



Setting & Achieving **Goals**



improving quality of life through
behavioural psychology

This eBook is designed to help you set goals and give techniques to achieve them.

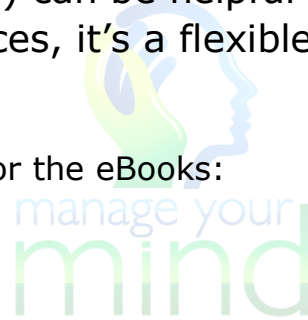
We've gathered techniques from Behaviour Science to give you more clarity, compassion and consistency in life.

This eBook is skill based training rather than just education or reading material.

The skills (if practiced) can be helpful for a wide range of life circumstances, it's a flexible framework.

Recommended Sequence for the eBooks:

1. Self-Awareness
2. Mindfulness
3. Stress Management
4. Goal Setting and Achieving



These eBook is 'personal development' guide. You will learn skills to overcome your own inner obstacles, to make life rich, full and meaningful, and to effectively handle the stress and difficulty that life inevitably brings. While the skills learned will be helpful for people suffering from depression, anxiety and other psychological conditions, these eBook should NOT be a substitute for professional evaluation, diagnosis or treatment.

Manage Your Mind Goal Guide

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1 - SET GOALS without room for failure.

Now is the time,

The time when rubber hits the road

Time for some real action,

Time for setting goals,

Time for executing dreams,

Time to struggle and conquer,

Time to use the skills learned in prior eBooks (If you have not read other eBooks, that's OK too).

Time to smile on the wins and learn from the losses,

Set S.M.A.R.T

I would like to introduce you to a goal setting technique called SMART. This technique does not leave any wiggle room when you define your goal.

This is what the SMART Acronym stand for.....

S= Specific Do not set a vague, fuzzy, or poorly-defined goal like, 'I'll be more loving'. Instead, be specific: 'I'll give my students a good, long hug when I see them sad'. In other words, specify what actions you will take.

M = Meaningful Make sure this goal is aligned with important values.

A = Adaptive is this goal likely to improve your life in some way? Getting you closer to who you want to be?

R = Realistic Make sure the goal is realistic for the resources you have available. Resources you may need could include: time, money, physical health, social support, knowledge and skills. If these resources are necessary but unavailable, you will need to change your goal to a more realistic one. The new goal might actually be to find the missing resources: to save the money, or develop the skills, or build the social network, or improve health, etc.

T = Time-framed Put a specific time frame on the goal: specify the day, date and time — as accurately as possible — that you will take the proposed actions.

Why Set Goals?

Setting goals increases achievement. Hundreds of correlational and experimental studies show evidence that setting goals increase success rate in various settings, including education (Latham & Locke, 2007; Locke & Latham, 1990).

For example, Morisano, Hirsh, Peterson, Pihl, and Shore (2010) investigated whether an intensive, online, written, goal -setting program for struggling students would have positive effects on students' academic achievement. They

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led college students through a series of setting specific goals and defining detailed strategies for achieving those goals. After 4- month period, students who successfully completed the goal -setting intervention displayed significant improvements in academic performance (30% increase in average) compared to the control group.



Define you Goal

S

M

A

R

T

Anything else you want to write about your goal.

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2 – Getting Clearer on Goals

So the goal is set (I hope you've set a SMART Goal, if not please do before reading further).

Now the time is to become clearer,

- Why this goal matters?
- What it will look like achieving this goal?

This and few more questions to make the goal clearer and solid.



Is your goal related to something which matters to you (your value)? What is it?

What would you consider a full or partially successful outcome?

What would you consider failed outcome?

Have you consider your options in setting goals? (What other goals were also considered?)

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What will you achieve part of the goal emotionally and physically:

- For yourself
- For one or more others
- For your relationship, if appropriate

What type of goal it is: (tick & define your timeframes)

- An Immediate Goal
- Short Term Goals
- Medium Term Goal
- Long Term Goal



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3 – Goals: Rewards & Restrictions

What is the point of having a goal in which we have to wait till the end to see reward?

As most of the goals create situation where you keep putting effort hour after hour or day after day to see the reward. The reward could be very satisfactory but the process to achieve the goal might prove challenging, and that challenge could derail us from achieving our goals.

I suggest to have power-ups as you go along your path to achieve your goals. These small rewards will keep you motivated along the way.

While rewards are a good way to boost the motivation, it is also good to put restriction/punishments along the path. To avoid the punishment you might stick to the goal.

Here is a scenario of a kid who was not focusing on his homework and spending too much time with gadgets.

Rewards

- On the first 4 days of following his time table Mum will immediately congratulate Josh and he will then get to choose a one off treat (e.g. home-delivered pizza).
- Each day that Josh does his homework he gets a gold star placed on his chart. Ten gold stars earns him a ten pin bowling session, or similar activity of Josh's choice, with a friend.
- If the desired behaviour (following his time table: less gadgets and homework) is maintained for the entire term then Josh gets to choose a major outing with a friend.

Restrictions

- After one reminder if the time table is not followed then the gadget will be immediately confiscated and locked away. (When the time table is followed the cable will become available at its allotted time.)
- Repeated time table violations result in repeated confiscations.

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Define as many as you can.

Rewards:

1

2

3

Restrictions:

1

2

3

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4 – Define Tools For Sticking To Your Goals.

I want you to think about what will you do when things get tough?

