

How to set Goals In 5 easy steps

To begin with let us make sure we know exactly what it means to set Goals.
This then is only the beginning of our journey into self-mastery.

Goal --- GOAL mean what one intends to accomplish or attain.

The end toward which effort is being directed ----- AIM (to direct a course of action)
A goal is a specific act or action being directed towards a desired outcome or experience
synonyms INTENTION, INTENT, PURPOSE, DESIGN, AIM, END, OBJECT, OBJECTIVE, GOAL mean what one intends to Be and Do to accomplish or attain. By having a specific desired outcome in mind gives AIM, INTENTION, PURPOSE to all the actions and efforts given to reaching ones OBJECTIVE which translates into something tangible. **Keep in mind always what the purpose of setting goals is all about.** A really good metaphor for goal setting is

If your desire is to climb Mt. Everest then you must first prepare to make the climb by having all things needed to do so. No one starts at the Top of Mt. Everest the joy is found in Climbing to the Top. Having reached the Top there is instant gratification of having fulfilled you aim, your intention which was to Climb Mt. Everest. Once at the top there is no thought of any of the trials or hardships it took to get there. There is only the pure Joy the Ecstasy of having reached you intended Goal the end results. There is only the thought " I am here, I made it and for the moment there is nothing else only the satisfaction of having attained your desired goal the End results.

“IF YOU KNOW WHAT YOU WANT YOU CAN HAVE IT”

What is your Vision, your Dream, Your Desire ?

“A VISION is not seeing how things appear to be right now
But rather SEEING how they CAN BE”

SETTING GOALS
IS YOUR VISION STATEMENT OF HOW THINGS CAN BE
Not how things appear to be Right Now

The Call to Action is Now

Others can work to show you the way. Only You can choose to go the way
Why settle for less when you can have it all.

“ Know the Way, Go the Way, Show the Way”
(Malcolm Peters)

Albert Einstein said "Imagination is more important than knowledge." "If the facts don't fit the theory, change the facts." "There are only two ways to live your life. One is as though nothing is a miracle. The other is as though everything is a miracle."

“If wishes were horses then beggars would ride.” NO matter what the desire is, it has to go beyond just Wishing it were so. But first you must Know what you want. Most wishes

are simply vocal expressions. With no thought of how to bring these wishes into tangible realities.

AS with all things there first has to be the idea, then the blueprint which gives specific instructions as to how the something is to be built. With this said let us begin to Use our Imagination to create for ourselves ALL that we desire to BE, DO and HAVE.

This Part is very IMPORTANT.

Now !!! **Imagine you are the Architect, the designer and the master builder of everything that comes into your world.** You are the ONE in charge of designing and drawing up the blue prints for bringing in to physical form everything that you want. There is no one else that can design this blueprint for you. **JUST YOU.** There will be others who assist you in building your Design. No one else can know exactly what it is that you want **ONLY YOU**

The Tools that you will need are : A spiral notebook and some pens. It is good idea to have more than one pen, have them in different colors.

One the Front Cover Write in Big Bold Letters

“THIS IS MY VISION STATEMENT- THE BLUEPRINT FOR ALL MY DREAMS AND DESIRES”

Open your notebook and leave the first page blank this will become clear to you a little later.

STEP No. 1.

You must write down on paper everything that you want or even think that you want. Never be afraid of wanting to much. Use your imagination. Leave nothing out. At this point do not censor or leave out any desire even if you think it will never happen or that you cannot afford. There does not have to be any particular order just write down what ever comes to mind.

