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# Foreword

We are aware that the best way to attain success in whatever plans we have is to have clear and achievable goals. But the problem is, how do we set goals in a proper and effective way?



## ***Time Management And Goals***

Goal Setting Strategies To Get More Done In Less Time

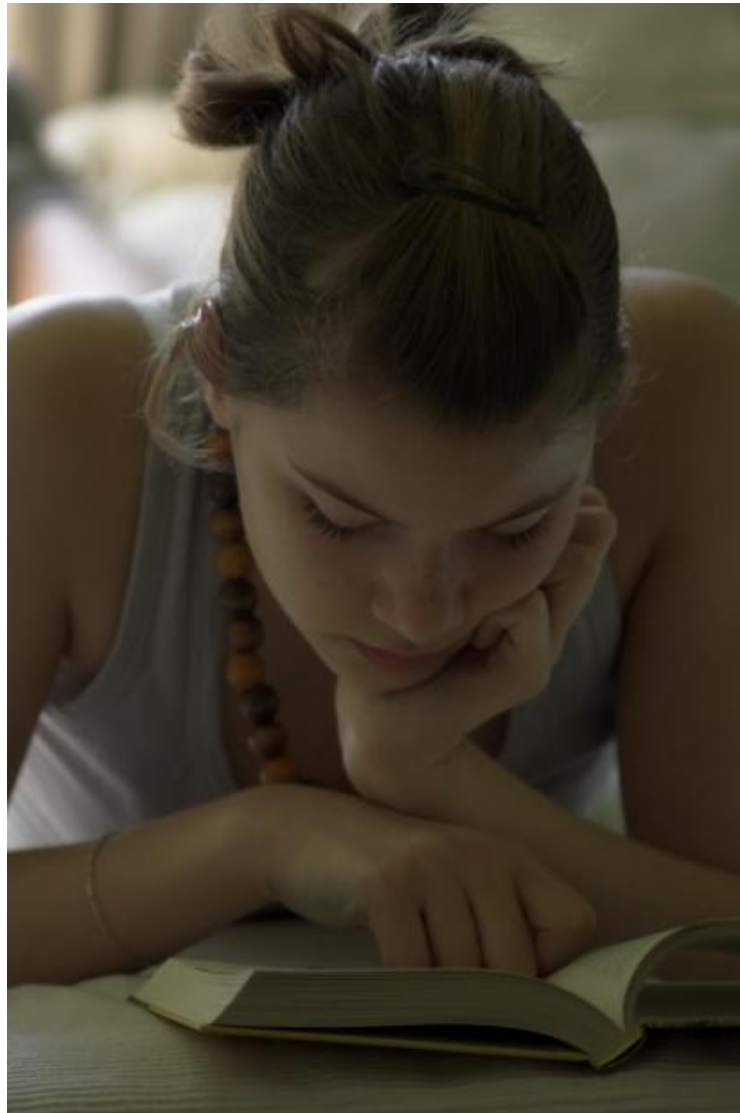
# Chapter 1:

## *The Basics On Goal Setting*

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### Synopsis

In order to learn proper goal setting you have to know the basics and advance from there.



## **The Basics**

Here are few guidelines for newbies in career planning:

1. Most of us wanted to advance our career but unable to do so because of poor planning. This is also the reason why others are somewhat scared to try and tend to avoid it. The key to learning the art of proper goal setting is to stop avoiding it. Seize the opportunity to set your own personal goals first and don't be ashamed to write it down even if you feel they are just small goals that need not to be written.

2. Know that there are no small goals. The fact that you set it as a goal, it is relevant to you. Therefore, what is relevant is never small and it is worth aspiring for.

3. Start to develop and set your goals. The best way to start a good goal setting is to write down your goals in order of importance. Explore more ways on how to effectively achieve each goal and force yourself to apply what you learned. Eventually it will develop as a good habit.

4. One good strategy in creating realistic goals is to follow the SMART goal setting. SMART means: S – Specific

M – Measurable

A – Achievable

R – Result Focused

## T – Time bound

If you are able to do this, you are on your way to achieving your goals. With SMART method you can never go wrong as it is basic yet effective.

