

Goal Setting Powerhouse

The Blueprint To Transforming Your Goals Into Reality



Goal Setting Powerhouse:

The Blueprint To Transforming Your Goals Into Reality

Table of Contents

Introduction	3
Chapter 1: The Importance Of Goal Setting	4
Chapter 2: Short-Term Vs Long-Term Goals	6
Chapter 3: Effective Goals Are Always Written	8
Chapter 4: Define Your Goals	10
Chapter 5: Prioritize Your Goals	12
Chapter 6: Set Specific Goal Deadlines	14
Chapter 7: Eliminate Distractions And Track Your Progress	17
Conclusion	19

Introduction

We all want to be successful and happy in our lives. We have dreams of what we want to accomplish and what we want to be remembered for. Those dreams can also be referred to as goals, achievements we want to reach so that we can achieve success, feel happiness, and gain new opportunities for greater achievements and success.

Virtually all of us have goals we want to reach, but many of us struggle with how to reach those goals, how to turn those goals into reality. Sometimes, it's not easy to figure out how to reach lofty goals, looking as if it is too hard or impossible to reach those goals, letting the obstacles that stand in our way successfully block us from reaching those goals.

The key to achieving the most we can out of life and getting the most happiness from it is to turn our goals into reality. Many times, the loftiest goals that seem impossible to reach are much more achievable than we first think; we just have to break the steps down to reach that lofty goal into more manageable steps so that we realize the goal is certainly achievable.

In this book, you will learn why it is important to set goals. You will also learn the difference between short-term and long-term goals. You'll also learn why it's always important to write your goals down. To reach goals, you have to first define them, then prioritize them so that you can reach all of these goals in the most efficient manner possible. In addition, you'll learn why you need to set specific goal deadlines. Finally, you'll learn how to overcome and eliminate distractions that stand in your way of achieving your goals and learning to track your progress so that you can better manage and overcome distractions so you can achieve more of the goals that you set.

Chapter 1: The Importance Of Goal Setting

To achieve goals, you first have to set them. It's much like driving to a destination; if you don't determine where you are going, how are you going to get there? Therefore, you need to set goals that you want to achieve.

Many people who want to achieve goals are not as steadfast in setting them. This is a mistake because, if you aren't committed to setting goals, then you can wander around aimlessly in your actions, believing that you are getting closer to the goals you want when in reality, you are wasting time and energy that could be better utilized if you set the goal ahead of time.

Setting the goal before attempting to achieve it is important because it gives you a clear idea of what actions and steps you'll need to take in order to achieve that goal. You'll see how challenging the goal is, approximately in what time frame you can realistically expect to achieve the goal, and even see ways in which you can break the goal down into stages and steps that are more easily manageable and doable.

For instance, if you are wanting to lose 100 pounds, expecting to do that in one month is unrealistic; therefore, setting a goal of losing 100 pounds and really focusing on it will let you know that it will take a great deal of time and effort to do it. If you set that goal of losing 100 pounds, you can consider what steps you'll have to take in order to achieve that goal- these steps can include eating less food overall, eating little or no nutrition-deficient food, and eating more of nutritious food. It can also include eating few to no snacks in between meals. Another step can be to drink more water and more drinks with little to no sugar in them. It also can include exercising more often and for longer durations.

As you can see, setting a goal can help you to break down the goal into more manageable steps and see what actions you need to take in order to achieve

that goal. Thinking about losing 100 pounds can seem mind-boggling and virtually impossible to achieve, but if you actually set the goal of losing 100 pounds and really break down the steps needed to achieve that goal, you'll begin to realize that there are actions you can take that can add up to where you will begin losing weight. Over time, you will lose more weight until you have lost the 100 pounds you want to lose.

This is why goal setting is so important. Many goals that seem impossible to achieve on the surface are actually quite doable when you actually set the goal and really look at what steps are needed to achieve it. If you are wanting to get a college degree in a specific field, but have never taken a college course before, you may think you don't have what it takes to get that degree. Yet, if you really set the goal of attaining that degree and break down the steps needed to attain that degree, you'll see that you are fully capable of attaining that degree by following the steps and actions needed to attain it. Yes, it may take many steps and time to do it, but it's certainly doable if you are willing to put the time and effort into doing the tasks needed to get that degree.

