

THE AUTOMATED PERSONAL ASSISTANT

Chapter 6.1

How To Set Goals

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How to set goals

When you ask someone, what is your goal? They will probably say something like “I want to retire when I am 50” or “I want to pay off my bond in 10 years as opposed to 20 years.”

Why do we set goals? They help us achieve what we want to achieve.

There is an art to setting goals – and this makes sense – so that you are not living by accident.

Where do you start? There are quite a few areas of your life and these can be broken down into a few main ones:

- Physical
- Career
- Family
- Mental
- Financial
- Spiritual
- Social

You can add another area, which is an important area that we tend to overlook. This could be “fun” so that your goals keep you motivated!

For each area:

You need to think long and hard about **what you want** – get very clear on specifics. Having “being rich” as a goal is not specific, neither is “being thin.”

You need to think long and hard about **when you want** the goal to be reached. For example:

I want to be earning 90,000 after tax from April 202X.

Take some time to brainstorm these goals, set aside a morning to do this. Before you start this exercise, do some physical exercise so that the mind is working and the blood is pumping.

THE GOAL SETTING EXERCISE

What do you want

Write down what your dream life should be. Take as much time as you need and keep going for about 20 minutes. The list needs to cover items across each category and need to be imaginative!

Don't stop until you feel that you have left nothing out and its also great to keep this list to yourself for now so that you can write as much as you like, all in the present tense (for example "I have a Bentley to drive").

THE GOAL SETTING EXERCISE cont...

Set one sentence goals for each area

For each goal that you have written, re-write them on a new page but make them specific, i.e. have a time frame in mind. Put down the area as well (physical, spiritual, etc) so that you can group the like items together.

THE GOAL SETTING EXERCISE cont...

Set a vision for each area

Put all the goals together for each area on a new page, and pay attention to the trends. Draw up a 4/5 sentence vision of where you would like to be in each area. Do this on a clean page.

THE GOAL SETTING EXERCISE cont...

Get more specific

Choose a few items from your vision for each area that you feel you need to focusing on for the immediate future. Write these down and list underneath each one the top 10 things that you need to do to achieve this – be general. This is almost a blueprint for the plan you need to put in place. These 10 or so things need to be measurable so that you know you are the right track.

Very important is this next bit – you need to put down for each 10 or so things, who and what do you have access to that can help you. Being this specific will help bring those people into your life.

Very important to add onto this page is what you will do to celebrate achieving the goal. This is really important and you need to validate your successes before moving onto the next goal.

THE GOAL SETTING EXERCISE cont...

Get more specific

Now for the goal statements itself: Written in the positive: I am going to achieve _____ by _____ using _____. Do this for the top three goals (each one on a separate page) and not for everything as the list is quite long. These top 3 goals should help to achieve many of the other goals as well.

Next on the list to go through:

How will you measure as you progress?

Who and what do you have access to that can help?

What will you do to celebrate the achievement of this goal?

THE GOAL SETTING EXERCISE cont...

The motivations

For each goal, write down 100 positive reasons why you need to reach the goal. For example, if you have as a goal to increase your salary by a certain date (and you have as an action item that you will study through correspondence to improve your qualifications), a positive reason for needing to reach this goal is that you can save extra money for your children's education.

For each goal, write down 100 things that will happen or not happen if you do not achieve the goal. This second point is particularly effective, and this one is about avoiding pain (which is of bigger impact than the first one, which is more about deriving pleasure).

Writing down 200 reasons for each goal makes you really REALLY want to get this goal. If you are struggling to come up with reasons, perhaps reconsider the goal.

You would be surprised how the universe will align itself to make your goals come true once you get clarity of your goals.

MAKING YOUR GOALS A PART OF YOUR EVERYDAY LIFE

Write all three goals on a card the size of a credit card and carry around with you. Place another card where you can see it every day. Laminate them as well.

The next step is important – read out the goals once in the morning first thing and once before going to bed. Read with emotion and visualise the goals as well.

This bonus is based on Paul O'Mahony's video on Goal Setting.

Let's chat on any aspect of this bonus

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