

TURN MY DREAMS INTO GOALS

2. how to set GOALS (properly)

Now you have written your MASTER DREAM LIST, what do you do with it?

You need to turn your thoughts into reality by setting GOALS.

A goal is when you make a plan to do something in your future.

Before we explain how to set goals, write down one of your goals from your MASTER DREAM LIST and then you can compare how you have set your goal against the goal setting process we will show you below.

my goal from my master dream list is...



first of all...

Well done! You have written your goal down.

You now know where you are heading.

This is the first step which believe it or not, most people don't do.

So, you are already ahead of the game.

is your goal SMART?

The next step is to make sure that your goal is a SMART one.

We don't mean that it needs to be clever, or well dressed, as far as goals are concerned

SMART stands for:

Specific

Measurable

Achievable

Realistic

Time-specific



your goal

Don't worry if your goal isn't SMART (yet).

First we'll explain how SMART works and then you can apply the SMART process to your goal afterwards.

To explain SMART we will use an example goal:

I want to visit JAPAN.



S specific

For a goal to work, it has to be as SPECIFIC as possible.

Japan is a pretty big place, do you want to visit all of it or just parts of it?

Are you going on your own or with someone else?

How long are you going for?

Ok, so a more specific goal would be:

I want to visit OSAKA and TOKYO in JAPAN with my family for 2 weeks.

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M measurable

The next filter we need to apply is whether or not our goal can be MEASURED.
Good news...

I want to visit OSAKA and TOKYO in JAPAN with my family for 2 weeks.

...can be MEASURED.

Success or failure of this goal can easily be established.

You either go to Osaka and Tokyo with your family, or you don't.

A achievable

The next filter we need to apply is whether or not our goal is ACHIEVABLE.

In theory it is ACHIEVABLE, yes.

Lots of people visit TOKYO and OSAKA, planes fly there regularly so

I want to visit OSAKA and TOKYO in JAPAN with my family for 2 weeks.

...is ACHIEVABLE.

R realistic

The next filter we need to apply is whether or not our goal is REALISTIC.

In theory it is REALISTIC, yes.

However, some questions need to be answered first:

- How much is it going to cost?
- Will you be able to afford it?
- Who is paying?
- Will people be able to get time off work/ school?

Once these questions have been answered satisfactorily then it's time for the last filter.

T time-specific

When are you going to accomplish your goal by?

Without this last filter your goal is not a goal, it is a wish. So...

I want to visit OSAKA and TOKYO in JAPAN with my family, next April [the first 2 weeks].

Now your goal is time- specific, you need to re-process it through the REALISTIC filter.

Will this give you enough time to save the money to pay for the trip?

Can everybody get the time off?

If not, then you will have to reevaluate the goal.

finally

You just need to make sure that your goal is stated POSITIVELY. I want to visit sounds a little bit uncertain, so a better, more certain way to state it would be:

I will visit OSAKA and TOKYO in JAPAN with my family, next April [the first 2 weeks].

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my SMART goal is...

Hopefully that all makes sense.

On the next page we've created a goal sheet for you.

Write out your goal at the top, using the SMART and POSITIVE filters.

good work

Now for a bit of fun, why not ask someone else to tell you one of their goals?

We bet you that their goal won't be SMART.

next steps

Now you've got your goal, you need to bring it to life... you need a PLAN OF ACTION.

make your goal a reality

Using our trip to Japan example, assuming it's affordable and everyone can make it, there's a lot of planning to do.

- How much will it all cost and how is it being paid for?
- How much do you need to save and when by?
- How much do you have saved at the moment?
- Will you earn enough money (pocket money/ jobs/ Xmas/ Birthdays) between then and now to cover the difference?
- If not, how will you earn extra?
- Who is booking everything- the flights, the accommodation?
- etc...

Once you start thinking through the detail... your goal actually starts to become more and more real.

obstacles

Something will go wrong along the way, it always does.

So, the best thing to do is to anticipate this ahead of time, and work out what you will do when it happens.

For example: you might not get enough money from relatives for your birthday and/ or Xmas, so you could plan for this by doing extra chores around the house to make sure that you have enough money.

over to you

On the next page is your GOAL and PLAN OF ACTION sheet.

Take one of your goals from your MASTER DREAM LIST and SMART it, make sure it's stated POSITIVELY and then put a PLAN OF ACTION in place so that you can achieve it.

GOOD LUCK!!!

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my SMART goal is...

my plan to achieve my goal is...

things that might get in the way are...

I will overcome these obstacles by...

my next step is...

I will take this first step... (date and time)