

GOAL SETTING

Effective and systematic approach to achieve your Goals



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INTRODUCTION

Meet the Author

My name is Pradeep Chaudhary and I am founder of the Simplified Success a portal that provides systematic tool for your personal and professional goal setting and achieving, number of articles and tips to help you achieve your personal and business goals. From the beginning itself SimplifiedSuccess.com has received quite an exciting response from the people across the globe. It's more than a pleasure to have such a massive response of people that learn and develop a self believe that they can be successful and enjoy their personal and professional life. I would love to hear your feedback and comments and you can send it to advise@simplifiedsuccess.com.

What motivated me to write this e-book?

I found my love for business (i.e. Entrepreneurship) when I got an offer letter to join a small company of that time as a faculty to teach computer software's in an institution at Patna. During those days I was completing my own computer courses. Because I was too young, I started marketing and teaching windows and ms-office. As I said earlier, the institution was very small and passing through a bad phase, I got a chance to communicate to the director and advised him certain tips and took control of marketing. From that point onwards we started doing well and after a small interval of time, we were in a good condition to run that institution.

Unfortunately I had to leave Patna and come down to Kolkata for my further studies. I read and studied so many books and articles related with self-development and writing has been my passion from childhood. So I started writing articles and posted them on a few websites and got a massive response and a number of feedback letters. In every one out of two letters people asked me a common question “ how to set a goal?” before moving forward and achieving a goal it is necessary to know the goal and it inspired me to write a book on this topic.

The purpose of this book is to motivate you and boost up your self-belief. I hope that this e-book will help you to learn about success and help you to have a goal and help you to achieve them.

HOW TO GET MOST OUT OF THIS BOOK

The purpose of this book is to provide you a systematic guideline to learn and succeed. The best place to start reading this book is a place where no one else is disturbing you and you have a very calm atmosphere where you can concentrate on what you are reading.

Before you start reading this book, I suggest you to keep a notebook and note the important lines you liked while you read the book.

Don't try to read the full book in one go, rather try reading chapter by chapter and make sure you learned from each and every chapter.

Make a note after reading a chapter or a topic and try to analyze and relate the same with yourself.

At the end of every chapter I have tried to give you a things to do or query to be answered, try to be very honest with yourself while writing and answering those queries.

DEFINING SUCCESS

“There is only one success--to be able to spend your life in your own way.” - Christopher Morley

Success is the accomplishment of goals and objectives necessary to achieve a particular task, realize a particular dream or satisfy a particular need or want, for a particular period of time. This definition of success implies a state of constant motion. You are always moving toward 'that thing' you want so badly and success is not in the attainment of the 'thing' itself, but it is in the actual process you go through in order to get it. It is in the sweat that you put out, the long hours you put in and it is in the decision you make that you will stay in the fight. It is in the lessons you learn as you strive to constantly reach higher levels. This is the reason you can make bold statements about your success even in the absence of physical evidence. You become able to visualize yourself as strong and successful regardless of the environment you temporarily find yourself in.

First and the most important thing are to decide what you want and your sincere commitment to it. Once you've decided what you want from your life, then you are half done and now you are ready to go to achieve success. Now you are a man/woman who has a goal and know what he wants from his life.

The second thing required to become successful is to make sure you are ready to pay the price. When I say price it does not mean you have to pay cash, no cash is required to be paid rather you have to commit yourself and get ready to do whatever it takes. In other words you have to be aggressive.

Can we get something from a shop, without paying the price? No! You cannot get. Same principle applies with your life. You have to pay the price, before you get what you want. So you have to get ready to commit yourself to achieve what you want from your life.

Doing what you really like to do and doing it with satisfaction is too good. Sometime this appear too easy, as if you can do such a wonderful thing without putting so much of efforts, but some time it can be tough.

Goal setting can be taken as a process that not only helps you to decide exactly what is that you want, but also helps you plan and achieve it. Goal setting is a process that helps you put your efforts and energy in a right direction and help you to make an effective action plan.

Being said above, i hope you must have understood why we need to set a Goal and how goal setting can be an effective approach for you to make your systematic action plans towards your success.

THINGS TO DO

1. What do you think is the definition of success? Define Success?

2. What do you think is required to achieve success?

3. Do you think Goal setting is required to achieve the success you want to achieve?

WHAT IS GOAL?

"Goals are the fuel in the furnace of achievement" — Brian Tracy.

Goals are outcome of ultimate accomplishment toward which an effort is directed and it provides a purpose and direction to your life. Goal should reflect perceived present and future needs of your life.

