

Achieve and Succeed

Learn The Most Effective Goal Setting Techniques Ever Devised and Turn Your Dreams Into Reality

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Introduction

Is it useful to know how to set and achieve goals?

When I was much younger than I am now, I didn't think so, and I didn't know how. I left school at the age of 15 not knowing what I wanted from life or how to get it. After suffering the humiliation and frustration of one dead-end job after another, I joined the military.

Among the many skills that I learned whilst serving in the army, was how to read a map and a compass. Doesn't sound all that exiting does it? And what has that got to do with setting goals anyway?

Once I had learned how to read a map and compass I could use them to find out where I was at any given time, study my map to find out where I had to get to and plot a course to arrive at my destination via the most appropriate route and in a specific amount of time.

I remember well the first night exercise that I took part in. I was soaked to the skin, freezing cold, moving across broken ground at 3 in the morning, knowing that my next hot meal depended on me reaching a specific destination. I realized that my survival might well depend on how well I had listened to my instructors.

Later, dry, and with a hot meal inside of me, snuggled down in my sleeping bag, I realized that I had been taught how to set a goal and achieve it.

From that point on, I never hit a dead end ever again. Through the intervening years up to the present day I have honed and practiced my goal setting techniques by borrowing ideas from others, testing and adjusting, until I had a system that worked, each time, every time.

Any successes in my life, and I have had many, are purely attributable to having followed the methods and techniques that I share with you in this book. One of those techniques is to determine "who can help you in the achievement of your goals", and so I take this opportunity to thank the many friends, acquaintances, and readers that have helped me to achieve mine.

In this book, I have provided you with a Map and a Compass".

I will teach you how to use them.

Then its up to YOU to achieve your dreams.

Ian D. Major.

I Know I Should Set Goals, But No One Has Ever Told Me Why!

If you want to achieve anything in life and be truly successful, you have to set goals. Goals are like compasses; they determine your direction in life. If you don't have any idea of where you're going, chances are you will end up anywhere, and you might well find that where you end up is really not a place you want to be. Once you set a goal, you have a clear idea of your destination and what direction you need to go in order to arrive there.

Most of us have some idea of what we want. We dream. We speculate. We wish. But dreaming and speculating and wishing aren't enough. We have to be more specific. Therefore, the first goal to set and achieve is this:

We must write down our dreams, our speculations, and our wishes.

We must write them down and make a plan to achieve them.

Do you see how magical this is? By simply writing down that which we want, we are already on our way to achieving it.

So, if you've never set a goal before or have never given it any consideration, here are six reasons why you might want to.

1# Setting a personal goal enables you to make a commitment to yourself

Your goals will require a good deal of effort. Once you've set a goal, you've taken on the responsibility of seeing it through to the end. Giving yourself a specific amount of time in which to achieve your goal also increases your responsibility, and your success or failure to achieve that goal lies solely in your hands. The only way that you will not achieve your goal is if you are not committed to it or if the goal was unrealistic to begin with. When you set your goal you are making a specific commitment to yourself.

2# Setting a personal goal enables you to take action

Your work begins as soon as you have set your goal and have allotted a specific amount of time for achieving it. No amount of wishing or hopeful thinking will achieve your goal. You will only succeed by outlining the steps you need to take in order to reach your goal and then, by taking massive action, achieve it. Outlining the steps to your goal is like planning a journey from where you are now to where you want to be. It is the vehicle that will take you to your destination. Failing to plan or take action will simply mean not getting that which you want.

3# Setting a personal goal will boost your motivation to achieve it

It has often been said, **“without goals or plans we are like a ship without a sail”**. A ship without a sail is tossed about by the wind, while a ship with a sail moves faster and thereby arrives at its destination more quickly. Setting goals adds a **“set of sails”** to our lives. We feel motivated. It will give us a reason to rise and meet the sun in the morning and a reason to persevere. If you've been wandering aimlessly through life, set a goal that will improve your life and or the life of others, and add value to your existence. Thus motivated, you will feel better about yourself and be inspired to achieve your goal.

4# Setting a personal goal will sharpen your focus

We live in an age of distractions. There are so many things vying for our attention that it is little wonder than we flit from one interesting thing to another. Having set your goals, it can become all too easy to lose focus, especially if things are not working out the way that you had imagined. However, you need to stay laser focused on your goal or those distractions will sabotage any chance you have of achieving it. Focusing single-mindedly on each step of your goal will actually sharpen your focus on achieving the end result.

5# Setting a personal goal will boost your confidence

Once you have set your first goal and achieved the first step in your plan, you will receive a huge boost in confidence, and achieving your overall goal will fuel your passion and inspire you to set more goals. The more goals you achieve, the more confidence you will have in yourself, and you will be successful even amidst the greatest difficulties.

6# Setting a personal goal will provide you with a road map

A roadmap will provide you with directions to your destination. If you do not have any idea where you are going, it is highly likely that you will get lost and go around in circles.

If you don't know where you're going, how will you know when you've got there?

If you've never set a goal before, **start now** by setting a small, fairly easy to achieve goal. There are only two steps in this mini-goal.

1# Grab a pen and paper and write down all the things you want to achieve.

2# Move on to the next chapter.

Does that seem too easy? Never mind. If you do it, you will have achieved a goal, and the more goals you achieve, the greater will become your self-confidence.

Add purpose to your life and set a goal today. Grab your favourite drink, grab your pen and paper and make a list of all the important things you feel you have to get done.

Now Here's "The SMART" Way To Set Your Goals

No one in their right mind plans to fail; however, a lot of people fail to plan. If you want to be an achiever, then the best way to go about it is by setting goals. People who love to plan and budget are usually good at setting goals. If you are not a planner by nature, here's a **SMART** technique you can use to help you.

SMART is an acronym that stands for:

Specific – Measurable – Active – Realistic – Timely

Your goal should have the SMART technique built into it from the very start.

If you have set goals in the past and have not managed to achieve them, you can use the **SMART** technique as a tool to see where you have been going wrong.

Here's an overview of each of the SMART techniques individual parts:

Your goals should be Specific

This is the initial step in the goal setting process. When you are setting your goals, you need to be specific by ensuring that you have a clear idea of what you want to achieve. Ask yourself, "What is it that I want to achieve". If it's a house, what kind of house? If it's a brand new car, what make and model? If it's to clear your credit card bill, by when? Perhaps you've always dreamed of getting a college education, what college, how much will it cost, how long will it take?

By being specific with each of these questions you will find the answers.

When you've decided what you want to achieve, write it down. Now you need to plan how you're going to achieve that goal. If your goal is to clear your credit card bill, you may have to limit your spending and pay more than the minimum required each month. Decide on what date you want the card cleared (**Specific**). Calculate how much per month extra you will pay (**Specific**). Now you know how much you will need to save per week (**Specific**).