(examples)

- **I want to Build a successful Home Based Business**
- **I want spend more time with my family**
- **I want financial security**
- **I want to live in a beautiful spacious home**
- **I want to Travel**
- **I want a new car**
- **I want to learn how not be afraid of talking to people**

Remember this list does not have to be in any particular order nor does it have to really make any sense to you right now. Every one should have at least 20 to 30 things on their list. Do not put a time frame or limit on these things that you want. Do not try and figure out a way to make this things happen. **JUST WRITE THEM DOWN.** Even if it something like going out to eat at fancy restaurant or get tickets to a football game. Again you job is to write everything down no matter how trivial it may sound to you. We will cover more about the details later. For Now just make your list

You Must First **KNOW** what it is that You Want and **WHY** you want it. This is why writing down your goals is so important. It helps you to get specific about what you want

and why you want it. Goals are those things that at the present time you Feel are lacking in your life. Things that you Feel would bring more Joy and Satisfaction into your life. It is ok want more money but Why do you want it? You may want to work at home. But Why do you want to work at home? Nothing that you want is unimportant. NOTHING. Everything you want is Important to you No matter what it is.

Step No. 2

Now it time to Prioritize your goals in the order of there importance to you.

Always ask yourself WHY you want this? Only when you can answer the Why. Will you be motivated to take action. To do what it takes to bring this desire into Your life. What do you hope to gain from this?

All goals have to be something that you desire to do, have, express or experience that You Feel is going to bring more Abundance of Joy and Happiness into your life. If building a successful Home Business is one of your goals and you do not know anything about how to do this or you are afraid to talk to people. Then I want to learn how to talk to people might go in the no 1 position and I want to travel might go in the no 2 position. Just keep working on your list until you are satisfied with it. You must learn to take responsibility for what you want. This means you must look at your goals. If your goal is to have a Successful home business and your intention is earn \$100,000.00 a month or a year. And you intend to Build your Home Business. Then what type of business do you want? Then do you have the skills and the knowledge it takes to do this? If not then you must take the necessary steps to first acquire the skills and know how. This is your call to take action.

You cannot just set around and do nothing and expect to change anything.

Always keep your mind focused on the desired Results. Know always that results are brought about by taking Action. No Action = No Results.

Med range and Long range goals are accomplished by Setting SHORT TERM GOALS

Do not skip step No 2 because it is very important. In fact all the steps are important. and are listed in the order of their importance

So your second list might go like this,

1. I want to learn how meet and to talk to people
2. I want to learn how to market my business.
3. I want to spend more time with my family
4. I want a new car
5. I want to Travel

Just keep working on your list until you feel satisfied with it. There is no right or wrong way. Because it you are the one choosing what it is that you are want. It is easy to talk about what we want -but something happens when we try to write down on paper exactly what it is that we want.

Remember that GOAL- mean what one intends to accomplish or attain. So it is possible to work on more than one goal at a time. Many goals are intertwined and overlap.

“IF YOU KNOW WHAT YOU WANT YOU CAN HAVE IT”

It HAS to be What **YOU** want and not what someone else wants for you or what you think will be pleasing to someone else other than yourself.

Now it is Time to take Action step 3 is about taking Action. You cannot just sit around and do nothing and expect anything to change.

Step No. 3

- You must read this list of what you want three times a day
- Morning --- Noon --- Evening
- Think about what you want as often as possible
- DO Not talk to any one about the list what you want
At least not right now. Some of your goals from the practical reasoning stand point, may seem positively unattainable, but, never the less write them down on your list.

There is no need to try and analyze how you are going to accomplish the goals you have listed on your list. Such a procedure is as unnecessary as trying to figure out why a grain of corn placed in fertile soil with shoot up a green stalk and produce corn.

If you will follow these simple steps, the method of accomplishment will unfold quite as mysteriously as the ear of corn appears on the stalk, and most cases much sooner than you expect.

As your desires change and you find that a desire that was at the bottom of the list has moved in top position, you may rest assured that you are progressing correctly. When some of the desires you thought you wanted that are no hold your attention or focus you will drop these from your list altogether is another indication that you are making progress.

It is natural to be skeptical and have doubts, distrust and questionings, but when these thoughts arise, get out your list. **Read it over again.** Always remember to stay focused on what you do want and not what you do not want or if the list is memorized repeat it over to your self until the doubts are abated.

REMEMBER NOTHING CAN PREVENT YOUR REACHING YOUR GOALS.

Others reach their goals WHY NOT YOU ??