Goal can be considered as a target that you want to achieve. For example getting at least 1,00 people working for your company by the beginning of next financial year, or purchase a resort at a hill station. It could be anything that you think you should achieve.

Goal can be divided in different category. It can be either a short-term goal, or a long-term goal, personal goal or business goal. Short-term goals are the targets that you can achieve within short period of time - for instance within a month or even less than that. Long-term goals are those that will take some time may be a year or two or even more than that.

During the process of setting and achieving a goal, you will improve your quality of life and once you achieve a goal that appeared to tough and challenging, you will feel more confident and your life will get changed forever. In the process, you'll discover ways to motivate and

inspire yourself and learning to find your own inner motivation is one of the most important skills one can master.

THINGS TO DO

1. What do you think is a Goal?
2. Enlist five long term Goals you want to achieve?
3. Enlist five short term Goals you want to achieve?

How To Set a Goal

Study says that goal setting is a very effective mechanism to achieve success. Before you set a business goal or a personal goal, you should make sure that you are in a positive and relaxed state of mind. If you are not in positive state of mind before you start goal setting, then it goal setting will become a hard work for you. Goal setting should not be a hard and painful act, it should be an enjoyable experience for you and to make goal setting an enjoyable experience you have to be in a positive state of mind. You should be a positive thinker. You should be sure that setting and achieving your goals will make you feel good about yourself and you will enjoy your personal, social and business life and you will never regret for anything after achieving your Goals.

Very often we talk about the people who have achieved success in their life. We think how they did it exactly. We think how they got such a wonderful idea? How did they dare to dream so big?

Perhaps all of us have some dream and think of making it come true. Some one of us think on it and then forget it as we find this takes lots of devotion, courage, energy and we don't find ourselves compatible and say just forget this. At the same time some of us who know how to succeed, they just go about it and make it come true. They think otherwise and are capable of devoting themselves to make their dreams come true.

In broad sense, there are basically two types of people. Positive Thinkers and Negative Thinkers. Positive thinkers think and talk

positive and have self believe and courage. Negative thinkers think and talk negatives and do not have enough self believe and courage. So you have to be a positive thinker before you start setting goals for yourself.

Be a positive thinker

This is very important and a vital factor that is going to affect your goal and goal setting procedures. If you are positive thinker, you will always feel that yes I can do it. And once you feel from your heart that you can do it, you can really do it. In front of my table I have a quote saying "whether you think you can, whether you think you can't you are always right" and believe me this is a life changing quote for me. Whenever I see this quote I get energized and feel yes I can do it. So this is very important that you think and feel positive. Trust me positive thinking can change your life.

Dream Bigger

Whenever I ask a question "What is your dream?" to the peoples, I get a number of different answers from them. Few of them have a big dream, few have small and some of them have a very funny and a unreasonable dream. But interesting thing to know about is the person who has a bigger dream like "I want to be more happy" or "I want to be financially independent" or something of that sort.

Even we all know dream is not a real life, its an imagination, its a way you are visualizing yourself and your desires, but still we limit our imagination and dream small. Just let your imagination be imaginative and let our dreams be unreasonable and seem unrealistic, but unless you imagine it, how come you will achieve it. If we limit our visions and imagination, how the greatest innovations will take place. So Go and free your self when you dream. Always have a habit of dreaming BIG, and once you dream big, you will learn how to make it true.

Make sure you know what you want and why you want

Very often we get confused at this step. Not sure what exactly we want from our life. Even it is tough to predict and suggest what exactly you should want from your life. You are free to dream for anything and whatever you want you will get that. When you know what you want, then its time to think do you really want it? Are you sure if you get this you will be a happy man/woman? If you achieve this, you will not have any regret and you will really celebrate and enjoy your success? Ask yourself these questions and try justifying what you want to achieve is really worthwhile.

THINGS TO DO

1. List five most important Goals you want to achieve?
2. Are you sure the Goals you have listed above are important to you?
3. Do you think you are a dreamer?
4. List your five most important dreams you want to make true?
5. Do you think you are a positive thinker?
6. List five positive things about you.

CHOOSE YOUR GOAL AND STAY FOCUSED ON IT

“People with goals succeed because they know where they’re going. It’s that simple.” — Earl Nightingale.

When it comes to choose a Goal, you might have so many Goals, but you have to prioritize them. Take a paper and pen and write down all the Goals you have and see which is the most important Goal and begin with that. The simple idea is, don’t set a lot of goals at the same time, because this way your focus won’t be on a particular Goal and ultimately you won’t achieve any of them completely.

The key to goal setting is staying focused. It is not that easy to focus at many goals at the same time, as easy you might be assuming it to be. Staying focused need a strong determination and a higher level of commitment.