Your goals should be Measurable

It is very important to know when you will actually attain your goal. If you want to gain a post graduate degree to position yourself for a better job, you know that it will take you approximately two years, depending on the discipline. Each year that you complete takes you one step closer to attaining that goal. When your goals can be measured, you are able to see the progress that you are making and that will help motivate you.

Your goals should be activated (Active)

Just like a verb, a goal is a doing word. Setting a goal is like getting a new credit card, you carry the new credit card around in your wallet, but if you do not call the credit card company to activate it, it is useless. Regardless of how specific you are with your goal, it will be very hard to achieve it if you do nothing about it. As soon as you set your goal you need to start working on it. You need to become involved in some specific activity relating to your goal. If your goal is to save a deposit to buy a house, you need to activate it by starting to save a specific amount for X number of years instead of hoping to win the lottery.

Your goals should be Realistic

Your goal must be realistic. If your goal is unrealistic, no amount of Specification, Measurability or Activation will enable you to achieve it. Why? Because the number one factor in achieving your goals is "realism".

For example.

If you continue to eat that tub of ice cream every weekend and have French fries and burger for dinner each day, then setting a goal to lose 40 pounds within six months would not be realistic. What you need to do, when you have set your goal to lose weight, is to adjust your diet by eating healthier foods and refuse to eat any unhealthy or high in calories during that period.

Your goals should be Timely

Every goal needs to have a timeline in which it should be achieved. A timeline increases your responsibility and accountability in achieving your goal. Not having a timeline makes you feel like you have all the time in the world, and what you might have been able to accomplish in two years may take you ten years to achieve.

To achieve success in anything, it is imperative that you set goals. The **SMART** technique will help you. If you are serious about achieving your goals and you apply the **SMART** technique carefully, nothing can stand in your way.

Be **SMART** and start setting your goals.

More On Being Specific

If you want to be successful in achieving your goals, you will need to be very specific when you are setting them. It is extremely hard to achieve a goal that is not clearly defined.

When you are setting your goals ask yourself these five questions:

What do you want to achieve? **Now write down the answer.**

When do you want to accomplish it? **Now write down the answer.**

Why is it important that you achieve this goal? **Now down write the answer.**

How will you manage to accomplish it? **Now write down the answer.**

Who can assist you in achieving this goal? **Now write down the answer.**

I know that sounds repetitive, but it very important that you **WRITE THE ANSWERS DOWN.**

There are several very important reasons why you should write down your goals.

The act of writing something down, makes it concrete, makes it tangible. It is no longer just a thought in your head. It is there, in front of you, in black and white.

When you read what you have written down you understand it from a different perspective. It is sometimes a good idea to put your list of goals aside and come back to it a few days later and read your list again. Doing this can set of a whole new train of thought. The goal that may have seemed most important to you may no longer take priority and you may feel that another of your goals is more important. This is because your subconscious has had time to mull over the choices that you consciously made.

What is it that you want to achieve?

It is imperative that you have a clear idea of what you want to accomplish. Know what it is that you want to accomplish and your half way there. When you have decided what you want, write it down. Why? Because writing down a goal is like signing a contract. It is more binding. So whatever your goal is, you need to write it down with a detailed, specific plan of how you will achieve it.

Example

My goal is to quit smoking

How will I achieve my goal?

As you've already learned, if you are planning a journey, it is important to know how you will get to your destination before you set out. Deciding how you are going to achieve your goal makes it so much easier because you know what you need to do in order to accomplish it.

How I will quit my smoking habit?

The following are examples. Only one method should be chosen and consistently practiced except for "avoiding people who smoke" which is additional to any chosen method.

I will reduce the number of cigarettes I smoke daily by 1 cigarette per day.

or

I will use nicotine patches.

or

I will chew nicotine gum.

or

I will use e cigarettes instead.

and

I will avoid being around smokers.

When Do You Want to Achieve Your Goal?

Being specific about your goal is important, but having a timeline in which you want to achieve it is equally important. Having a timeline is like having a clock. You can check your timeline clock occasionally to assess how far you've progressed, how much time you have remaining and how much more effort is required. If you are lagging behind, make the necessary adjustments to get back on track.

The following is an example of a timeline:

My timeframe to quit smoking is 6 months from today.

Who can I rely on to help me?

In working at achieving our goals we will nearly always need help from other people.

If you have decided to quit smoking, enlisting the help of a friend or relative that has overcome the habit can provide you with great motivation and encouragement to finish the task. A mentor will also hold you accountable, thereby reducing your chances of failure significantly. Before activating your goals, identify the people that can assist you and ask them for their help.

Example

Who will be able to help me?

My friend George who has not smoked for the last five years.

Why is this goal so important to me?

The reasons why you want to achieve a particular goal are very important. Why? The greater the motivation behind your goal, the more you will be driven to achieve it. The reasons will motivate and inspire you to keep at it even when you feel like giving up. The greater your reasons for wanting to achieve a goal, the more inclined you are to achieve it. Your reasons for wanting to quit smoking might be a fear of developing lung cancer, or to stop the discoloration of your teeth.

Why do I want to quit smoking?

I do not want to develop lung cancer.

I hate the color of my teeth.

Smoking is anti-social.

When you've finished, your goal and action plan it should look something like this.
(*You can make adjustments based on your individual goal*).

Example

My Goal: To Quit Smoking

How will I stop? I will use nicotine patches and avoid being around smokers.

Timeframe to stop smoking habit: 6 months from today.

Who will be able to help me? My friend George, who has not smoked for the last five the years.

Why do I want to become a non-smoker? I do not want to develop lung cancer - I hate the color of my teeth and I do not want to appear anti-social.

It was Napoleon Hill that said,

"Whatever the mind can conceive and believe, it can achieve"

Therefore, think of a goal and envision yourself in the future achieving it. Believe in yourself and take the necessary steps to achieve your goal and you will be successful. The only thing standing between you and success now, is You!

Now, think about that long-term goal. How will you get there? You're going to need a plan or a map. But here's the trick:

You need to create your plan in reverse!

With your goal in mind, think backwards from the achievement of the goal to now. Be very specific. In this way you will be able to discover what it was that you needed to do at each stage in your plan and you will arrive at that which you need to do first, your first step. With a clear plan in mind you will be far more motivated to make a start.

So.

BEGIN WITH THE END IN MIND - THEN PUT FIRST THINGS FIRST

As you're planning backward from your goal you may come across a step that your unsure of. That's good. Now you know that there is something here that you need to find out about, and this simply becomes another step in your journey. This in itself will be a huge boost in your confidence because working backwards in time has allowed you to avoid what otherwise may have become a stumbling block. You really are helping yourself to motivate yourself.

