

Employment  
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# Goal Setting



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***“A journey of a thousand miles starts with a single step”***

Do you have a goal or a dream that often pops up, making you feel excited; that same sort of feeling you got when you were a child heading out on holiday – a little buzzy feeling, starting in your stomach and rushing through your body like a rush of electricity. And then just as quick your dream or goal fades away, disappearing into the far distance, is this why you never achieve your goals? Is this why you never even started to work towards your dreams, the same reason why you’re in the same place now as you were in a few years ago?

You already know a Life Coach can help you achieve your goals, challenging your personal beliefs about yourself and helping you move forward step by step. To help get you started, read and answer these **10 Goal Setting Questions**; read each question one by one, once you have read the question, empty your mind of all thoughts, like having a blank cinema screen in your mind. This way your unconscious mind will search for your answers and you will start to see them appear, in most cases on the blank screen in your minds eye.

- 1. If you decided to live your life to the full, knowing you could not fail, what would be the first change you would make?**

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- 2. What is the one thing you would start working on today that will make a big difference in your life?**

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- 3. If you had a list of 5 things in your life that you wanted to do more off, what would they be?**

4. What's the one thing you would love to do/achieve before you die?

5. What do you really love about your life and how can you make time do this thing more? – What would you sacrifice to achieve your goal?

6. If you were 92 years old, and this older you could give the you now some advice, what one piece of advice what would it be?

7. How do you know you are committed to achieving your goal?

8. If you wrote your goal down on a card to commit to achieving that goal, who would you give it to with purpose of them checking you have achieved your goal by a certain date?

9. By what date do you want to achieve your goal? – be specific.

10. What would change once you achieved your goal? – What would be the biggest difference in your life?

11. Finally one extra question; What day will you commit to, to start to achieve your goal?

Record your Goal here:

Now you have a goal in mind, you need a plan of action to achieve it, as procrastinators will often say **“I want to XXX”** but rarely doing anything about it, using excuses like **“I have to do Y first”** or **“there is always time later”**

By writing a plan of action, detailing each step you need to take by a certain date quadruples the likely hood of you achieving your goal and I would add once you start setting and achieving goals you do it more and more living the best life you can possible have, being the best you, you can be and learning that all mistakes are an opportunity to learn.

### Example:

#### By Jan 2011 I will

- Be Working as a Careers Advisor

#### By gaining this goal I will be able to

- Help people move forward with their lives
- Meet a wide Varity of people
- To feel that I am making a contribution to the community

You then need to set yourself at least 3 SMART targets.

### SMART stands for:

- **S** - Specific - the target must say exactly what needs to be learnt or done “ I will apply for jobs” is not specific “ I will apply for 3 administration jobs” is specific
- **M** - Measurable- It must say exactly how this can be measured – you must be able to tell when the goal has been achieved
- **A** - Achievable - The target must not be too hard or too large, remember: it better to have several small targets leading to a larger goal. Although they should not be too easy!

- **R** - Realistic - It must be possible to get access to any training, books or support needed to meet the target. It must take into account other areas of your life
- **T** - Timed - There should be a set time limit for achieving the target. You need to know when to look to see if your Goal has been met.

Fill out the table below and put this somewhere you will see it each day, most people will put this on their fridge. You need to review this action plan on a weekly basis adding any new actions to help you move forward

## Example

What steps I need to take to gain my goal	By when
To gain an NVQ in Information Advice & Guidance as most employers need you to have this qualification.	June 2010
Send 3 speculative letters and CVs gaining addresses from the yellow pages as there is a 40% success rate in doing this	1/12/09
To research on council website who has won the new "Next Step" contract as this will be the employer who will be recruiting	5/9/09
To apply for 5 advertised jobs each week as this will give me a greater chance to gain employment	Ongoing

You can even break this down further by splitting each action into 3 more achievable SMART actions. The more specific actions that you have, the more detailed your action plan becomes and the quicker you can start achieving your set goals. As you keep meeting your goals the more you move forward and this will help to keep you motivated.

By \_\_\_\_2010\_\_\_\_ I will

- Have completed my NVQ in IAG

By gaining this goal I will be able to

- Have the skills and techniques to be a successful careers advisor
- Have the qualification employers are looking for
- Prove to myself that I am capable to work as a careers advisor

What steps I need to take to gain goal	By when
To look at 3 colleges/training providers and pick the one to apply for	25/8/09
To have my laptop repaired so I can complete the course assignments	1/9/2009
To buy 2 reference books for the IAG course	1/9/2009
To set myself 3 hrs a week to commit to completing assignments	15/9/09

Only write positive action points and never use “I will try to..” use “I will achieve...”

When you write your SMART actions give reasons why you are doing this, again this will help reinforce your subconscious mind and keep you more focused and motivated

By \_\_\_\_\_ I will

○

By gaining this goal I will be able to

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What steps I need to take to gain my goal

By when