Your list of goals can be for material things such as health, money, home, security, transportation or those things that do not seem to be of a material nature such as improved relationships, more harmony, more joy, more excitement or more peace.

ONCE your List of Goals is complete and you are Doing STEP 3 it is time to work on refining your goals by giving more details to each goal.

Step No. 4

Be more definite if one of your goals it is to build a Successful Home Based Internet Business. Then you must decide what type of business this going to be. Is it selling some type

of produce or offering a service. What are you passionate about? What gets you Excited and you love doing it. If it is money then decide on the amount and write it down. If it is to spend more time with your family then write down when where and how you intend to do this. If it is to travel then where do you want to go and when would you like to go. If it is a new car then what kind is it – what color do you want. At first this will sound very foolish. If You cannot decide what it is that you want, then you are not in earnest about realizing your goals. You can never realize your goals if you do not KNOW positively and in detail what it is that you want to accomplish. Never settle for anything that is less than your IDEA Dream.

Remember the metaphor about climbing Mt Everest. Well your goals are your Mt Everest. Don't always be telling yourself how hard it is or looking over your shoulder to see if you are making any progress. Just continue to read your list every day and get the FEELING of the Joy that you would have if what you are working for were already so. When there is only the "Thought I made it I am here" This Feeling actually feels so real so vivid that it dominates your very being. You will know when it done, even before the there is any visible evidence All the doubt will leave and you will continue on doing all that is required knowing already what the finished out come will be.

Words To Live By
“ When you discover your mission,
You will feel its demand. It will fill
You with enthusiasm and a burning
Desire to get to work on it.”
~ W. Clement Stone

Goal are set as short term - mid term and long term.

So if part of your Goal is to being earning let is say \$10,000.00 a month. But you do not really feel this is possible to do this in one month, then make this your Mid range or long term goal of 1 to 3 years. It is possible to reach this goal much sooner. Only you must work with what You actual feel is possible for you right now.

Short term goals means now today or this week.

What action are you taking today to bring your dream into physical reality ? So what action are you taking today. Are you reading your list 3 x daily ? Are you thinking about what you want more than what you do not want? Is your mind focused on with intentions of having all your dreams come forth into physical reality?

If you still do not understand how all this works do not be concerned about it. Just continue to read your list and as new ideas come up ad them to your list. When things that you at first thought you wanted do not appear as important right now or that you don't want them any more then remove them from your list. All of this still part of goal setting that is moving you in the direction of Your Long Term Goal. Of Having all YOUR Dreams come forth into Physical Reality . Always Keep your attention on the end results and not all that takes to get there.

Mid-range Goals are from 6 months to 1 year --- Long term Goals 3 to 5 years
The bigger the dream for most it takes the long term goals to reach. Mostly because everyone have pre-conditioned mind sets of what is possible.

“IF YOU KNOW WHAT YOU WANT YOU CAN HAVE IT”
(If wishes were horses then beggars would ride)

That which is most commonly called the Enemy is **DOUBT**. That which is thought of as the Enemy works by placing thoughts of Doubt in your mind thereby discrediting or making your goals appear as unattainable or just as stroke of chance. Not only is doubt your enemy when you share your dreams with others they may tell you it is impossible, impractical and since the doubt is already present in your mind unknowingly this doubt is reinforced even by loving friends and family.

STEP No 5

Very important step: **Now** Go back the Blank Page at the Front of your Notebook And Write in your on Words either a Prayer of Thanks Giving or an Affirmation of Praise. Goals are really Desires of something that you FEEL will add greater Joy and Happiness to your daily life. When reading your Goals list always read your Prayer or Affirmation first.

ALWAYS GIVE THANKS FOR THE DIVINE FULFILLMENT OF EACH GOAL.
Because being Thankful and having the Attitude of sincere Gratitude makes what at first appeared as impossible suddenly as if by magic appear as Possible. Never under estimate the importance of the power of gratitude.

It is important to make your Prayer or Affirmation in First Person Singular as though it were already done. There are reasons for this which are beyond the range of this tutorial.