Example Of Working Backwards In Time

In the following image you can see an example of working backwards in time.

For this example, I have represented the original list that I created immediately after I decided to write a Kindle E Book on how to set goals.

As I sat with pen and paper in front of me, I let my imagination travel into the future and pondered on what specific action I had taken in order to know that I had achieved my goal.

I decided that, that action would be using Kindle Select to promote my book to the public. I also decided to do this on a Friday and this became the first entry on my list.

Then I thought to myself. What action would I have to have taken to achieve that? And I knew that I would had to have published the book to the Kindle Store. This reminded me, that at that time, I would also have to decide on what countries I wanted to publish in and what price I wanted to charge.

I also realized that I would need to upload the book cover image and that once it was uploaded, I would have to check that it helped to sell the ebook. I was also reminded that I would have to have the cover image designed.

Whilst still on the KDP upload page I would need to enter the description of my book, using the appropriate HTML coding where permitted, which in turn flagged up that, as yet, I still had the description to write.

Prior to this stage I was reminded that I would need to upload the content of the Ebook. And having done so, preview it and check for errors.

Working backwards in time had flagged up the need to have an ebook cover image designed and also that I had yet to write the ebook description. I decided that this was the appropriate time to enter those on my list.

I wanted to include printable worksheets and SWOT sheets via a download link within the book and needed to know what style of sheets I would use. This was entered in my list.

At this point I knew I would need to create a title for my book that included the appropriate keywords and that I would need to carry out some research to find out what these were.

Of course, before that I would need to actually write the book. I would need to carry out some research on ideas for the content of the book and also carry out some research on relevant quotes. I also decided to analyse some of the goals that I had already achieved.

So now I had a list that was created from working backward in time. Now all I had to do was invert the list so that the last item became the first, etc and I had my starting point, my action plan.

The next action that I took was to break the first step on the list down even further and made a new list of steps just for step 1. When these steps were completed, I broke down the second step, then the third and so on.

I haven't shown these extra steps in the example, but I arrived at them in exactly the same way. By thinking backwards in time.

I hope you can see how powerful this method is. You can move steadily towards your goal knowing that there shouldn't be any nasty surprises. Being specific when planning your goal will provide you with all the motivation you need.

Steps and stages for book on goal setting.

USE KINDLE SELECT TO PROMOTE BOOK
Promote on Fridays

PUBLISH BOOK ON KINDLE
Set relevant countries and pricing

UPLOAD COVER IMAGE
Check for customer impact
(will need to create cover image)

ENTER DESCRIPTION ON UPLOAD PAGE
Include permitted html
(will need to create description)

UPLOAD BOOK CONTENT
Preview upload. Check for errors
(create cover image and description before uploading content)

WRITE DESCRIPTION
Include keywords

CREATE BOOK COVER
Research images

CREATE SWOT SHEETS
What style to use?

CREATE WORKSHEET
What style to use?

CREATE TITLE
Research and Include keywords

CREATE BOOK CONTENT
Research content. Research quotes
Write out a list of goals I have already achieved. How did I achieve them?

Started list here, imagining goal achieved

What would I have to do to achieve that?

And what steps would I need to take to achieve that?

And what steps would I need to take to achieve that?

I have arrived at the first steps I need to take in order to achieve my goal

List written out from "Goal Achieved" to "First steps I need to take."

Steps and stages for book on goal setting.

1# CREATE BOOK CONTENT

Research content. Research quotes

Write out a list of goals I have already achieved. How did I achieve them?

2# CREATE TITLE

Research and Include keywords

3# CREATE WORKSHEET

What style to use?

4# CREATE SWOT SHEETS

What style to use?

5# CREATE BOOK COVER

Research images

6 # WRITE DESCRIPTION

Include keywords

7# UPLOAD BOOK CONTENT

Preview upload. Check for errors

8# ENTER DESCRIPTION ON UPLOAD PAGE

Include permitted html

9# UPLOAD COVER IMAGE

Check for customer impact

10# PUBLISH BOOK ON KINDLE

Set relevant countries and pricing

11# USE KINDLE SELECT TO PROMOTE BOOK

Promote on Fridays

List now rearranged to show correct sequence of steps

More On Measurability

Methods Of Measuring Your Progress

When we set a goal, it is very important that we are able to measure our progress. If we can't measure our progress, we can't figure out how far we have got, or how far we still have left to go. Here are some ways you can easily and consistently measure your progress.

Keep Statistics

Any goal that you set yourself, no matter how small, must be important to you or else you wouldn't have set it in the first place. So no matter what it takes, you must measure your progress.

If your goal is to quit smoking, for example, you can measure your progress by keeping track of the number of cigarettes you smoke on a daily basis. If you used to smoke 20 per day, and by following your plan you are reducing that number by 1 per day, and each day you write down that you have smoked one less, every time you look at your plan you will see that you are making progress and sticking to your goal.

Stay within your Time Frame

An important aspect of any goal that you make is staying within the time you allotted yourself to achieve the goal. A time frame acts as a marker for your progress. A time frame is what makes your plan, measurable. If you initially set a goal to acquire a house in five years, stay within that time frame as much as possible. It is also important to know that time frames are not shackles and should be flexible. If you find that you are unable to save the amount of money that you need to stay within your time frame, you can adjust it by adding an extra year or make a decision to save up more money. If you are extending your time frame, ensure that it is realistic. The last thing you want is to continually extend your time frame. Doing that will push your goal further and further away and perhaps make it unachievable.

Blog Your Progress

If you love to write, and do not mind sharing your goal with the world, you could blog about it. A blog is a great way to measure your progress. You will feel accountable to your readers and you will be more inspired to accomplish your goal, because unless you're crazy, you wouldn't relish blogging about your failures. Your blog will be like a journal that you can make entries in each day. When you've accomplished your goal, sharing your success will be even sweeter because you have an audience. Your readers may even feel inspired by your success and you might help someone else to achieve their goals. If you don't wish to share your goal with the public, you can keep a diary instead.

Draw A Line Through It

Whenever you achieve something on the way to your goal, whenever you clear another stepping stone, draw a line through it. This is a great idea when applied to small daily goals. You can record your daily goals in your diary or whatever method of measuring that you've chosen, and as soon as you've accomplished a specific step you can draw a line through it. A series of lines marked in your diary on a daily basis will give you a great deal of satisfaction and motivation to push on.

Ratings

Nowadays, many of us rely on ratings. We prefer to book our vacations at a hotel that has a five star rating rather than one that is rated with only two or three stars. We do this because we believe that a five star rating represents the highest

standard and quality. You could create your own rating system by rating your progress from 1 star to 5 stars. The more four or five star ratings that you award yourself; the more your confidence is boosted. For this method to work effectively though, you have to be honest with yourself. An example might be: you've managed to save more than the monthly targeted amount that has to be put aside for your house deposit, you rate yourself with five stars. If you came up short by a small amount, you rate yourself with four stars.