As you set a goal and really analyze what it will take to attain it, you will often see that the goal can be broken down into several stages with many steps in each stage. Each of these steps and stages can be termed as a short-term goal versus the overall long-term goal you wish to achieve (such as losing 100 pounds or attaining that college degree). You will learn more about the differences between short-term and long-term goals in the next chapter.

Chapter 2: Short-Term Vs Long-Term Goals

In the last chapter, you learned about the importance of goal setting, specifically when it comes to actually committing to a goal and seeing what will be involved in order to reach that goal. While breaking down a goal, you will often see that there are sections or stages of tasks that need to be completed in order to attain that goal. These sections or stages of tasks can be labeled as short-term goals, while the overall goal is your long-term goal.

A short-term goal is a step or accomplishment that helps to bring you closer to your long-term goal. For instance, in the last chapter we talked about wanting to lose 100 pounds. If you lose 5 pounds, that can be considered a step or accomplishment toward your long-term goal of losing 100 pounds, since you only need to lose 95 more pounds to reach your long-term goal of losing 100 pounds. Every 5 pounds you lose brings you that much closer to your long-term goal of losing 100 pounds.

Similarly, if you want to earn a college degree, but have never taken a college course before, passing the entrance requirements to enter a college you want to enter can be considered a short-term goal, since you have achieved a stage or step that helps to bring you closer to your long-term goal of earning a college degree.

It's important when setting lofty long-term goals that you break down the goal into smaller steps or stages that enable you to set short-term goals. Setting short-term goals is key for several reasons. One reason is that you can attain short-term goals more quickly than long-term goals. You can lose 5 pounds quicker than you can lose 100 pounds, and you can pass a college entrance exam quicker than you can earn a college degree.

Another reason setting short-term goals is important is because it helps to give you additional momentum toward achieving your long-term goals. Long-term goals are often challenging to reach, and over the course of the long journey, your devotion, motivation, attention span, and confidence can waver. Attaining short-term goals gives you added momentum and confidence that reinvigorates you to push harder toward the next short-term goal and your overall long-term goal.

As was mentioned in the last chapter, setting a short-term goal is also important because, just looking at long-term goals on the surface, they can seem impossible to achieve, but when you actually break them down into smaller tasks and short-term goals, long-term goals are much more achievable.

Therefore, in this chapter, you have learned the difference between short-term and long-term goals. You've learned why setting short-term goals on your way to achieving a long-term goal can help to reinvigorate you and give you additional momentum to reach that long-term goal. In the next chapter, you will learn why writing down your goals is so important.

Chapter 3: Effective Goals Are Always Written

In the last chapter, you learned about the difference between short-term and long-term goals, as well as how attaining short-term goals can give you added momentum and motivation to help you achieve your long-term goals. In this chapter, you will learn why writing down your goals are so important in successfully achieving them.

When many people set goals, they think in their minds of a goal they want to achieve, then go about attempting to achieve it. As was already mentioned earlier in this book, you really need to analyze the goal to see how you can break it down into more manageable and more easily attainable parts (i.e. short-term goals) so that you can attain the ultimate goal (i.e. long-term goals) you want. Most successful people actually write down the goals they want to achieve.

You may wonder, “Why do I need to write down the goal? I know what my goal is.” Yes, you may know what your goal is, but the problem is that, by just having your goal in mind and not writing it down, you can more easily make excuses on why you are not making as much progress toward your goal and even persuade yourself that certain actions you’re taking are helping you to reach your goal when in reality, they aren’t really doing anything to help you reach it.

Additionally, when you write down a goal, you are actually committing to it. If you write down the goal on a piece of paper and put it on your work space, that piece of paper is always right there, reminding you of what your goal is. You see it, and your mind is immediately reminded of the goal you set, giving yourself a boost of motivation and determination to redouble your efforts to achieve that goal. Similarly, if you write down the goal in a Notepad file or similar program file, it will always be right there (provided you have the file open, of course),

reminding you of what the goal is and giving you a “boost” in terms of redoubling your efforts to achieve that goal.

In addition, it's much harder to dismiss a piece of paper or a Notepad file than it is to just move the goal to the far reaches of your mind and not think about it; this is why most successful people actually write down the goal they have in mind before beginning work to achieve it.