First person singular is always stated as **“I AM”** **I AM is a Statement of Being not Doing.** No one can **DO** happy or happiness, but everyone can **BE Happy.** When it comes to bringing our goals, dreams and desires into physical reality we must remember always that **Attitude is Everything.** Attitude is a specific state of mind or belief. Setting Goals is all about changing your **Attitudes about things.** **You do not have to change any one else’s attitude only your own.** No can do this for anyone else. This is also why no one can set goals for any one else.

When setting your Goals never try to figure out how things are going to come forth into your physical reality. Just work on your own sense of Being all that you desire to Be Now, and all the steps for Doing what you need to do will be given to you.

Thousands have proved this. The Key is to Know What You Want and NOT doubt that you can have all that you want **“IF YOU KNOW WHAT YOU WANT YOU CAN HAVE IT”**

Do NOT try and understand how all your goals are going to come forth.
Rather just work on developing the attitude of accomplishment with the FEELING of Thankfulness and Gratitude.

As you read over your list daily you will find that some of the goals will take first place and others will drop down on the list in the order of their importance. Some will change all together so that they drop from you list altogether.

A word of caution: It is possible to want or set goals which will make you miserable: goals that will wreck the happiness of others and yourself, that can create sickness and even death.

YOU CAN HAVE WHAT YOU WANT, BUT YOU MUST TAKE ALL THAT GOES WITH IT; So in setting you Goals make sure that there is **NO** Thought of Malice or Ill will towards any of your fellowman. Always seek only the greatest good for all the earth.

As you begin working on setting your GOALS you can expect change. Some of these changes may appear as loss, some changes may appear as greater levels of awareness or understanding. When this Happens you can be sure that you are right on Track. Do not be discouraged on account of changes, as this is natural. There will always be changes and additions; some new goal will added and some of original goals dropped from your list altogether.

Read and re-read your goals daily cut out pictures from magazines of what you want to accomplish. See your self doing and enjoying all that you are desiring now as already done. **ONE THING TO REMEMBER HERE** is that in your imagination all these things already **EXIST** or else you could not even dream of them.

THE ONLY THING MISSING IS BRINGING THEM INTO PHYSICAL REALITY.

Always keep your mind Focused on Why you are doing this and
What the expected results are.

This is using your imagination. AT the present your Goals have not hardened into the actual physical reality. **“Goals are what one intends to accomplish or attain.”** Act as if all things are possible and that nothing is impossible. Learn to Be definite about what it is that you want.

“IF YOU KNOW WHAT YOU WANT YOU CAN HAVE IT”

When doubts arise and they will, simply remind your self that you are in Charge or your Destiny. Every time You are successful in silencing the Doubts you are making way for the perfect Fulfillment of all that You Desire to Be, Do and Have.

No one can **Do Happy, Joy, Wealth,** or any the things that makes life worth living. But everyone can **Be Happy, Be Joyous, Be Wealthy.** First Learn to **Be** and the doing will fall into place of its own accord.

Here are two examples that you are free to use on the Blank page or you may choose one that you like better.

Pray of Thanksgiving.

Today “I AM” Thankful for the Joy and Blessing that go before me to make this Day satisfying and fulfilling. Today I go forth fully immersed in the Light of Love, Joy, Peace, and Happiness. For which “I AM” eternally Grateful.

Affirmation Statement

“I AM” now All that I seek to BE, “I AM” Happy, “I AM” prosperous,
“I AM” successful and “I AM” divinely guided in all my ways and affairs.
I do know what to do and I do it.

[Note: always when speaking the words “I AM” use as much conviction and enthusiasm as you possible can. As though your actual do believe what you are saying even if at this present moment there is NO visible evidence that it is so. Even is you do not believe what you are saying--- Say it like you **DO**]

Now Read this Statement of Gratitude before you do anything else. Read It First because this automatically without even trying sets your thoughts and feeling into that Feeling of Gratitude. Then proceed to read your list morning – noon- and evening, preferable first thing of a morning when getting out of bed and last thing at night before retiring.