5. Make use and constantly apply the basic method of setting up goals. To summarize the idea, for newbies, you have to start in small and uncomplicated goals. Write it down in your organizer and make sure you have it handy. Make a realistic timeline for each goal and find a way to remind yourself to act on it every day per scheduled time. You can utilize your mobile devices such as your hand phone to remind yourself. This is basic and therefore it is designed to achieve. You have no excuse why you cannot do it. Now, go ahead and start setting your goal.

Good Luck!





# Chapter 2:

## *You have To Believe In Your Goal*

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### Synopsis

I have heard many stories about people who failed because they themselves did not believe in their goals. Human as we are, we are capable of achieving great things. But because of our scarcity mindset combined with disbelieving heart, a lot of us fall short of our expectations.





## **Success Is Within Reach**

I have read from a self-help book that we should not limit our goals. We can actually aim even the grandest goals and succeed if only we believe that we can achieve it. We are created equal in the first place, what set us different from each other are our beliefs in life.

You have to understand that success is not designed and destined to be given to selected people only. Success can be attained by everyone only if they will have an open mind and believing heart. Also, combining hard work into right actions while believing that you yourself is capable to reach even the grandest dream can help you achieve your goals more effectively.

Convert first your scarcity mindset into success oriented mindset. By doing this you are freeing your mind from attracting more obstacles that stops you from achieving your goals. You will become more appreciative of opportunities rather than problems. And because of that your limiting beliefs will slowly fade away when you are more inclined to appreciate things and believe that great things do happen and it can happen to you.

Master first the art of converting limiting mindset to success oriented mindset and you will see that you are not only capable of repelling obstacles you are also capable of preventing it to visit your senses again in the future. By doing so you will be able to develop a mindset that can attract opportunity and success.

# Chapter 3:

## *Your Goals Have To Match Your Values*

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### Synopsis

To succeed and be happy with your life, you need to match your goals to what you value the most in your life. In order to do that, a short reflection of what you really want and what are those that really matters to you will help you shape your career goals.



## **Values Are Important**

The main reason why your goals have to match to your values is your personal fulfillment and contentment. Doing something you don't want in life will stress you out especially when things get more challenging.

This can possibly happen because you are doing something you do not believe in. This will only cause you the feeling of discontentment and frustration. The worse thing that could happen is that, even if you succeeded in achieving your objectives, you will never feel any sense of pride.

Recognizing your personal values will help you avoid this ill-chosen situation. I need to warn you though that identifying personal values is more difficult than identifying what is ideal and general. One thing that you can do to recognize what you value in life is to spend time reflecting and writing down the things that by far matter to you.

Clearly, it is important to set your goals in harmony with your values because if you don't chances are, you may not experience fulfillment and you might encounter problems when you have to do something to attain your goals and sacrifice your values. If this happens, there is a possibility that you will get discouraged, demotivated and disinterested.

# Chapter 4:

## *Your Goals Have To Fit Your Timeline*

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### Synopsis

Let me tell you a story. One day, a 40-year old woman invited her friends to a party as she is celebrating for her upcoming wedding. Her friends were shocked by the news but they were all happy because finally their 40-year old friend will soon be getting married which they all know that it is the only goal she has that never happened.



## **Keep Time In Mind**

However, just as the invited guests are beginning to fill the room they heard a loud voice that says, “Everyone, I am calling this celebration off. Nobody is getting married here. I found that my 50-year old husband-to-be just got married with a 20-year old girl”. Everybody was shocked again upon hearing the news but this, time no one is celebrating. Then the 40-year old woman continued, I lost the chance to get married because I miss to answer his question on when we are going to get married.

On the other side, the 50-year old man who desperately wants to get married did something for his dream to come true. After hearing nothing from the lady on his concern of when are they going to get married, he patiently continued searching for a bride and saw a homeless girl and offered her a decent life. Luckily, the girl’s only goal is to have a decent home where she can live, she immediately agreed to marry the old man and they live happily ever after.

### **Moral lesson:**

You have to have a clear motive and timeline for each goal you have.

In real life situation, a lot of people failed to achieve their goals because they are unclear with their objectives and their motives

why they want to achieve something. The thing is, only when you have clearly identified what you really want in your will you recognize your real motives. When you are done with this initial phase you will be able to set proper timeline for each goal.

