be tempted to choose more than three circles. Believe me, more than three will become too much.

Here are some ways to decide on the most important three:

- Go back to the self-awareness questions that we posed to you earlier. Answering them should make the decision easier.
- Look at your values again and decide which circle most represents your highest values.
- Examine each circle independently and give a numeric value out of 10 for each circle.
- Ask yourself the following question: *"If I can press a button now and these circles are all fixed to my satisfaction, which one will make the biggest impact in my life right now?"*

Make sure you are certain about the three circles before we move on to the next step...

Step 5: Set Three 3-Month Goals....

Now that we have identified the three areas (circles) in your life where you desire change the most, we need to identify an inspiring measurable goal for each area.

Have a look at your calendar and find a date more or less three months from now as a target date. It might be at the end of a week or end of a month. Make sure that there are some natural ending.

Why three months?

I have found that goals that have a target date of longer than three months don't inspire that much. It becomes vague and people tend to lose focus. It is also likely that things that are important to you at this stage of your life might not be that important in six months or a year's time.

You can always repeat this process again in three months to see which changes you desire most in your life. Maybe they are still the same, maybe not.

Less than three months is usually too short to make any difference in your life.

Now, take each of your three circles that you've identified in the previous step and ask yourself the following question:

“What do I want to achieve in this area of my life by my target date?”

This is your goal for that area (circle) of your life. It should be one clear, measurable sentence for each circle.

Make sure that you only cover one main area for each circle. I know that you have more than one aspect of your life in each circle. But that's why we've put them together.

Here is an example of having more than one focus area in one goal. Remember this is what you should NOT do:

“I want my holiday to India booked and paid for and be able to fit in a number X jean”

Can you see there are at least two goals (maybe three) in this sentence? You will struggle to keep your focus if there is more than one focus area in a goal.

If you struggle to find one focus area for a particular circle, go back to step 3. Split this particular circle up and add another circle. Now make your choice of the three most important circles again.

Here are further guidelines for setting your goals:

- ***It must inspire and motivate you***

This goes without saying. If you have followed the above-mentioned process, these three goals should be the things that you desire the most in your life at this moment.

- ***Distinct, individual goals that do not relate to the other areas***

Make sure that the three areas don't overlap. "*I want to lose weight*" and "*I want to become as fit as I was in 2007*" might be too close and maybe you should think about merging these two goals

- ***It must be very challenging, but achievable within the time frame***

You must believe it is possible, but at the same time, it must stir up a bit of anxiety in you. Is the goal too easy? What about doubling the measure? Can you imagine yourself achieving the goal?

- ***Expressed as clearly as possible***

This might be the most important guideline. The more clearly you can express it, the more clearly you would be able to imagine and dream it. And if you can dream it, you can achieve it. A vague expression will create a vague dream. And a vague dream will create a vague result!

- ***Only one main focus***

We already discussed this one. Be careful of the word "AND" in your goals. If there is an "AND" it should be a warning signal that there is not one main focus. And like we've mentioned, go back to step 3 and create and choose new circles.

- ***Measurable in some way***

This guideline goes hand in hand with a clear expression. If you put a measure to it, you would know if you have achieved your goal. "*I want to earn more money*" is not measurable, but "*I want to earn a constant X amount every month*" or "*I want to earn more than I spend*" is measurable.

Having said that, sometimes you have something that's not easily measurable. "*I want to be more self confident*" is difficult to measure.

In instances like that, try to put a numeric value or a past date to it. "*I am self confident 90% of the time*" or "*I want to be as fit as I was in 2007*" is much better.

● **Must be a positive statement**

Don't state what you want to stop, but rather what you want to achieve...you might just focus too much on what you want to stop and attract more of it in your life.

Instead of "*I want to stop smoking*" rather ask yourself what DO you want. "*I want to take my health from a 4/10 to a 9/10*" will state a "want" instead of a "don't want"

[Here is a link to an article](#) that will give you a clear picture of why it so important.

● **Be in the present tense**

Write it as if you have already achieved it...in the present tense. "*I am in a loving relationship*" instead of "*I WANT to be in a loving relationship*"

● **Be within your control**

We discussed this one as well. If you need something or someone else to change to achieve your goal, you might be disappointed. "*I want world peace*" or "*I want my son to be happier*" is not within your control.

In cases like that, ask yourself the question, "*If the other person do change, what will it do to me?*" Maybe the answer is "*I will feel more confident*" or "*I will be more at peace*". The answer to that question will take you to your deepest desire and that should then become your goal.

Here are some examples of great goals:

- *I am earning X amount per month*
- *I am at peace with myself 100% of the time*
- *I have finished 5 painting*
- *I have finished 5 chapters of my new book*
- *I weight x pounds/kg's*
- *I drive a red Ferrari*
- *Halve my debt*
- *I work from home, earning the same amount as I'm earning now*

- *Work 50% less*
- *I feel as energized as I was in 2003*

Step 6: Polishing Your Goals

Polishing your goals is taking what are already great goals and put a spin to them to inspire you. There are no real guidelines to this process. You have to feel it.

The best way of doing this is to think of the benefits that it can give to you.