By now, you might be asking yourself “where will I find the time to do all of this”?

Here are some **Time Management** suggestions:

Everybody has the same 24 hours worth of time each day. It's what we do with that time that determines our results or lack of them.

Here are 12 top tips that will enable you to get the best out of your day and achieve the outcomes that you want.

1# Prioritize

Know what your priorities are and make a list of them and look at that list on a day-to-day basis. What is the most important thing that you can achieve today that will help you to reach your goal?

2# Beware The Thieves Of Time

Keep a note of how you spend your time for 2 or 3 days. From your notes see if you can determine where time is wasted or could be put to more beneficial use.

For example:

Watching TV programs. Are they important to your goal?

Playing video games. Are they important to your goal?

Surfing the web. Is it important to your goal?

Spending time in Social Media. Is that important to your goal?

Reading books. Are they important to your goal?

I'm not saying you can't relax, but use relaxation time as a reward for achieving a step on the way to your goal.

3# Who and what are stealing your time?

People phoning, texting, contacting you on Social Media for a chat?

Non-productive emails?

Making daily trips that could be done on a weekly basis?

4# Concentrate

Concentrate positively on the results that you want to achieve. Our thoughts determine our actions. Thomas Edison concentrated on what he new would be his ultimate success, the incandescent lamp, not his ten thousand failures. If you don't make a decision to concentrate on your thoughts then it is likely that your brain will revert to a choice or a habit that may or may not be useful. This is why developing good habits of concentrated thought is a necessity.

5# Schedule That Task

Having an effective planning and scheduling system is also a necessity. Whatever suits you is good, be it a PC, Calendar or a note pad. It is also highly important that you use it of course.

6# Prioritize Your Priorities

Plan out your most important priorities first and then make a decision on how much time you will dedicate to that priority and be sure to follow through. Also keep in mind that rest, exercise, and healthy eating are all important priorities.

7# Time Limits

Do you find that most tasks take longer than you anticipated? This is why it's important to set a time limit for the task in hand. One good example is searching the Internet for information. It is so easy to get distracted when you find something of interest and go off down a route that has nothing to do with achieving your goal.

8# Plan Ahead

It is much easier to face the day knowing what tasks you need to accomplish, so plan your tasks a day ahead and meet the new day with a smile.

9# Get Into The Habit

Most of us suffer from some lazy habits so it is a good idea to make a list of the effective habits that you would like to create that will help you achieve your goals.

For example:

Go to bed earlier and get up earlier, have more time to yourself, learn a new language, read more, meet more people etc. Replacing the habits that are not useful with ones that are more useful will save you heaps of time in the long run.

10# Persist

Often, life gets in the way of our good intentions. The only way to finally achieve your goals is to persist and persist some more.

11# Stay Focused

Decide what it is that you are going to achieve tomorrow and stay focused on your choice. This is easy to say, but more difficult in reality. You can't do everything. That which you can't do or you dislike doing must be delegated to someone else. That which cannot be delegated should be discarded.

It is said that Napoleon Bonaparte didn't read most of his mail for at least one month. His reasoning being that if it was still worth answering after a month, it must be important.

12# First off, find out where you are now

What are you truly passionate about? What are your burning desires? When you know what these are you will know what to focus on and what to ignore. This alone will save you huge amounts of time and will enable you to focus on your goals.

More On Being Active

Actions Speak Louder Than Words

Q. How do you eat and Elephant?

A. One piece at a time.

The goal that you set for yourself may seem huge and somewhat overwhelming, but here's the trick, get active and simply break your overall goal down into smaller pieces, into smaller goals and achieve them one piece at a time.

“A journey of a thousand miles begins with the first step”

When breaking your goals down into stages, set targets that are attainable. This method is like making small goals to achieve your large goal. Each stage in the process must be something that you know you can accomplish and that also brings you closer to your ultimate goal. And each small goal you achieve will boost your confidence. Each stage that you accomplish brings you closer to your goal. While you are on the journey to reaching your goal, monitor your progress to see how far you've come and how far you have left to go. Doing this helps you to focus and also provides you with the motivation needed to complete the task. If you have the right attitude, employ the right strategy and actively pursue, you can achieve any goal!

For example.

If your goal is to start a small business, you could break it down into stages as follows:

Market research - The first stage

Writing a business plan - The second stage

Securing a loan from the bank - The third stage

Purchase tools and equipment for business - The fourth stage

Business established - Goal achieved!

As soon as you have carried out your market research you will have sufficient information to write a well-informed business plan. Your business plan will provide you with the ammunition needed to secure a loan from the bank. The money secured from the bank will assist you in purchasing the tools and equipment needed to start your business. Once you have the tools needed, then you are ready to launch your business and therefore you will have achieved your goal.

Did you notice that actively pursuing each of the stages outlined brought us closer to the final outcome?

Of course, each of the above stages can be broken down into smaller stages. The more steps there are in your plan, the more active you will be.

More On Being Realistic

Time for a reality check

One of the main reason people fail to achieve their goal is that it was not realistic in the first place. There's nothing wrong in aiming high, dreaming big, or wanting to accomplish great things. I applaud you for it. But make sure that when you're setting your goals you don't overreach yourself. In other words, make absolutely sure that your goal is realistic. An unrealistic goal is almost impossible to achieve.

The other side of the coin of course is not to "underachieve". A goal may seem unrealistic to you because of it's magnitude; however, the truth is, if it is broken down into small stages, and acted upon, it can be achieved. If after breaking your goal down into smaller steps it still seems difficult to achieve, break it down even further. If it still seems impossible, it may mean that your goal truly is unrealistic. If you decide that the goal is unrealistic, walk away from it. Never try to make an unrealistic goal work; it will only lower your self-confidence.

For example:

If your goal is to be an accountant but you're really lousy with numbers and failed all your math tests at school, becoming an accountant may be an unrealistic goal. On the other hand, you could set a new goal to improve your math to the degree needed to study to become an accountant. Now you have made your original goal realistic.

How to Test if Your Goals are Unrealistic

You can have anything you want in life if you set your goals and actively work hard to achieve them.

To avoid frustration and lack of interest in your goal, it is important that it is realistic. When you apply planning, commitment, discipline and determination to a realistic goal, there is nothing in the world that can prevent you from accomplishing it.

Assess Your Talents And Skills

Your goal can be achieved easily if you have the corresponding talents and skills required. If, for example, your goal is to become a best selling fiction author, you will need to evaluate your skills in relation to the achievement of this goal.