Many people tend to believe that by writing down their goals, they will start attracting good vibes and success will soon come rushing like a magic. This is pretty good point if we are writing a fantasy screenplay. But since this is reality, we need to do real steps in creating goals and set up proper timeline. Below are the basic steps that you can use to start off.

1. Write your goals and create sub goals under a goal that will serve as your action plan.
2. Review what you have written and get rid of unhelpful steps you have included.
3. Once you are satisfied with your action plan, assign deadlines beside each task and be 100% committed to achieve each goal on time.

# Chapter 5:

## *Your Goals Must Be Attainable*

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### Synopsis

It is important to set goals that are realistic and achievable. There is no point in setting up a goal that you can't achieve. It will not only waste your time, it can also affect you emotionally as there is no way you will be able to achieve it which means you are facing perfect failure.





## **Be Realistic**

There are ways to help you set achievable goals. This method is commonly known as SMART goal setting technique. It is a basic outline that you can utilize in order to come up with goals that are attainable and realistic. It allows you to experience both material and emotional fulfillment when you have attained your goals.

SMART is defined as: Specific, Measurable, Achievable, Relevant and Time Bound. If you are able to meet these criteria you can be sure that you can transform your goals into a flaming reality. To follow these steps consider the elaborated discussion below.

### **1. Be very specific.**

Being precise of what you want to achieve only means that you understand and discovered what you really want. Therefore, you will be more inspired to achieve your goals every detail is important to you. The more precise you are in stating your goal the more confident you will become that you will indeed arrive to your end destination.

### **2. Make a measurable plan.**

One way of evaluating your progress is by measuring the number of completed task, deadlines that are met and other tangible points to check if you're indeed progressing upward or downwards. Use dates, numbers, rankings and other relevant check points.

3. Focus only to what is achievable.

While you are high in driving yourself to reach your goals, do not forget to stay real. Ask yourself if you are capable of doing the task that you will incorporate in your action plan. Also, consider other forces around you when you plan out because they can also affect you in many different aspects of your life.

4. Maintain relevance in your plan

Keep on doing only what is relevant to your plans. The idea is clear, you cannot practice dancing if what you want to achieve in life is to become a singer.

5. Make use of timeline

Time limits are useful as it gives you the drive to really beat the deadlines. Also, it is a great check point to measure your productivity and progress.



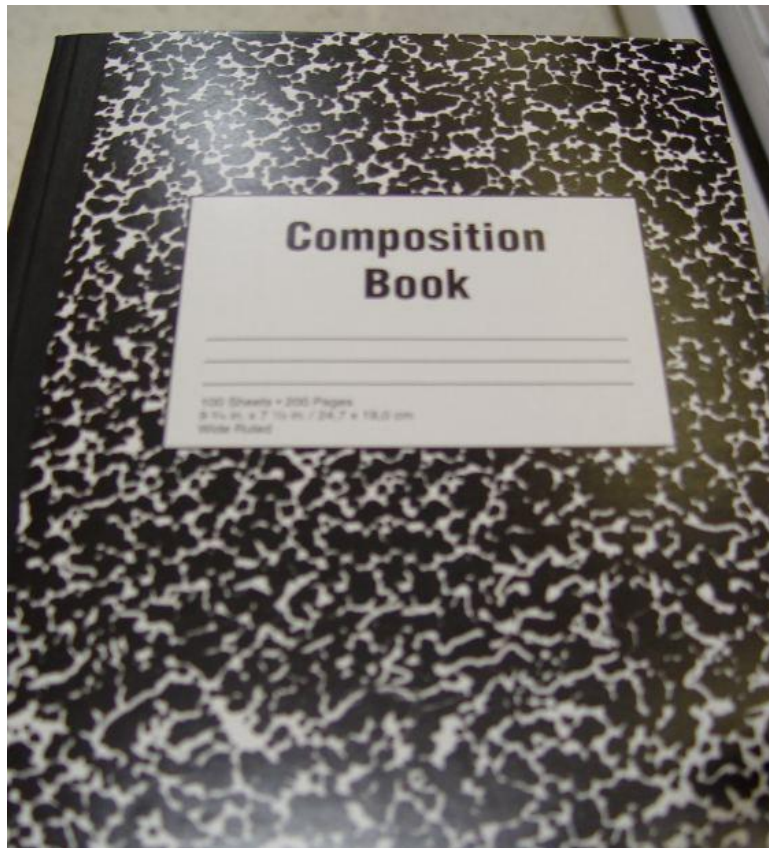
# Chapter 6:

## *Write Out Your Goals For Time Management*

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### Synopsis

We are taught to write out our goals so that we can plan appropriately and at the same we can be reminded constantly of what we want to achieve in our lives. I must say based on my personal experience that putting your goals into writing is extremely necessary as it empowers you to act productively at all times. It is like it has a power to impel you to do what you have to do especially when you have seen a good progress from what you are doing.



## **Write It Down!**

There are many other benefits that you will enjoy when you write down your goals. First, it will give you a clear vision of what you want. And from there you will be able to take necessary actions under each goal. Just like when you decide to start building your dream house. You don't just picture out your dream house and tell your engineer and workers to build it exactly how you imagine it. That's crazy. They need to have house plan and necessary permits to get started. Same goes in setting up and achieving goals.

Another reason why you have to write down your task is that it motivates you to make a start. Writing down your goals is just the beginning of everything but it will surely prompt you to go ahead and execute each of its underlying tasks to be able to sustain your momentum and drive to do the next task.

Also, it will help you sort out upcoming opportunities. As long as you are alive, a lot of opportunities will come for you to avail. Your written goals will guide you to not yield to opportunities immediately as it might not be favorable to your goals. Opportunities can be viewed as distractions if it is not helping you achieve your goals.

It will let you see how well you were performing on each task and allows you to celebrate your good progress. We are well

aware that working hard on something can drain us but looking at how good we are in keeping up on our schedules and seeing clearly how we progress would cause us to really celebrate. And from there you will see that the given effort is worth the while.



# Chapter 7:

## *Check Your Progress Regularly*

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### Synopsis

Talking about goal setting, we normally follow certain sets of objectives with corresponding actions and timelines to be able to attain success. And for that reason it is very important that we keep track of our progress.



