

# Set and Achieve Goals

Follow this step-by-step process.



by Linda Talley

**W**HY IS IT SO EASY TO SAY you'll set goals but difficult to actually set them and achieve them? Because you really don't think about what you want, you aren't specific, you aren't objective, and you don't follow through. Or, you may be incongruent about your goals.

## Use This Nine-Step Process

If you want to see improvements in your life, begin with a goal! Here's a step by step process to help you.

**1. Develop a deep desire around something you want to accomplish.** Ensure that it's something *you* really want—not what someone else wants. List the benefits or positive things that will come out of achieving this goal. How will it advance you? What advantages will it bring to you? If you can only list 10 things, it may not be a goal worth going for at this time. If you get to 100 reasons, the time for achieving this goal may be now! Get in touch with how your body is feeling as you list those benefits. Do the benefits get you excited or drag you down? For goal achievement, your thoughts and actions or body and mind must be in it together; otherwise, you will experience disappointment and frustration.

**2. Write your goals.** When you write them, you grant them power! Writing the goal and granting it power says to your mind: "I'm serious about achieving this goal. Start looking for ways to make it happen!" Be specific when you write your goal. Just saying you want more money or a better relationship won't get it. Be specific. When you are specific, you are acting to achieve the goal. Monitor yourself when your inner voice talks about your goal. Is the voice excited and happy, or does that voice sound tiresome and boring? Check to see what you body language is saying when you're thinking about your goals. Are your shoulders back, head upright, smile on your face and gleam in your eyes? Or are your shoulders slumped, head down, frowning and shaking your

head? Make certain that your body language complements your inner dialogue. When your thoughts and your body are congruent, you are well on your way to achieving your goal.

### 3. Set a deadline for your goal.

Think where you are now in relation to your goal and how long it will take you to achieve the goal. When I set a salary goal, I may specify a 25 percent increase within one year. Instead of setting a deadline that you will meet Mr. or Ms. Right within six months, why not say, "I am meeting 10 new people each month." Mr. or Ms. Right just may be in those 10 new contacts. If it takes less time—celebrate! If your inner dialogue and your body language don't complement, you'll have a difficult time setting and achieving your goals.

**4. Create a plan.** Combine everything into a one or two-page worksheet (beyond two pages, you have a burden to tend rather than a goal to achieve). List all the activities that you will do to

achieve this goal. If you delegate something to someone else, put their name next to the goal and the promise date for completion. Prioritize the list of activities and leave a space to make a checkmark as you achieve them. It's a good visual milestone. Give yourself a pat on the back when you complete an item.

**5. Visualize achieving your goal.** Get a clear picture in your mind of your goal already achieved. You might visualize receiving your first paycheck with the increased salary or meeting the special person in your life. Or you might see your ideal customer walk in and write you a large check. Keep visualizing the pictures you want over and over in your mind. Also include yourself in the picture, and make certain that your body language agrees with what is happening. If you are meeting Mr. Right, is there a smile on your face? Is your head held erect? Are your arms at your side in an open, welcoming gesture? This takes you away from focusing and visualizing on what you don't want to what you really do want—and it includes you in the picture!



**6. Be persistent!** Persistence pays off! Whatever you do, never give up on your goal. Even when all seems lost or you feel forsaken, keep plugging along and make certain that your verbal dialogue and your body language are congruent. If they are, that's when you are closest to achieving your goal. When you first begin working on a goal, you may encounter roadblocks that you had not even thought about and you think they are insurmountable. Be assured that you are on track. Tell yourself: *Never put a period where God has put a comma.* Just repeating this pushes the Monster attitude out of your life and ushers in your Angel attitude.

**7. Review your plan regularly.** Use your plan to keep you on track to achieve what you really want! Take time weekly to review and verify that this is where you really want to go and this is really what you want. As you review your goals, see yourself as having completed the specific goal. Feel it, smell it, taste it—whether it's more money, a new car, a new partner, a new job. Then as you move through your day, ask yourself, "Is my verbal dialogue and body language supporting my goal achievement?" If yes, you are on the right path. If no, you know what you need to do!

**8. Analyze your results.** Was the goal achieved on time? Did you get what you wanted? Did you get something close? Do you want something bigger or better? Do you want to do it better next time? Did you take the time to acknowledge yourself for what you did achieve? Are you grateful for the result even if it's not what you wanted? How would you do it differently? What did your emotions and feelings and intentions say about you and your goal during the process? Answer these questions to identify beliefs and attitudes that may be blocking you from achieving the desired goal.

**9. Decide on and set the next goal.** Goals can be short or long term. Most goals are six to 12 months out. Some may be 10 years out. It's fun to have all of them! And remember you can always change your goals anytime you want.

Your future doesn't get better by *hoping* it will—it gets better by your setting a goal, creating a plan, and ensuring that your verbal and non-verbal communication (intentions, feelings and emotions) are aligned with the goal achievement. Do this, and you'll be surprised how much more you will accomplish. **PE**

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