Writing down your goal can also lead you to breaking down the goal into more manageable parts as we discussed in the last chapter. Many long-term goals seem to impossible to achieve on the surface, but when we break them down into more manageable, short-term goals, the long-term goal seems more attainable than at first glance.

All of these reasons show the importance of writing down your goals. You may think that writing down a goal doesn't do much, but it actually commits you to achieving that goal because you took the time to write it down, and the fact you can't easily dismiss a piece of paper or text file as easily as you can a thought in your head makes it harder to make excuses over why you are not making as much progress or doing actions that really aren't helping you to reach your long-term goal.

Therefore, in this chapter, you have learned why it's important to write down your goals, including committing to the goal, not being able to easily dismiss it as you can a thought, and the fact that you can easily break the goal down into more manageable parts (i.e. short-term goals) when you write down the long-term goal on a piece of paper or in a text file. In the next chapter, you will learn how to define your goals so that you know what you want to achieve and so that you can achieve them.

Chapter 4: Define Your Goals

In the last chapter, you learned the importance of writing down your goals and how it can help you to achieve them. As was mentioned at the beginning of this book, you need to define your goals in order to reach them. Just as you have to decide where you are going in an automobile before you can get there, similarly, you have to decide what goals you want to achieve before you can actually achieve them. Therefore, in this chapter, you will learn how to define your goals so you can actually achieve them.

A goal is a desired result or achievement you want to reach. Therefore, you need to decide what you want to achieve in your life. You need to decide what you want to be remembered for and what actions in your life you want to do to reach this goal. In determining what goals you want to achieve, ask yourself what really drives you, what motivates you to get up in the morning.

Is it your family? Is it your career? Is it the environment? Is it wealth? Is it something else? You need to decide what really matters to you, then decide what you want to achieve to exemplify what really matters to you. If the environment really matters to you, do you want to earn a degree in a field related to protecting the environment? Do you want to earn a position at a company that is committed to protecting the environment? Do you want to start your own company whose mission is to protect the environment?

Similarly, if your career really matters to you, what field of study really interests you? Where do you think you can make the greatest difference and the greatest impact in the world? Is it in business? In education? In science? In technology? You need to really evaluate what you are interested in and what you want to accomplish in life in order to define the goals you want to achieve.

Once you know what drives you and what matters to you, you'll have a better idea of what goals you want to achieve in your lifetime. Then, you can break down those goals into more manageable and attainable tasks and short-term goals to make the long-term goals more easily attainable.

You've learned in this chapter the importance of defining your goals. In the next chapter, you will learn the importance of prioritizing your goals.

Chapter 5: Prioritize Your Goals

In the last chapter, you learned the importance of defining your goals by determining what really matters to you and what you want to be remembered for. In this chapter, you will learn the importance of prioritizing your goals.

Prioritizing your goals is important for many reasons. For one reason, we all have a finite lifespan; none of us live forever. Therefore, we only have a limited time to accomplish everything we want to achieve. Additionally, if a sudden, incurable illness or condition afflicts us at some point in our lives, we may not be able to accomplish the goals we want to achieve after that point. Therefore, it is vital that we prioritize our goals so that we achieve the goals we most want to achieve as early as possible, since we are not guaranteed the opportunity to achieve them later in our lives.

Another reason to prioritize our goals relates back to the idea of short-term goals and long-term goals. With most long-term goals, there are many short-term goals we can and need to reach before we can accomplish the long-term goal. As a result, we need to prioritize the short-term goals first because we will need to reach them first in order to obtain our long-term goals. We want the long-term goals the most, but they are virtually unattainable if we don't accomplish the short-term goals first. If we want to lose 100 pounds, it will be harder to impossible to just focus on that goal without recognizing and achieving the short-term goal of losing 5 pounds first, then losing 5 more pounds, and so on.

Similarly, we can't attain a college degree if we don't pass a college entrance exam first; we have to pass the exam first before we have the chance to earn a college degree. Therefore, you have to prioritize the goals you want to achieve. You may and probably want the long-term goal most of all, but without achieving

the short-term goals first, you have virtually no chance of attaining the long-term goal.

Therefore, it is important to prioritize the goals you want to achieve. First, you only have a limited amount of time to achieve the goals you want to achieve; second, to attain the long-term goals we most want to achieve, we have to achieve many short-term goals first. This will take time and committed effort to achieve; therefore, it's important we prioritize the goals we want to achieve so that every action we take brings us closer to the short-term goals and long-term goals we want to achieve. This is how we will achieve the most goals we want to achieve while we are able to achieve them.