What is required to stay focused?

So what is required to stay focused? Motivation! Yes its Motivations. Motivation is derived from the word motive that means the cause of

doing something. Have a solid cause and it will be very easy for you to get motivated to act for the cause. I believe that if you want to keep yourself motivated, you have to have to do something for it everyday. Motivation is like the breakfast, you have to take it everyday, and else it may cost your health, same way you have to take some motivational dose for a good mental health. Different people get motivation from different sources, though I find following are the best and the common to do to keep you motivated.

Don't think of the pain you are getting today, rather think of the joy of achieving. Read good articles, motivational quotes, and motivational stories so that your mind can consume required motivation out of it. Keep a list of appreciations, complements and awards and check them when you feel you need motivation. These complements and awards will motivate you to go ahead.

At times, remembering the bad times or negative complements can also be motivating, if you are a positive thinker. You can get inspiration and motivation to go ahead and get a better feedback and complements from the one who gave you a bad feedback. Try this some time and you will find it's a great way to keep yourself motivated.

Spare time to enjoy your personal life with family and friends, it is very important and it help you stay motivated.

THINGS TO DO

1. Do you agree with me, staying focused is important?
2. Are you focused enough to achieve you goal
3. How you think you will keep yourself stay focused?

PRODUCE A DESIRE TO ACHIEVE YOUR GOAL

*"Within every desire is the mechanics of its fulfillment."
- Deepak Chopra*

Desire, is what that keeps us working all hours. It is desire that keeps us thinking, keep us busy doing things, keeps us working from 8am to 10 Pm every day. You can think of it as fuels that ignite us to do something. What ever we do, a design to do it successfully is a must.

Take a minute and think about the goal you've set for yourself and ask your-self, "how committed you are to achieve this goal"? Found the answer? Ask next question "will you ever give up during the process of achieving your goal"?

You are right if you are truly committed and won't give up. A True desire is a must to achieve anything you want to achieve.

Every day life brings us new opportunities and a reason for you to succeed. You have to develop a habit, where will start loving the challenges and the level of satisfaction that you achieve when you solve a so-called crises or a problem. Sometimes these crisis and problems distract you from our main objective and goal that is something else, and in such scenario, its very important to manage

the problems and the crisis and stay focused on your goal and objectives.

THINGS TO DO

1. Do you think you have a burning desire to achieve your goal?

DEVELOP SELF-BELIEFS

"Whatever the mind of man can conceive and believe it can achieve." — Napoleon Hill

"Whatever the mind can conceive and believe, it can achieve", if you notice this line closely you can easily understand that, if you conceive and believe, you can achieve. I repeat in bold letter "conceive and believe". If there is a fraction of doubt in your mind that you cannot achieve something, you won't be able to commit yourself to it. In order to achieve, you must believe it is possible and that it's possible for you to achieve.

I would like you to another favorite quote of mine that can change your life and help you become a self-believer it reads, "Whether you think you can, whether you think you cannot, you are always right". Don't you agree with me? If you think you can, you really can and if you think you cannot, you really cannot?

It is your self-beliefs that define who you are? And self-beliefs can help you to succeed through difficult times in every area of your life. But have you ever truly considered what you really believe? So look at your own life and know your level of self-beliefs, motivate yourself from your own past.

Every one on the planet earth had some tough time in their life and still they survive. I know a friend of mine who lost his parent in car accident and there were no home to stay for him. It was a tough time for him. But an old poor farmer adopted him. When he was in school the farmer again passed away and he had to leave his school and take care of the mother. He started a small vegetable shop and now he has a very good business chain of fresh vegetable shops. There were tough times in his life and he has survived. Can you remember any such tough challenge that you have survived in? I am sure there must be a tough challenging time of crisis for you like loosing a job, loosing some one you have loved, loosing a pet.

What I want to convey is tough time and crisis is not for ever. God tests every one and we all pass the test. When you can remember those tough times that you have survived, it will help you stay focused and help you get motivation from your own past.

THINGS TO DO

1. Do you have enough self-beliefs?
2. Can you see yourself achieving your goals?

SET A DEADLINE TO ACHIEVE YOUR GOAL

*"Your future is created by what you do today, not tomorrow."
— Robert Kiyosaki*

Having a deadline help you to plan your time, energy, efforts and concentration in a very systematic way. When you have a deadline set for yourself to finish a work, you will realize the rate of completion is very fast and accurate. If you don't have a deadline your efficiencies will decrease.

Take the following two situations for illustration;

Situation 1: you have been assigned a job/task and you do not have a deadline to complete it.