Ask yourself the following questions:

Is this goal realistic?

Do I have a knack for writing?

Do I have a creative mind?

Am I a good storyteller?

Do I have good grammar?

Do I have an extensive vocabulary?

If you do not possess any of these skills, then this goal is not realistic. It doesn't mean that becoming a best selling author is impossible; it means that you will first need to work on your grammar and storytelling skills. It also means that you should probably consider enrolling in a creative writing class to develop your writing skills. You could also practice telling stories verbally to your friend to test whether or not you have the skills to hold an audience.

You can set a goal or goals to master any of the skills that might be lacking in order to make your original goal realistic.

What resources do you need?

The right skills are very important in achieving your goal, but being in possession of or being able to access the proper resources is also a vital factor and have a bearing on whether your goal is realistic or not.

If your goal is to get to a specific weight, you will need to determine whether you have the right resources to achieve your goal. Whilst dieting is an important aspect of weight control, exercise is also important and if you can't afford to hire a private trainer and you don't already have exercise equipment; you may, for example, need to purchase items such as a workout DVD, dumbbells, treadmill, bicycle, a skipping rope and an exercise mat.

Obstacles To Your Success

If you take your eyes off your goal, all you will see are obstacles. When planning your goals, you should try and plan for any obstacles you may encounter. However, if obstacles do put themselves in your way to success there's no need to throw your hands in the air and give up. All you need to do is take a detour- you may find that you have to crawl underneath, jump over, or walk around the obstacle.

A foolish man learns from his mistakes but a wise man learns from other people's mistakes

To avoid taking a detour, research the possible obstacles that you are likely to come up against during the planning stages of your goal. Learn from the mistakes of others and be better equipped. If you want to become a nurse, talk to nursing students and find out what the nursing syllabus is like. It might also be useful to speak with nursing professionals to find out what the job is like on a day-to-day basis and what challenges you may face within the field of nursing. This kind of research is important, as it helps you to avoid obstacles and helps to prepare you for what is to come. Speaking to people who have already achieved what you aspire to achieve can also help you determine whether or not your goal is truly realistic for you to achieve.

Testing whether your goal is realistic is important if you wish to avoid failure. Being specific, assessing your talents and skills, researching and considering the timeframe required to achieve your goal are all keys to determining whether or not your goal is realistic.

An excellent way of assessing your talents and skills as well as your strengths and weaknesses is to avail yourself of system known as SWOT analyses.

SWOT is an acronym that stands for:

Strengths – Weaknesses – Opportunities - Threats

The Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis helps you to identify your positives and negative attributes. You can use this resource to develop a full awareness of your situation, which will help with both planning your goals and in decision-making.

A SWOT analysis will provide perspective and reveal connections and areas for action.

Why should I use a SWOT analysis?

The name says it:

Strength, Weakness, Opportunity, Threat. The SWOT method is useful in the search for personal growth.

When do I use SWOT? A SWOT analysis can offer helpful insights at any stage of goal setting.

It will enable you to Explore new solutions to a problem. Choose the best way of instigating new ideas. Identify threats that may create a stumbling block and thereby plan around them.

It can show where changes can be made. If you cant seem to go forward, knowing and understanding your strengths and weaknesses can show you what your opportunities as well as your priorities are.

It will enable you to adjust and refine your plans at any time. A fresh and attractive opportunity might present itself that will help you to expand your plans or a new threat might cause you to re plan a certain step.

Bear in mind that the very reason for carrying out a SWOT exercise is to enable you to discover your strengths and weaknesses. When you know these, you will have a list of positive traits that will help take you forward and a list of potential problems that need to be dealt with or at least recognised.

The SWOT Matrix Explained

All the best management models have four quadrants, and the SWOT matrix is no exception. You use each of the four quadrants in turn to analyze where you are now, where you want to be, and then make an action plan to get there.

SWOT Analysis Worksheet

<i>Strengths</i> <i>What do you do well?</i> <i>What unique resources can you draw on?</i> What do others see as your strengths?	<i>Weaknesses</i> <i>What could you improve?</i> <i>Where do you have fewer resources than others?</i> What are others likely to see as weaknesses?
<i>Opportunities</i> <i>What opportunities are open to you?</i> <i>What trends could you take advantage of?</i> How can you turn your strengths into opportunities?	<i>Threats</i> <i>What threats could harm you?</i> <i>What is your competition doing?</i> What threats do your weaknesses expose you to?

Step 1 – In the here and now...

List all strengths that exist now. Then in turn, list all weaknesses that exist now. Be realistic but avoid modesty!

Step 2 – What might be...

List all opportunities that exist in the future. Opportunities are potential future strengths. Then in turn, list all threats that exist in the future. Threats are potential future weaknesses.

Step 3 – Plan of action...

Review your SWOT matrix with a view to creating an action plan to address each of the four areas.

In summary

- Strengths need to be maintained, built upon or leveraged.
- Weaknesses need to be remedied or stopped.
- Opportunities need to be prioritised and optimised.
- Strengths need to be maintained, built upon or leveraged.
- Weaknesses need to be remedied or stopped.
- Opportunities need to be prioritised and optimised.
- Threats need to be countered or minimised.

SWOT Analysis Example

My goal was to write a Kindle Ebook that would help and instruct people on how to set realistic goals.

Following is an example of the SWOT analysis for this.

SWOT Analysis Worksheet For Goal Setting Book

<i>Strengths</i>	<i>Weaknesses</i>
<i>Have written other Kindle Books.</i> <i>Experience of effectively setting and achieving goals.</i> <i>Good research techniques.</i> <i>Good knowledge of promotional techniques for ebooks.</i> <i>Good reviews received for previous ebooks.</i>	<i>Not previously written a Kindle ebook on Goal setting.</i> <i>Assumption that book will be popular.</i> <i>Assumption that book will sell well.</i>
<i>Opportunities</i>	<i>Threats</i>
<i>Research information on goal setting in addition to what I already know.</i> <i>Research Kindle re goal setting books.</i> <i>Research volume of sales.</i> <i>Research promotional ideas.</i>	What is my competition doing?

Fro the above SWOT analysis, I could see that my strengths created opportunities that when prioritised and optimised would enable me to overcome my weaknesses. From here I was able to set a list of goals that enabled me to write the subsequent ebook.

More On Being Timely

Timeline Your Goals and Watch them Come to Fruition

As you have already learned, the SMART technique is employed by many people in order for them to achieve their goals.

Here's a reminder of what SMART stands for:

SMART is an acronym that stands for: Specific – Measurable – Active – Realistic - Timely.