## **Keep Track**

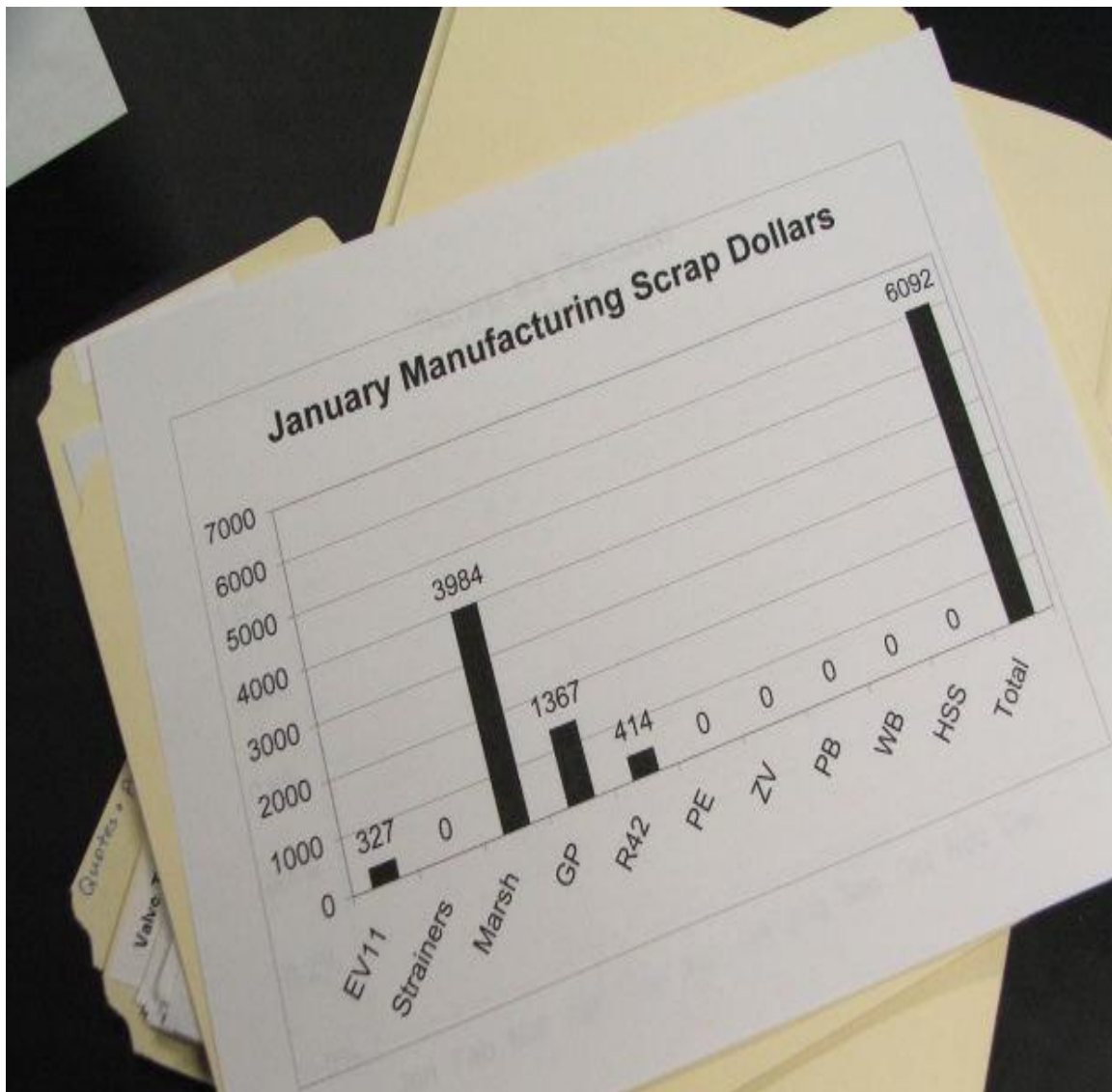
Reviewing your goals versus the actions you were taken will help you determine whether or not you progress or you are just going in circles. One thing that you can do to be able to measure the level of your progress is to create mini task under one goal. Once you are able to complete those mini tasks you are definitely advancing.

Below are some pointers that you can review to check if you progress effectively or not:

1. Measure up your current status from the starting point and forward. Are you keeping up on schedule or are you behind schedule? If you are aligned with the schedule, then you are succeeding significantly.
2. It is also important that you review your goals again and check your action plan including its corresponding schedules if it is still relevant and achievable considering your current situation. This needs to be done since the goals are set for a time being and while you progress, there might be some changes.
3. Review your motives in setting such goals. Your goals must remain relevant to you because if it not, then I don't see any reason why you should continue.



4. Check if so far you are utilizing your action plan. Things will get messy when you start doing things not associated to your action plan. Remember, it is your blueprint to success and printed in that blueprint are the actions needed to let you cross from your intention to your final destination.
5. Lastly, check if you are beating deadlines. If you fail in this area, determine the cause and effect of your inaccuracy and how are you going to keep back on track.



# Chapter 8:

## *PC Tools For Goal Setting*

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### Synopsis

When we have goals that we really want to achieve, staying on track with it anytime of the day would be a great help to monitor and control our tasks. Basically, it doesn't matter how big or small is your goal or where it ranks in your priority list, the fact is, a single task needs proper monitoring to make sure you are not missing anything.



## **Programs That Can Help**

The secret to achieving your goals is constant execution of task, monitoring your progress and reviewing your goals for better understanding on how you are going to achieve it effectively and without any delay. To do this, you can use goal setting tools that work well with your PC.

There are hundreds if not thousands of useful PC tools for goal setting that are available in the market. To help you save your precious time, I have identified few great tools that can help you attain your goals persistently and efficiently.

Here is the list:

Joe's Goal is a great program that allows you to input your goals and track each task regularly. It is simple and easy to use. You can list multiple goals and check each of them easily to see if every task is completed right on time. At the end of the day, you can check how well you have attended to your goals by checking your daily score. This feature will help you to remain motivated.