Situation 2: Same job is assigned to you with a realistic deadline and you finished it. Now realize which job you managed and finished better, in which job you enjoyed finishing... no need to say. It's the second job for which you had a deadline.

It's a human nature, when you have a sense of urgency, you won't dare to waste any resources and put your best with a systematic

planning to complete it on time. Deadline can always move you to take actions to achieve the task /job assigned.

You may be procrastinating because your goals are not in line with your intentions, or perhaps because you have not set formal goals to live by. You need to think about what is important to you, and translate this into goals. Make sure your goals reflect your interests and values. Make sure your goals are going to move you ahead in life. Then, make your goals a priority so that you are likely to give them the attention and effort necessary to attain them.

You need to define your goals in behavioral terms, that is, make each goal an action or behavior you can carry out. In addition make each goal specific enough so you can measure your progress and determine its ultimate attainment. For example, a goal might be to get a grade of B or better in a math course you are about to take. Another might be to turn in your first paper on time. A third might be to spend at least 3 hours of every day this week studying.

Your goals should also be challenging, that is, working toward them will make you grow, but they should also be attainable. Goals that are "pie in the sky" are of no value. Each goal should represent a small but discernible step beyond the previous goal or what has been referred to as "baby steps." You are much more likely to take baby steps than giant leaps. Also, many of your goals should lead to more immediate results, although some can be more long range.

THINGS TO DO

1. Do you think setting a deadline will help you achieve your goals?
2. Have you set a deadline to achieve your goals, if not set one now

SEE YOUR GOAL WITH OPEN EYES

"Opportunity is missed by most people because it's dressed in overalls and looks like work." - Thomas Edison

As of now, your goal might be just a thought, whenever you seat and close your eyes you can see it, you can feel it. But now, see your goal with your open eyes. Open eyes? Yes open eyes. I want you to see your goal by open eyes. Write down your goal on paper and read it, see it, feel it.

Recall your school days, when you learnt your first rhyme in Nursery class. When you read and re-read a phrase the impression on the mind becomes deeper and deeper and chances are very less that you will ever forget those rhymes. So to remember and feel your goal in front of you, please write it down on a paper and keep it on your table, or somewhere you can read easily and frequently.

Remember, there is a big difference between a normal man and a special man. A good achiever cannot go anything just away. They use to write down each and every idea, tips, thoughts, so that they won't forget it. Can you remember when last time you had a good thought or a good idea and you wrote it in a notebook. When you write something you automatically stay focused on that and you will give your attention to that.

Obviously, it takes a lot more than simply writing a goal on a paper, to make it come true. But when you write your goals to a paper, it starts the conscious process, and apparently enables your mind to start working for you. Writing them down it forces you visualize your Goals and helps you stay focused on it.

While writing your Goals, try to use as many as positive words as possible. Always use a very positive language to write your Goal. Also it is very important to write your goals in details so that when you see the goal, you can visualize an entire scenario. Always remember, the more focused you are on your goals, the more likely you are to accomplish them.

THINGS TO DO

1. Note Down your goals and paste a copy on your living room

IDENTIFY THE OBSTACLES

"Obstacles are the things we see when we take our eyes off our goals." — Zig Ziglar

After having a clear picture of the Goal and the milestones, there is something else that need you attention. Guess!! You are right, the obstacles. There is nothing that you want to achieve and it has no obstacle. Obstacles are bounded to be there when it comes to achieve something. So you have to identify them and write them down on the paper.

When you have the obstacles that you think you have in the path of achieving your Goals, it will help you to make more appropriate action/task plan to achieve you milestones.

THINGS TO DO

1. Are you ready to overcome all the obstacles in your way?

2. Identify the obstacles you think you have on the way?

3. Think of the possible way to sort out the obstacles and resolve the easiest obstacles first.

IDENTIFY THE RESOURCES

"Put all your excuses aside and remember this: YOU are capable." — Zig Ziglar

Now when you have identified the obstacles for your goal, you have to find out the resources you need and the resources you have.

Identification of required resources are equally important, as because you will need them during the completion of your milestones and the goal.

THINGS TO DO

1. Identify the resources you require

2. Identify the resources you already have

DEFINE THE MILESTONES

*"Nothing is particularly hard if you divide it into small jobs."
— Henry Ford*

Now you will be making milestones to make it much simpler to achieve your Goal. It's always a best practice to divide the goal in to milestones. Most of us, do not achieve our goal, just because it appears overwhelming when we see it. When we divide a big task to small tasks, it becomes easy for us to finish each task. Milestones are easier to achieve and shows the progress. When you see progress in task, you find more interest going ahead, and doing things.