Your goal should be: Specific – Measurable – Active – Realistic and Timely

Each part of the SMART technique is very important in helping you to achieve your goals; but being “Timely”, is the most important of all. Why? Because if you don't set an amount of time in which you want to achieve your goal, you could take ten years to achieve something that otherwise might have taken you one year.

Having a timeline helps creates a sense of urgency and importance and increases your desire to achieve your goal.

Not including a timeline when setting your goal would not be very **SMART**.

Set a Deadline

Do you remember when you were in school and your teacher gave you a deadline to bring in an assignment? Sometimes that deadline came in the form of a day, a week, or even a month. In order to meet the deadline for your assignment you may have had to sacrifice some things, like hanging out with friends, going to the movies or playing video games.

Well, setting your goal is just like that.

Be Specific With Your Time Line

When setting your goals, you need to be very specific. The more specific your goals, the more measurable they are. For example, it is not good enough to say that you “want to stop smoking”. If you say that, you may find that you are still trying to stop the habit 20 years from now. Instead, your goal should be something like this:

I will stop smoking within the next twelve months. Or better still; write down a specific date exactly 12 months from when you make the decision to become a non-smoker.

You may have noticed that in the last paragraph I referred to “stop smoking” as “become a non-smoker”.

To stop something, to quit something, to loose something. All these phrases contain negative meanings. It's much better to say:

I will become a non-smoker. I will attain (a specific) weight etc.

Example

If your goal is to save £15000 (please replace £ with whatever currency you use) by your 35th birthday in order to make a deposit on a house, you will have to forego some luxuries such as an exotic vacation in the Caribbean, going to the movies and buying designer outfits. Sacrificing those things will help you to save more money for your deposit and enable you to achieve your goal by your deadline- your 35th birthday.

To make the achievement of your goal easier, you can break it down into stages. Each stage should be a clearly defined task that is achievable and which takes you a closer to your overall goal.

For example, to achieve your goal of saving £15000 for a deposit on a house by your 35th birthday, you could break the total amount down in the following way:

"I will to save £5000 by my 32nd birthday

£8,000 by 33rd birthday

£12,000 by 34th birthday

and £15,000 by 35th birthday

From here, you could go on to plan how much you would need to save each month etc.

Did you notice how each stage takes you closer to the ultimate goal of £15,000? This is what breaking your goal down into smaller stages will achieve.

Creating An Effective Deadline

If you want to make your deadline work for you, you must be realistic. Assess each stage that you've written down to see if it's really achievable. Stages should work for you, not against you. Unless you have the gift of seeing into the future, there really is no way to tell if you will be able to achieve your goal within the deadline that you've set. To be on the safe side, you can add some extra time for unforeseen circumstances that may delay your plans.

If you've set yourself a short-term goal, you can add some hours or days. If it's a long-term goal, you can add a few months or a year.

Another way to check if your goal is realistic is to monitor your progress regularly to see if you're on track. Don't wait a month before your 32nd birthday to check if you are almost at the £5,000 mark. Instead, check every three months. Doing this will help you to make adjustments if you are lagging behind. If you are lagging behind, you can probably add a few months more to acquire your five grand or try to save a little more.

Don't Be Rigid Like An Oak, Bend Like a Palm Tree

Did you know that regardless of the pressure of the wind during a storm or hurricane, a palm tree never breaks? Instead of standing firm like an oak tree, the palm tree bends and sways in whatever direction the wind is blowing.

Although a timeline and a deadline will help you to achieve your goal, you should never feel as though you're restricted or hemmed in. Like the palm tree, you need to be flexible. If you do not allow flexibility within your timeline you may become frustrated and annoyed with yourself when you realize that time is winding down and you are still nowhere close to achieving your goal.

If, after completing the assessment of your progress you are not pleased with what you've achieved so far, regroup and make the necessary adjustments needed to get back on course.

Remember that setbacks pave the way for comebacks. Therefore, if this happens to you, use it as a stepping-stone to gather more inspiration and move forward more aggressively to achieve your goal.

Is Anything Holding You Back from Setting Your Goals?

Do you have a goal in mind but can't find the motivation to set it? Can't get down to writing an action plan, and if you do, can't get round to activating it?

If this is the case, it was never a goal in the first place. At best it was just a "wish".

Don't worry. You will know when you truly want something. You will feel excited. You may even feel a little scared. You might even think you're a little crazy in thinking you can get it. But you will know. This is because you have a **desire** to get that which you want. You are **passionate** about achieving it.

So be alert to opportunities. Opportunities are all around us all the time, but that's no good if we can't see where they are. Know what it is that you really want, what you truly desire and create a plan of how you will get it.

Remember, success happens when preparation meets opportunity

If you feel you can't get started on your goals, here's the first thing you should do. **Write your goal down.**

The first step in achieving your goal is to write it down. Knowing what you want is a good start, but it's not enough. In order to ensure you succeed in getting you want you should try to be as specific as possible when writing it down. If you're finding it hard to be specific, ask yourself the following questions.

Am I Fearful?

Fear is the number one thing that stops many of us from making progress, yet fear is all in the mind. The only way to get rid of fear is to replace it with faith. Where there is faith, fear will not stay around for very long. If you are to succeed at achieving your goals you have to believe in yourself, make some adjustments in your life, and never be afraid of trying new things.

If you are afraid of failure, remember, failures are stepping-stones to success.

Here's how to make "failure" your friend.

You try something. Some of what you try works. Some of what you try doesn't work. Discard what didn't work. Take what did work and try again. Repeat the process.

Don't Succumb To Fear

I was taught that FEAR is an acronym that stands for:

False - Evidence - Appearing - Real

Fear can kill your hopes and dreams if you let it. Overcome your fears by utilizing the belief system of "anything is possible".

Some of things you want out of life may seem quite intimidating. This is especially true if you believe that you don't have the skills, talents or education to achieve your goal. Instead of yielding to a your fear, ignore the inner voice that tells you can't achieve what you want and plunge ahead. It is okay to feel doubtful but do it anyway.

Don't be afraid to try something new. While it is sensible to be aware of taking risks, you must not let fear hold you back. Often, we have been conditioned to be afraid of taking risks by those around us who are so scared to try anything new. When you're faced with trying something new just go ahead and try it. Ask yourself. **"What's the worst that can**

happen"? This is how we learn. By trying and sometimes failing. You will learn something useful from any new experience so take what is useful discard what's not and move on.

One of the main reasons why people fail to achieve their goal is because they don't activate it. A goal cannot be accomplished without effort. It needs your will, your energy, your drive, your confidence and your determination to see it through. When you set your goal, keep the reason for wanting to achieve it at the forefront of your mind. Focus all of your attention on one specific goal at a time, find a way to overcome obstacles, and don't ever let fear intimidate you.

“Do the thing you fear and the death of fear is certain”.