The Purpose of the having a Prayer or Affirmation Statement:
Nothing New can come into your life unless you are grateful for what you already have.

Your Prayer or Affirmation Statement is helping you to develop the Attitude of Being Thankful.

THANKFULNESS:

Is the FEELING of gladness and joy. This feeling can never be pretended or fake. Everyone Deserves to BE Happy truly Happy.

FREEDOM IS:

The Freedom of Personal Responsibility, The Freedom of Self-Control, The Freedom to Choose, The Freedom of Change, The Freedom to Succeed, The Freedom to Fail, The Freedom of Self-Esteem - to love yourself unconditionally is to Live at your best daily without fear of the future or guilt of the past.

ATTITUDE: is a specific feeling toward a fact or state. Attitudes can either be positive or negative. Positive attitudes produce positive results. Negative attitudes produce negative results.

STOP: telling yourself and others all the things that you do not want or like. Begin to telling yourself that you love your work, your life and every thing about it.

START: telling Yourself that you deserve to BE Happy, Healthy and Wealthy. At this present moment perhaps you do not feel you have to power to change anything.

Know that in all things and every situation that comes forth you always have the **POWER** to Choose how you would like to **FEEL**.

Food for Thought

No one can change anything until he/she chooses too.
All accomplishments no matter how small or how big begin with the
choice to accomplish the goal no matter how long it takes.

Transformation is a journey without a final destination.

“What I think about Expands.”

How I Feel works to attract to me all that I am thinking about.
Negative thoughts and feelings are what keep me from moving forward.

Positive thoughts and feelings are What Keep me Moving Forward.

If You think You can't then You can't

If I think You can then You can –either way You are right.

It is your choice to choose to whether or not You Can or You can't.

The thought I can't means that you feel inadequate ---

the thought I will never be able -means that you feel incapable

the thought I don't have enough -means that you feel anxious and stressed.

Every thing works in accord with the principle that is set in motion.

Happiness creates more Happiness ---Discord creates more discord

The following pages will assist you in working on Short Term Goals, Medium Range Goals
and Long Term Goals. Print these worksheets print as many as you need.

Short-Term Goals Worksheet:

At the beginning of each week on Sunday night, review last week's worksheet and fill out a
new sheet for the upcoming week. This simple habit will give you some idea of how your are
progressing in bringing your Goals into physical reality.

Goals must be more than just wishes or idle day dreams

“If wishes were horses then beggars would ride.”

Your can print the worksheet for easy use print as many as you need.

Short-term Goal Worksheet is for the coming week only.

To achieve all we desire and to progress effectively/efficiently, we choose to set goals. It is to our
benefit to have Long-term, Mid-term, and Short-term goals. This worksheet will help you to clarify and
quantize very specific goals for the Short-term. By Short-term, we're talking in terms of Days, not
weeks or months.

Be as clear as possible when defining your goals and refer to this sheet every day to check your
progress. A new short-term sheet should be done every Sunday night.

Today's date _____

By the end of the week, I will have accomplished all that I have given myself to do this week.

If one of your goals is to be more organized. Then when setting your daily goals you can set the goal of getting rid of things that are cluttering up your space. You should make this list to include something that you do not usually do or that you keep putting off. It should include not less than one task per day and can be up to 4 depending on you.

Examples:

My Goals this week are:

1. clean the and organize my desk
2. clean and organize the garage
3. Take the time to pamper myself more taking a long bubble bath.

Remember these are Your Goals so no one can set or define for you what they are. But they must be something that you have been putting off doing or something that you have not allowed yourself to do. At the end of the week you must go over the goals you have set for yourself and give your self a grade. Did you do them all if so then give yourself an A+ if not then grade yourself accordingly.

Mid-Term Goals: is roughly a one-year

Mid-term Goal Worksheet

To achieve all we desire and to progress effectively/efficiently, we choose to set goals. It is to our benefit to have Long-term, Mid-term, and Short-term goals. This worksheet will help us to clarify and quantize very specific goals for the Mid-term. By **Mid-term**, we're talking in **terms of Months**, not weeks or days.