Here are some examples of polished goals:

Defined goal: *Work 50% less*
Polished goal: *Spend 50 % more time with my family*

Defined goal: *Have five Paintings finished*
Polished goal: *Create a bidding war for my work*

Defined goal: *To have X amount in the bank*
Polished goal: *Pay cash for my new car*

Defined goal: *Stop drinking*
Polished goal: *Forget what a hangover feels like*

Sometimes your goals are already polished. If your are already inspired by them, then there is no need for change. The whole idea is that it should stir up strong positive emotions. So you will feel when it is polished.

Well done...you've identified three inspiring goals that should reflect your deepest desires at this stage of your life.

So what do you do with them now? Most people identify their goals, write them down in some book and soon forget about them when they hit the pressures of the real world.

Lets move on to Part 2 and see how you can keep your goals alive

Part 2: How To Keep Our Goals Alive

1. Make your goals visible where you can see it every day

Identifying your goals is one thing, but they can very easily end up being forgotten after a couple of days. And as we have mentioned earlier, the clearer the picture of what you want to achieve, the better your chances of achieving them.

The first thing to do is to take yourself 3 months into the future to your target date. Now, imagine that you have achieved your goal. Where would you be and what would you be doing?

Take your pen and your workbook and write down a scenario that describes the achievement of your goal the best. Write it in the present tense.

Let's say that your goal was to publish your book. Your ideal scenario in three months time might be that you see yourself being interviewed by a journalist about your new book.

Or if your goal was to reach your ideal weight, you might want to see yourself in the fitting room of your favourite shop and see yourself in the mirror as you fit into your ideal jeans size. Or your goal was to have X amount in the bank. What would you do with the money? See yourself enjoying the very thing that you wanted to buy with the money that you have saved.

Make sure that you put in as much detail as possible. It should only describe the end goal. Do NOT focus on the "HOW" of achieving the goal.

Write down at least two pages.

The best way to make this story visual is to make a collage of your three goals.

So take the magazines that you've gathered at the beginning of the session and cut out pictures that best describes your goal. Paste them onto your cardboard and make an inspiring collage of your goals.

Finished? Make sure that the pictures inspire you!

Now put that collage up where you can see it every day.

2. Visualize it every day

It is important that you do the following visualization exercise every day for the next three months. It will ensure that you have the same picture of your goals in your mind every single day.

Set your clock to wake up 20 minutes earlier than usual. Find yourself a quiet spot where you won't be disturbed. I find that sitting on a chair works best for me during this exercise. However, some people find laying down work best for them. The important thing is that you find a spot here you are comfortable and won't fall asleep (which often happen to me when I lay down)

If you are comfortable in your position, do the following:

- Close your eyes
- Take 10 deep breaths in and out and become aware of your breathing. Feel the air going in and out of your body. Keep your concentration there for the full 10 breaths
- Concentrate on relaxing your whole body bit by bit. Start with your neck and the area around your mouth...that's usually where there is the most tension. Relax these areas first. Then move down to your shoulders, arms and all the way down to your feet and toes
- Now you need to get the picture in your mind that you've described in the previous step.
- See yourself in a state where you have achieved your goal. Put in as much detail as possible. What are you wearing? How do you feel? Who is there with you? What is the weather like? Play it in your mind like a movie.
- Spend about 5 minutes on each goal and make sure that it feels alive to you.
- When you are finished, take 5 deep breaths and concentrate on your breathing again and slowly open your eyes
- Become aware of your feelings in the moment.
- Do this exercise every morning for the next three months. It is important that you play the same "movie" every day. Don't alternate it. You might want to add some detail as you get closer to the goal, but don't change the core picture.

3. Allowing yourself to achieve your goals

Most people set themselves some goals, but they never allow themselves to achieve it. Deep down they don't believe it is possible to achieve the goals.

Or they don't think that they really deserve the goals.

Here are two exercises to do everyday to make sure that you allow yourself to achieve your goals:

- Write down 15 reasons why you want each goal. This will help you to awaken that positive emotions and desires of why you want to achieve your goal every day.
- Write down 15 reasons why you believe that you WILL achieve your goals and why it is possible. Many people struggle with this one. If you do, it means that you do not really allow yourself yet. Doing this every day will ensure that you allow yourself to achieve your goals.

These two exercises, along with the visualization exercise will ensure that you start each day with focusing on your goals, stir up some desire and allow yourself to achieve your goals.

4. Be Open And Keep your focus on your goals (and don't get sucked in by your actions)

Does all this means that you should just sit and wait for your goals and not take action? To the contrary. You should take action...lots of them.

But be warned that your action plans will come and go. This is where many people lose their focus. You can focus so much on your actions, that you forget about your vision and goal.

If this happens, you will give up the moment that you actions don't work out...as it often does. We see so many times that people try a certain diet because they want to lose weight. And when the diet doesn't work for them, they give up and forget about their goal.

However, if you keep your focus on you vision and goal, you will simply go back to the vision and find alternative action plans to achieve it.

It is also important to be open to opportunities that come your way. Some people are so focused on HOW they want to achieve their goals that they miss other alternative opportunities that present itself in the process.

If your goal is to become a famous writer, you may be so preoccupied with finishing your book that you totally miss the job opportunity to become a famous journalist.

This is why the visualisation exercises are so important every day.

And there you have it. I hope you have found the exercise worthwhile.

Good luck and remember to enjoy the journey...it is just as important as achieving your goals!