Mark Twain

How Badly Do You Want It?

If you really don't want to do something, you will make all sorts of excuses not to do it. However, if you want to achieve something badly enough then nothing will stand in your way. Your desire to succeed will act as a motivator even when you don't feel like carrying on. If your desire to succeed is low, you will never take the first step. Make sure that you have a great desire and passion to succeed before activating your goal.

Are You Trying To Achieve Someone Else's Goal?

There's nothing is wrong in admiring other peoples achievements, but if for example, you start to study for a PhD just because your sister or a friend just earned theirs, or if it is a goal being set for you by a well meaning significant other, you may well find that you have let yourself in for some hard times when you realize that that goal is not really what you wanted after all.

YOU must be in control of YOU. Beware of well meaning others telling you what you need out of life, for this will never enable your desire and passion. YOU must decide what it is that YOU want. Decide what it is that you want and write it down, memorize it, repeat it to yourself often. If someone asks you what it is that you want from life, you should be able to tell them exactly what you are going to achieve.

When the goal is your own idea, even if you encounter obstacles along the way, you will find the strength to persevere. Therefore, when you are setting your goal, make sure that the goal is really yours to begin with.

Do You Have The Time?

If you're very busy at this point in your life, it's probably not the ideal time to be setting goals. Goals, especially long term goals, require a lot of energy and time. Try to be realistic and assess whether or not you have the time required to invest in achieving your goal. On the other hand, you may be able to set a goal to “free up” some time

Do You Have The Required Resources?

Anyone can set goal, but many people don't because they don't know where to begin.

You can start setting your goals by being specific. By mapping out a time frame, setting out the stages required to reach your goal and the actions that you will need take to actualize them. Remember, your goal is not a shackle; ensure that your plan is flexible enough to accommodate any obstacle you may encounter along the way.

Following is an example of the worksheets that I use.

Example Worksheets

Immediate Goals (daily to weekly)

Week:

Day/Week	Goal
Monday	Priorities: 1. 2. 3.
Tuesday	Priorities: 1. 2. 3.
Wednesday	Priorities: 1. 2. 3.
Thursday	Priorities: 1. 2. 3.
Friday	Priorities: 1. 2. 3.

Goal Setting Worksheet

Short Term Goals (Monthly to 1 year):

Specific <ul style="list-style-type: none">- What?- Why?- When?- Where?	
Measurable <ul style="list-style-type: none">- How will you measure your success?	
Action-Oriented <ul style="list-style-type: none">- What will you do?- Are there specific tasks to do?	
Realistic <ul style="list-style-type: none">- Do you have the skill?- Do you have the resources?- Do you have the time?	
Time-Based <ul style="list-style-type: none">- When will this be done?- Deadlines?	

Goal Setting Worksheet

Long Term Goal (5 to 10 years):

Specific <ul style="list-style-type: none">- What?- Why?- When?- Where?	
Measurable <ul style="list-style-type: none">- How will you measure your success?	
Action-Oriented <ul style="list-style-type: none">- What will you do?- Are there specific tasks to do?	
Realistic <ul style="list-style-type: none">- Do you have the skill?- Do you have the resources?- Do you have the time?	
Time-Based <ul style="list-style-type: none">- When will this be done?- Deadlines?	

Four Ways Of Ensuring You Achieve Your Goals

It was Andrew Carnegie that said,

"If you want to be happy, set a goal that commands your thoughts, liberates your energy and inspires your hopes.

Anyone can set a goal, but what's the point of setting a goal if you never accomplish it? If you find that it is easy to set goals but you seldom achieve them, here are 4 reasons why you may be failing and what to do about it.

1# You Forgot The "Reason" Behind Your Goal

If the timeline that you set to achieve your goal is really long, you may find that you forget the real reason why you made your goal in the first place. The reason why you set your goal should act as a motivator. Keep that reason at the forefront of your mind.

2# You Bit Off More Than You Could Chew

Setting goals is a great way to get the things you want from life. You can make short-term goals that help you get things done throughout the day, or long-term goals that bring tangible rewards, but beware of taking on too many projects at the same time. You will need to prioritise your goals. You can set a goal to achieve your list of goals within a specific deadline, but it's a good idea to concentrate on them one at a time.

Instead of trying to be a Superman or Supergirl, list your goals in order of priority. Work on the top one on your list and focus all your time and energy into accomplishing that one goal. As soon as you have achieved that goal, tick it off and move on to the next one your list. The more goals you tick off from your list, the more self-confidence you will gain.

3# You Lost Focus

You're bound to come up against various obstacles throughout the process of achieving your goal, and although you may have foreseen and planned for some of them, you're not a fortune-teller. You are bound to be confronted by some unforeseen obstacle and the trick here is not to allow these obstacles to bring the pursuit of your goal to a standstill.

Instead of focusing on the thing that threatens the achievement of your goal, focus on the goal and think of ways to overcome the obstacle. Some obstacles may seem so impossible that you can't see a way forward. If this is the case, stand back from your goal for a moment. You don't stop focusing on your goal; you simply give yourself some elbowroom, time to think the problem through, time to create a mini-goal to overcome the obstacle perhaps.

4# You forgot that in order to find out "How", you needed a powerful "Why"

Unless you have a phenomenal memory, you will need to write down your goal and keep it in a place where you can be reminded of it on a daily basis. It would also help to write down why achieving your goal is so important to you.

8 Ways To Stay Motivated

If you've ever set a goal and lost interest along the way, you are not alone. One of the most important aspects of setting your goal is your desire to succeed, yet even more important than this, is your ability to stick to it in spite of the challenges you may encounter along the way.

Here are 8 tips that will help you to stay motivated right up to when you achieve your goal and beyond.

1# Maintain Your Momentum

If you decide to take extended time out on the way to your goal, don't be surprised if you find it really hard to get going again when you will find that you need to invest even more time and energy to get back on track. I'm not saying you can't take time out, but don't take time out, if you can possibly help it, while you're in the process of achieving one of the stages of your goal. If you're making steady progress this is not the time to ease off. In fact, this is the time to dig your heels in and feed off of that momentum. Doing this will help you to achieve your goal within the time frame that you originally set.

Once you have achieved a specific stage, great, take a well-earned breather, but be sure to stay within your overall time frame. You can even allow for time out when you're planning your goal and it is important to do so.

2# Recall your Victories

The bigger your goal, the more likely you are to experience pangs of fear. However, this is not the time to give up. This is the perfect time to stand tall and face the challenge head on, even if you are quaking in your boots. If you think back over your life, you will discover that there were times when you succeeded against the odds, so take a walk down memory lane and recall your past victories and remember just how great you felt when you succeeded. Now, any time you feel a twinge of fear, just remember how good you felt those times when you overcame your fears and allow that motivation to carry you forward.