Be as clear as possible when defining your goals and refer to this sheet every few weeks to check your progress.

Today's Date _____

By this time next year, I will have accomplished the following -- (write down what this is)

I will weigh (name your desired weight),

If one of your goals was to increase sales then list the amount of increase here.

By this time next year, I will have increased My sales by 100 % or more - name the amount.

Just keep going down your list of Mid –Term or range goals.

Remember here you are talking Months not days or weeks.

At the end of the Year go back over your Mid – Term Goals and check all those that you have accomplished or as you reach them put a check mark by them right then along with the month and day

At the end of one year List all that you have accomplished

Write Date _____

Long-Term Goals: this worksheet should ideally be reviewed and "tweaked" every New Year. As you progress however, the more you'll come to understand how everything relates to overall happiness and fulfillment. This will get your head thinking in those terms.

Long-term Goal Worksheet

To achieve all we desire and to progress effectively/efficiently, we choose to set goals. It is to our benefit to have Long-term, Mid-term, and Short-term goals. This worksheet will help us to clarify and quantize very specific goals for the Long-term. By **Long-term**, we're talking **in terms of years**, not months or days.

Be as clear as possible when defining your goals and refer to this sheet every few months to check your progress.

Long-term goals will change as life unfolds and leads us down different paths. Every New Year, refer to your long-term goals and make modifications as necessary. Stay true to your dreams, however, and never fail to shoot for the stars. This is your opportunity to spell out your ideal life. If every wish could come true, this is where you'd like to be. Aim high, work with sincerity, and set goals that will ultimately benefit you, your loved ones, and society at large.

**Today's
Date** _____

In 5 years, I would like to be living in this part of the world: _____

In 5 years, I'd like to be doing this for a living: _____

Eventually, I'd like to have children: Y/N

I'd like to have a large family. Y/N

Just keep listing All that you Want to Be, Do and Have 5 years from today's Date

Ideas Worksheet for working on specific issues

Keep a Separate note book for this exercise because it involves writing down your intentions or what ever goal you are working on at least 7 or more times daily this helps to establish new ways of thinking that are more in line with what you want and not keep going over and over yesterdays stuff. There appears to be something magically about the No 7. So again do not ask questions as the why it works just accept that does work. Others have proved it so Why NOT YOU? Doing this exercise consistently for at least 21 days. Appears to some how make things appear even more magically. Again let me remind never TRY to figure out the how this works not even why. Just be satisfied to know that it does work.

Use all methods and means that work to keep your mind fully focused on the end results.

- Begin with Gratitude
- Listen to your self-talk
- Become aware of your judgments
- Learn to use your prayer or affirmations statements daily
- Begin to connect your thoughts to your feelings
- Turn your "I can't" to I CAN
- Do your homework – Knowledge with action is the greatest self-control of all
- FEAR is False – Evidence -- Appearing – Real
- Always Focus only on what you Want --not what you do not want
- Forgive and Forget the past -- Do not be concerned about the Future
- Do all that you can do Today let the past be over and Future yet to come
- Learn to stay in the present --you cannot make anything happen if you wasting your energy by regretting the past or living in fear of the future

Prayer in the ancient systemic languages means: "To Set a Trap – To receive"

Affirmations a positive assertion, to state positively, validate, confirm

Note: we are continually making affirmations about things we do not want. But are unskilled in making affirmation statements along the lines of what we do Want.

All Prayers and Affirmations should be stated in First Person singular as being already done.

When the Mind is focused on I Can Be and Do All that I desire **Now**.
This is when seeming Miracles begin to happen.
The necessary changes are made that need to be made.

“IF YOU KNOW WHAT YOU WANT YOU CAN HAVE IT”
What is YOUR Vision, YOUR Dream, YOUR Desire ?

“A VISION is not seeing how things appear to be right now
But rather SEEING how they CAN BE”

SETTING GOALS YOURS
IS YOUR VISION STATEMENT OF HOW THINGS CAN BE
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