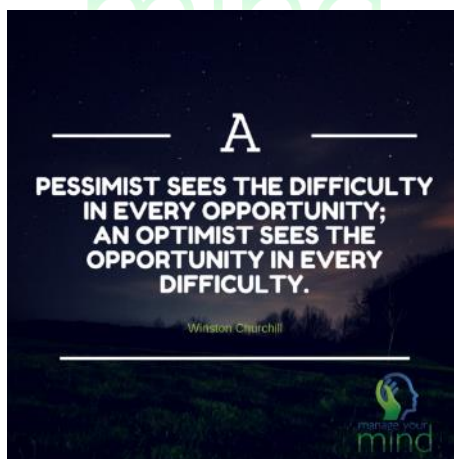
- If you are trying to stop smoking, make a plan for what will you do when the urge comes to smoke. Write out what will you do instead of smoking?
- If you are trying to stop snapping at your children when they're running late, make a plan for what you'll do when they're dawdling and you are in a big, big hurry. Write out what you'll do instead of yelling—e.g., take deep breaths, walk away from the car, etc.
- If you are planning to lose weight, what will you do when the alarm rings to wake you up for your exercise session? If you procrastinate, how are you going to deal with it?

If you do blow it? Forgive yourself and move on (apply any restrictions defined earlier). You are only human, and judging yourself as a bad parent or loser will not be best. We all screw up and get derailed from our goals. Be Compassionate with yourself.

When things do get difficult, think about the answer you gave - Is your goal related to something which matters to you (your value)? If yes, what is it?

This reflection will boost your willpower when things get tough. Also you'll have tools to manage things in difficulty and stick to your goal.

"The man who is prepared has his battle half fought." - Miguel de Cervantes



Define strategies to overcome difficulties, related to your goal. (You'll define strategies to manage psychological challenges later.)

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5 - Stack New Habits

If your goal is to change a habit or create a habit. Leadership writer Tyler Tervooren recommended stacking new habits onto ones already in your routine.

- If you want to try to mediate in the morning, add one minute of mediation right after your usual cup of tea or coffee, and eventually the practices will go hand-in-hand.
- If you want to begin taking better care of your hair, put some moisturising product right next to your usual facial moisturiser for a seamless incorporation into your evening ritual.

The reason this trick works is because your cognitive functions are not required to be used as much. The thing just becomes as part of routine.

I still suggest start small, something which does not seem daunting. Make it smooth.....



Which habit you are going to stack? Related to your goal.

How? Be specific how you are going to do it?

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6 - Making Room for Difficult Thoughts.

As you know, every task we do have challenges. Although, if we are prepared to manage our psychological state before embarking on a project, the success rate is increased significantly.

Think about the SMART goal you've defined, now think about the questions below and plan how you are going to manage your psychological state when things get tough.

In order to do what I value (my goal), I am willing to make room for the following thoughts, images, feelings, urges, memories & sensations:

I would also suggest you to write, how you are going to make room for the challenging thoughts, emotions, sensations.



Write what (psychological) difficulties you might face in your goal? How will you overcome it?

I am willing to make room for thoughts & images such as:

How? (strategies)

I am willing to make room for emotions/feelings such as:

How? (strategies)

I am willing to make room for sensations in my body such as:

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How? (strategies)

I am willing to make room for urges to

How? (strategies)

I am willing to make room for memories such as:

How? (strategies)



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7 – Go For Glory.

You might have started on your SMART goal.

Quite a lot of techniques, tools, tips and suggestions have been given to make your life richer, fuller and meaningful.

Now it is up to you to make it happen.

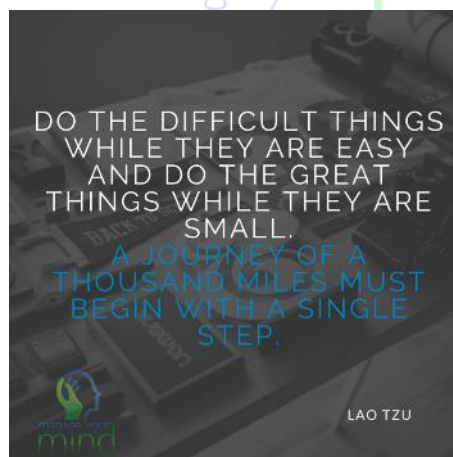
How often we wish for another chance
To make a fresh beginning.
A chance to blot out our mistakes
And change failure into winning.

It does not take a new day
To make a brand new start,
It only takes a deep desire
To try with all our heart.

To live a little better
And to always be forgiving
And to add a little sunshine
To the world in which we're living.

So never give up in despair
And think that you are through,
For there's always a tomorrow
And the hope of starting new.

Another Chance by Helen Steiner Rice



Review responses from 1 to 6. See what emerges from your reflections.

- Are you ready to execute your SMART goal?
- Does it have room for failure?
- Do you need some more tweaking?

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Do Me A Favour, Please.

Thank You Kindly

You are awesome.....Why?

Because it takes tremendous willpower to stick to something and improve yourself.

As Napoleon Hill very well said "Patience, persistence and perspiration make an unbeatable combination for success.".

I wish you all the best for a successful life.

If you have liked a single thing about this eBook, Please complete the following survey (Only 4 short questions).

Significant research and coffees have gone in creating this eBooks.

A little gesture of gratitude will be appreciated.

Please complete the survey. <http://goo.gl/forms/0HqKfDyXU5>