In the next chapter, you will learn why setting specific goal deadlines is vital to achieving the most goals you can in your lifetime.

Chapter 6: Set Specific Goal Deadlines

In the last two chapters, you have learned the importance of defining your goals and prioritizing your goals. You have to know the goals you want to achieve before you can achieve them, and you have to prioritize your goals in order to know what actions you need to take to reach them while you have the time and ability to reach them. In this chapter, you will learn how setting specific goal deadlines can also aid you in achieving the most goals you can during your lifetime.

Many people will want to attain specific goals, but they won't write them down. A key detriment to this is that, they can't analyze what tasks it will take to reach those goals, nor can they reasonably estimate how long the long-term goal will take to be reached.

As was mentioned earlier in this book, writing down goals enables you to break down the goal into more manageable tasks (i.e. short-term goals) that you can more easily reach so that the overall goal (i.e. long-term goal) is more easily attainable. When you analyze a long-term goal in this way, you can see exactly the tasks you need to accomplish to reach that long-term goal. You can also determine exactly how long it will take to complete each of those short-term goals.

Determine how long you want to take to reach your long-term goal. For instance, if you want to lose 100 pounds, how long do you want to take before you achieve it? Now, you have to be realistic; you're not going to do it in 1-2 months (and most physicians would consider it unhealthy to lose that much weight that quickly), and even doing it in 6 months may not be possible, as you will have to lose about 17 pounds each month. It's not impossible, but may be quite challenging. However, if you choose to lose 100 pounds in 12 months or 1 year, you only need to lose about 9 pounds each month, or about 2-3 pounds a

week, in order to achieve your long-term goal. This is certainly feasible for most people who put in a decent amount of effort toward losing 100 pounds in 12 months.

Similarly, a college degree is usually attained in 2-4 years, though there are accelerated programs to where you can finish your degree in 12-18 months. Again, you need to decide how long you want to take to reach your long-term goal; then, you will know how long you have to achieve the short-term goals on the way to achieving your long-term goal in the time you choose to do it in.

This is why setting specific goal deadlines is key. If you want to attain a long-term goal in a specific amount of time, then you know the time period you have to achieve all of the short-term goals needed to be obtained to attain the long-term goal in that time period. You can break down exactly how long you need to attain each short-term goal in order to obtain the long-term goal in the time period you specify. If you fall behind on attaining any of the short-term goals in the set time periods, you will not achieve your long-term goal in the time period you set.

This is why it's important to write down long-term goals, break those goals down into short-term goals, then determine how long you have to attain the short-term goals based on how long you wish to take to achieve the long-term goal. It's similar to knowing what destination you are going to in an automobile; you can't reach the destination within a specific time period if you don't know where you're going. If you want to reach that destination in a specific time period, you have to know exactly how much distance is between there and your present location, see how long the exact route is to reach that destination, then calculate how fast you need to be traveling to cover that much area in the time period you specify.

Similarly, you have to know the long-term goal and the time period you want to accomplish it in, then break down that long-term goal into short-term goals and divide up the time amongst those short-term goals so that you can achieve the

long-term goal in the time you specified. This is how you will accomplish the most goals in your lifetime.

In the next chapter, you will learn about how to deal with, overcome, and eliminate distractions, as well as learn how to track your progress so that you become better at overcoming distractions and achieving more of your goals.

Chapter 7: Eliminate Distractions And Track Your Progress

In the last chapter, you learned why setting specific goal deadlines is key to achieving your goals. You need to define the long-term goal and how long you want to take to achieve it, then break that long-term goal down into several short-term goals, then divide the overall time period among those short-term goals to achieve the long-term goal in the time period you want to achieve it in. In this chapter, you will learn how to deal with and eliminate distraction, as well as track your progress so you can improve your focus and productivity.

Everyone faces distractions. Whether it's internal distractions, such as having doubts on completing tasks or losing focus during a task, or external distractions, such as social media and email accounts, smartphones, and/or unexpected circumstances that pop up, everyone has to deal with various distractions on their way to achieving goals. The key to successfully achieving goals consistently is to overcome and eliminate the distractions that stand in your way.