43 Things is a unique goal making site as it involves a community where you can share your goals, check on how others achieve their goals, receive support and motivation from the community, adopt new ideas to better perform a task, add and receive comments and best of all you can use it and benefit from it for free.

GoalsOnTrack is a complete program that allows you to not only create list of goals but also it will let you track and manage your goals neatly in one set. It uses SMART goals setting that enable you to add additional important information such as deadlines and inspiring photos that are categorically positioned. Motivational photos can be played in slideshow to remind you of your motives why you are working on such goals so that you will never get tired of finding ways to achieve it.

Lifetick is a tool that acts like your personal trainer in achieving your goal. You will be guided to deliver each task with confidence because you will be provided with the tools that you will need in achieving every single task successfully. It has email reminder to let you know of task that needs done. You will also see your progress recorded neatly in chart and a journal tool that you can use to record, review and renew your objectives when necessary.



# Chapter 9:

## *When Your Goals Fail*

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### Synopsis

Failure is inevitable in whatever aspect of life. However, the good thing about it is that it can make us stronger and better the next time around. While this is unavoidable, does that mean it's okay to fail a few times more? The answer is **No**.



## **Learn From Your Mistakes**

When you fail twice or thrice on the same subject it is considered as negligence on your part and therefore it is unacceptable. You are supposed to learn from your mistakes and to not do the same mistake again. However, it is not a hopeless case, you can rise up again, pick up your pieces and encourage yourself to do better this time.

Goals are receptive to failure, and when you do fail there is certainly a way to recover from it. Remember when you first make your new year's resolution when you were asked by your grade school teacher to create one? You were ecstatic and you have full of hope that at the end of the year you will be able to achieve it. But comes December 31st and only few of your new year's resolution came true. What went wrong?

Some say it's because you are not taking correct action or you are not that motivated to do what it takes to reach your goals. Your normal negation would be, I have the best intention about my goals and I am more than motivated to achieve it. It's just that luck is not mine this year.

There must be true from your arguments but the truth is you developed bad and useless habits. First, you need to realize that no matter how strong is your will to attain your goals if you have let yourself accumulate unproductive habits your goals are bound to fail.



Therefore the next time we want to achieve our goals after we failed we must develop first a chain of productive habits until it becomes part of our system. When this happens, we will be able to achieve what we desire in our lives without trying so hard because our habitual actions will automatically direct us from achieving great results.





# Chapter 10:

## *The Benefits Of Goal Setting For Time Management*

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### Synopsis

In any situation regardless if the plan is made for personal or professional use, time management is considered as the most essential element to attain success. In business world, company owners and managers always make time to gather before the year ends to prepare the business goals of the year ahead.



## **Succeed**

Goal setting should be given high attention because without a goal how will one intend to continue living a good life. It is like a blueprint of your life that will guide you where you are heading and how will you do it to reach your end destination. Imagine building a house without a plan. Maybe before you even start building the house foundation you have already failed in purchasing the right materials because you don't have goals and plans to guide you.

There are many advantages of goal setting and below are the most common:

It provides clear direction. Taking small business for instance, once the company have discussed and defined their goals to their top management down to rank and file. Chances are the owners, managers and employees will have one direction as they progress in achieving their goals and each of them will develop targeted plans in which the end result is pointed to the goals of the company.

Once the goal is clear, deadlines are likely to be met. This is because in each goal, sets of action plans with detailed information are attached to it. Therefore you will be guided of your schedules including the how to's.

Having set goals will also keep you productive as it would lessen the instances of time wastage. This is because with specific list of tasks it is impossible for you to have vacant time except for the time you allocate for personal relaxation, social and fitness schedule.

Furthermore, you will be able to avoid distractions when you have list of tasks with corresponding schedules. Of course you don't want to miss a single task or let your task pile up because you were unable to do it. Hence, goal setting is also effective in managing distractions.



# Wrapping Up

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Setting goals and achieving them is a very important part in both success and time management. Even if you are terrible at tasks such as setting goals the above tips are sure to help you become an expert! Have confidence in yourself and begin accomplishing things you thought you never could! If you do not succeed immediately do not give up. The most certain way of success is to try and try again. I hope you enjoyed and good luck!