Henry Ford has told, "nothing is particularly hard if you divide it into small jobs", that means if you try finishing a big job at a go, it won't be too easy and if the same tasks can be divided into a few small tasks, it will be more easier to accomplish them one by one.

When you divide a Goal into mini goals or the milestones, you will realize following benefits:

1. The Task will not appear too big to be completed to you and you will find it interesting doing it one by one.

2. You will find it easier to accomplish the smaller task, in comparison to the one big task
3. When you will finish a small task, it will help you to keep yourself focused and motivated to proceed for the next task.
4. It will become easy for you to track your progress and you can analyze if things are going smooth and it will help you prepare more robust action plan for rest of the tasks.
5. You will always find yourself motivated to do the next task, as the one you were supposed to complete has been completed on time and with a good level of satisfaction.

THINGS TO DO

1. Do you agree dividing Goals into milestones will really help you?
2. List your milestones and set a deadline for each of the milestones?

3. Mark the start date and completion date for the task to ensure you are on a right track.

TIME MANAGEMENT

"My God, if you can never ever get back your time, what are you doing with yours right now?" — Mark Joyner

Time management is a process of organizing your priorities of tasks and scheduling a deadline to complete them. Time management helps you stay focused on your Goal and the tasks. At every point of time you have a clear picture of what you have to do and when you have you do. That's the reason I say Time management keeps you focused and make your goal setting more effective by helping you devote your time and energy in a right direction and at right time.

When we talk about today's effective and efficient time management procedures, the PRIORITY is a keyword that is going to affect your end results. In relevant to time management, Priority can be of three types Normal, Urgent and Important.

Normal Priority

Normal priority means something that has a very less importance. Even if you fail to do such task, or ignore the task the final output will be less affected. You can consider such tasks as a normal priority tasks.

Urgent Priority

Urgent tasks include something that needs immediate attention. Even though its affect won't be too much on your outcome, but it needs immediate attention from your side. Even you are hell busy preparing some report, or a presentation, but if your dad gives you a call you will say, yes dad I am coming, or may be you will respond in some other way. Suddenly the alarm is ringing, you have to go out and switch off the alarm. Such tasks are the task that are Urgent, but does not have so big affect on your final outcome.

Important Priority

Important covers tasks that are really important. It has a greater affect on the final outcome or on your goals. You are most bothered about such tasks.

I have been surveying a number of peoples and concluded that often people get confused while making the priorities and schedule. When they prepare their work priorities, they pay more attention to the urgent tasks, even though it is not important, and less attention to the work that is Important but not urgent. As a result, they always complete the urgent but un-important tasks, and always ignore the Important but un-urgent tasks.

While setting your priorities, be careful and know that your time management should be quite flexible, portable and balanced.

ACTION PLAN

"Ideas are worthless without action." — David Cameron Gikandi

Now we are making the actual action plan to achieve the ultimate goal we have set for ourselves. To do this first of all lets again divide the milestones into easy-to-accomplish tasks. Task is the ultimate action we will be taking to achieve our goal. The idea of dividing the milestones into different tasks is just for the ease of action and execution.

Make sure to list all the tasks, even those you think, can be done in minutes, because you have to spare a minute for it. While working with a systematic plan and for a scheduled task, every minutes count.

Now when you have enlisted each and every task, you have to perform with deadline set, as to when the task should be completed, its time to real action now. Sort the task in order of date of completion, importance and chances of ease of completion. Once sorted out, start finishing the listed task and mark the task in the list as completed with date of completion for your self-analysis.

Once, you finish a task, mark them as completed and don't forget to put the date of completion. Make an extra column for time gap, and write the time gap here. When you was supposed to finish the task and when you actually finished it. Highlight completed task with different color, so that initially, you can feel; out of so many tasks only these has been completed and as you progress, you will see ninety percent of the task has been achieved and then hundred percent. This task list is going to help you monitor your progress. It should be easy to read and should give you a clear picture of tasks already completed and the tasks that is yet to be completed. When you will have a look on this list, it will keep you motivated. Every completed task will motivate you to go ahead and complete the next task. Once you have done it, you achieved your Milestone.

GLOSSARY

Here in this section you will find the additional charts and worksheet that will help you to manage your goal setting more systematic and you will be able to manage your time effectively in a planned manner and in right direction.

TIME MANAGEMENT CHART for The Month of and Week No:.....

*Detailed chart can be downloaded from simplifiedsuccess.com

Tasks	Priority	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Remarks

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Important Notes

Note down the important notes you have learned from this book here so that you can find them easily.