



Day 3 Assignments:

Assignment 7:

Today you would be working on your goals.

State each goal in positive terms – goals are supposed to be what you want from life, not what you don't want. Use simple, straightforward language such as 'My goal is to...' or 'I want...' or 'I have'.

Under 'life area', choose from:

1. Health.
2. Career.
3. Money.
4. Home/family life.
5. Social life.
6. Hobbies and pastimes.
7. Lifestyle.
8. Personal development/spiritual life.

If you don't like my classifications, by all means choose your own. Don't worry if you can't think of something in every area. Not every life area is of equal importance at any one time, and your priorities will change; 12 months from now a life area that doesn't seem that important now will probably assume greater importance, and vice versa.



Assignment 8:

Now that you have written down your goals... Keep the following in mind and if you need to revisit your goal agreements please do so.

Make your target dates challenging but realistic; setting ambitious goals within impossible deadlines can be demotivating and damaging. Instead, choose realistic deadlines and work steadily towards them.

Some goals lend themselves to a firm deadline, such as becoming a vegetarian, setting up a business, visiting Moscow, buying a car, decorating the living room, etc. Others (including many personal development goals) don't suddenly come to fruition on a particular day.

Building confidence and self-belief, for instance, is an ongoing process. With these goals, write 'ongoing' (as long as this is not a cop-out and you do intend to work on them).



Assignment 9:

On your goals pro-forma (at the end of this document) write down all the benefits that will accrue to you, your loved ones, friends, your community and the world at large when your goal is achieved. The more you can think of, the greater the pulling power of your goal.

Include plenty of benefits to you personally. What would achieving this do for you? How would your life be better? What sort of person would it make you?

On the back of the sheet you may find it helpful to write down all the reasons why it's important that you do not fail, and anything that you want to eliminate from your life which will be gone when you achieve your goal, such as loneliness, financial hardship, boredom, excess weight, etc.

Everyone is motivated to some extent both by moving towards what they want and moving away from what they don't. You mustn't dwell on failure, but a realistic assessment of the consequences of not succeeding can help concentrate the mind.



Assignment 10:

List the intermediate steps, the stepping stones on the way to your goal, with the dates by which you intend to achieve them. You need long-, medium- and short-term goals. Some of your medium- and short-term goals are like milestones towards your long-term goals; the remainder stand on their own, some important in their own right, some for fun.

Think of achieving your ambitions as climbing a ladder:

- What's at the top?
- What must you do to reach the top?
- What is the first step? Write it down and commit to taking this step right now.
- What's the next step?
- The one after that?
- Where do you want to be five years from today?
- What is your priority for the next 12 months? Three months? Next month?

You need lots of short-term goals so you're able to continually assess your progress towards your longer-term goals.



Description of your goal (in present tense):

My goal is

.....

Life area:

Target date

Benefits when achieved:

.....

.....

Intermediate steps (with dates):

.....

.....

Support/infrastructure required:

.....

.....

How will you know when you've achieved it?

.....

.....

I confirm that this is a true description of my goal, and that I am committed to achieving it.

Your signature Today's date

Date for review