For instance, if you are looking to lose 100 pounds over 12 months, you have to resist the temptation or distraction of eating a lot of nutrition-deficient foods. There are likely several birthday parties and celebrations where rich foods and cakes will be presented. In addition, there are several notable holidays where rich foods and desserts are presented. All of these present distractions to your long-term goal of losing 100 pounds over 12 months. If you allow yourself to give into the temptation and distraction of eating much to any of these rich, nutrition-deficient foods, you will hinder your progress toward losing those 100 pounds over 12 months and may even prevent yourself from achieving it.

Similarly, if you are looking to earn a college degree in two years' time, you have to stay focused on the coursework you need to complete in order to achieve that

degree in that time span. This means you must be willing to complete the assignments and study for the exams needed to successfully pass the courses, even when your family wants to spend time with you or your friends want to go out for a night out, etc. If you allow these distractions to interfere with your studies, you may fail the courses and prevent yourself from earning that degree in the time span you want to attain it in.

It's often helpful to map out each day in terms of the tasks you need and want to complete, then sectioning off the amount of time you believe you can get those tasks done in. Then, at the end of the day, check to see if you accomplished everything you wanted to accomplish. If you did, that's great! If you didn't see what tasks you didn't complete, then review and see why you didn't get those tasks completed. Were the tasks more difficult than you anticipated? Did you get distracted by something? Did you lose focus?

Determining what caused you to take longer on a task will help you to eliminate its influence over you when completing future tasks. If you were distracted by email or social media, log out of those while you are completing your work so that you are not distracted by them again. If your family or friends are providing distractions, ask them to not disturb you while you are studying unless it's an emergency or consider moving to another location (such as another room in the house/apartment or even going to a library) to conduct better studying and more timely completion of your work.

Reviewing where you fell short in completing your tasks is key to knowing how you can improve and complete more of your goals, both short-term and long-term, in the amount of time you expect or even earlier. This way, you will be able to complete more of the goals you wish to accomplish in your life, leading to more fulfillment, a better legacy, and more opportunities for achievement, wealth, and satisfaction.

Conclusion

In this book, you have learned the importance of goal setting in order to achieve goals. You have learned the differences between short-term and long-term goals, and how they interrelate to each other. You have also learned why writing down goals is so important in order to achieve them. Most successful people write down the goals they want to achieve because writing it down commits to it, plus it's always right there for them to look at, reminding one's mind to redouble a person's efforts to achieve the goal he/she wants to achieve.

You also learned why you need to define and prioritize your goals. You have to define goals in order to know what tasks to do to achieve them, much like you have to decide upon a destination when you are driving an automobile. You also have to prioritize your goals in order to achieve as many goals as possible. Your lifespan is not unlimited, and if you come down with a critical injury and/or disease/condition, you may not be able to achieve the goals you want to achieve after that point. Therefore, it is vital that you prioritize the goals you want to achieve to ensure you get as many completed as possible.

You've also learned why setting specific goal deadlines is key. Most long-term goals can be broken down into various stages of tasks, each of which can be labeled as a short-term goal. By determining how long you wish to take to complete a long-term goal, you can use that time period to break down the short-term goals and know how much time you have to complete each short-term goal in order to achieve the long-term goal in the amount of time you wish to complete it in. Failure to finish the short-term goals in the time spans you have indicated will lead to failing to complete the long-term goal in the time span you have indicated.

Finally, you learned about how to overcome and eliminate distractions that stand in the way of your goals. Everyone has to deal with various distractions when

working to achieve goals. If you're looking to lose 100 pounds in 12 months, allowing yourself to eat rich, nutrition-deficient foods will only hamper your progress toward achieving that long-term of losing 100 pounds in 12 months. If you're looking to earn a college degree in 2 years, losing focus and getting distracted by noises and commotion will lead to you doing poorly on your homework and exams, leading to you failing the coursework you have to complete to earn your college degree in 2 years.

You've also learned why tracking your progress each day in terms of the goals you want to complete is so important. By estimating how much you believe you should get done each day, then comparing how much you actually get done, you can see how productive you have been and what is causing you to be less productive. This will lead to you learning what is distracting you and making you less productive in achieving your goals so that you can learn to eliminate and overcome the distractions so that they do not hamper you in striving for and achieving your future goals.

Good luck!