3# Focus on the Evidence

It is very important that you keep track of your progress when you are working towards your goal. Doing this not only helps you to see how far you've come, but it also serves as a motivator in times of discouragement. If you're trying to achieve a specific weight, go into your closet and take a look at the clothes that are now too big for you. Focusing on the evidence will provide all the motivation you need.

4# Be Positive

When you set a goal, there is no place for negativity. Try your utmost to maintain a positive attitude throughout the pursuit of your goal. Instead of focusing on the negative things that can prevent you from achieving your goal, concentrate on all the things that can go right. If, for example, your goal is to become a successful entrepreneur, don't soak up stories of failed small businesses, instead, immerse yourself in the success stories of entrepreneurs such as Sir Richard Branson, Bill Gates, Steve Jobs, Martha Stewart, John D Rockefeller, Henry Ford and Ben Franklin

5# Persistence

You can't see into the future when you set your goal. If you encounter obstacles on the way, don't throw in the towel. Instead, persist against the odds and find a way to overcome. Overcoming an obstacle will increase your confidence and provide you with more ammunition, should you encounter another obstacle along the way.

Nothing in the world can take the place of persistence. Talent will not; nothing is more common than unsuccessful men with talent.

Genius will not; unrewarded genius is almost a proverb.

Education will not; the world is full of educated derelicts.

Persistence and determination alone are omnipotent.

Calvin Coolidge

6# Learn From Your Mistakes

Albert Einstein said,

"The definition of insanity is doing the same thing over and over again and expecting different results".

If you've made a mistake in the pursuit of your goal, learn from it and move on. Try not to make the same mistake again and don't beat yourself up over it. You have to be your own cheerleader and you can't do that successfully if you criticize yourself every time you make an error.

Albert Einstein also said,

"Anyone who has never made a mistake has never tried anything new."

7# Ask For Help

Never be afraid of enlisting the help of those around you in helping you to achieve your goal. Identify those people who have managed to accomplish what you are now trying to achieve and ask for their help. A mentor can help motivate you and keep you focused. Also, when you have a mentor, you have someone you have to be accountable to, which makes it less likely that you will give up.

8# Reward Yourself

A reward is one of the best motivators. Even children work harder when they are promised a reward for completing their chores. Similarly, when you reward yourself each time you accomplish a stage towards your goal, you will be more motivated to move on to the next stage. The small rewards that you give yourself at each stage will prepare you for the thrill of accomplishing your goal.

2 Magical Exercises That Will Enable You To Experience Your Goals As If You've Already Achieved Them

The achievement of your goal should always be foremost in your thoughts.

Exercise 1

Surround Yourself With The Achievements Of Your Goal

One way of keeping the outcome of your goal in the forefront of your mind is to surround yourself with reminders of it. Is your goal to buy a brand new car? Find all of its specification and all of the glossy pictures that you can of it and stick them up in places where you cant miss them. On the fridge. On the bathroom mirror. On the closet door. You get the idea. If your goal is tangible, you can always find images and specification of it.

Exercise 2

The fact that you will achieve your goal should always be foremost in your thoughts.

As far as your goal is concerned you need to: **See it - Hear it - Smell it - Taste it and Touch it.**

But how can you: Hear it. Smell it. Taste it and touch it, if you haven't achieved it yet?

You can do it through the wonderful gift of imagination and visualisation

The first thing you will need to understand in order to visualize your goal is to realize that the world you live in is not "out there". Your problems do not exist "out there" and the answers do not lie "out there".

Your world exists inside your head. My world exists inside my head; therefore the world we live in is personal to us and exists inside our heads.

If you doubt this, think about it this way. If you couldn't see, hear, feel, taste or smell, the world would not exist for you, for it is through our senses that we interpret the world around us. This is real good news because it means that all we have to do to change our world is to change our "minds". You can use your imagination and your five senses to visualize your goal any time you want to by creating vivid images and moving pictures in your mind of what it is that you really want and run these mind movies often.

The subconscious mind doesn't know the difference between that which we physically experience and that which we imagine. If you have a negative mindset, that is what your subconscious will accept as real and act upon, so keep those mind movies positive.

If you know what you want, you will know what it looks like in your imagination, and you will be able to visualise it.

To reinforce your powerful “**Why**”, work through the following exercise.

You'll be amazed at the beneficial effect it will have on attaining your goal.

Goal Setting Through Visualization Exercise

Find somewhere where you can sit for twenty minutes that is quiet and where you won't be disturbed or distracted.

Sit straight but relaxed. Eyes to the front. Close your eyes and take a deep breath in through your nose and let it out through your mouth. Let your breath out with a sigh. Repeat this four or five times or until you're feeling completely relaxed.

Now think back to a situation where you felt relaxed, content, and happy. If you can't think of one, make one up. Perhaps you were on vacation relaxing on the beach, the sun on your face, a warm gentle breeze blowing across your body, the sound of children laughing. Whatever the memory might be, it will have certain aspects that relate to your five senses.

Now imagine you have achieved your goal. You've succeeded. It is there in front of you.

What can you see in your mind's eye? What does having achieved your goal look like? What can you hear? What can you taste, smell and touch?

Make this image, this picture as large as you can. Let it completely surround you.

Are there colors? If so turn up the brightness. Just imagine you have a TV remote control and press a button. Make what you can see appear in glorious Technicolor. If you don't see colors, create them in your mind.

What sounds do you hear now that you have achieved your goal? Use your remote control to turn up the sound.

Now you've achieved your goal, how do you feel? Happy. Excited? Press the button and increase your happiness and excitement.

What does success taste like, what does it smell like? Sweet? Make it sweeter.

Now you're feeling great for having achieved your goal. But you can feel even better. Just tell yourself that you can.

Whilst doing this, you will probably drift off into a daydream. That's good.

As you come out of the daydream, take a couple of deep breaths as before.

When you are ready, stand up and stretch your body. Take a long luxurious stretch.

After using this visualization method to enable you to experience your goal, I absolutely guarantee you that you will feel full of energy and be ready to forge ahead; you'll feel ready to tackle anything.

Do this exercise on a daily basis and you will be amazed at the results.

How good does it feel to know you will achieve your goal?

OK. So now you know why it is imperative to set goals to achieve all of the good the things you want out of life, but better still, now you know HOW.

My goal in writing this book is to help you achieve your goals.

I wish I could be with you when you achieve your very first goal, to congratulate you, shake you by the hand, and tell you that your achievement is only the first of many.

I wish you the very best of fortune.

Ian D. Major

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Achieve and Succeed
Learn The Most Effective Goal Setting Techniques Ever Devised
and Turn Your Dreams Into Reality

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