



# Eight Steps for Achieving Your Goals in Life

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# Setting Goals



1. Find a quiet time and space
  1. A time where you can *really* focus on your inner thoughts for a period of time (15-20 minutes at least)
2. Be in a positive mindset
  1. Immerse yourself in the belief that *anything at all* is possible. Turn your focus to limitless thinking
  2. Discard all negative thoughts. Push them out of your mind.

# Setting Goals (cont'd)



3. Identify what area do you need to develop a goal in
  - Career/professional/business, education, personal finances, relationships/family or spiritual, emotional, or physical wellness
  
4. What is the goal that comes to mind within this area?  
Goal should be high, but achievable at the same time!
  1. Goal has to be yours. Not someone else's for you
  2. Close your eyes and visualize the goal as vividly as you can
    1. See yourself in action reaching the goal. How do you feel?

# Developing Goals



5. Understand the goal further
  1. What is the reason you want to accomplish this goal?
  2. Why are you choosing this particular goal?
  3. When do you want to accomplish the goal?
  4. Is anyone else involved besides yourself?
  5. Where does achieving the goal take place?
  6. What resources do you need to accomplish this goal?
  7. How far along are you right now with the goal?

# Developing Goals (cont'd)



6. What challenges (roadblocks) have prevented you from reaching this goal before?
  1. Are there internal roadblocks?
  2. Are there external roadblocks?
  3. Which of these are real and which are just perception?
  4. Don't let pessimism set in during this exercise. You simply need to understand these issues to overcome them.

# Planning Goals



7. Develop a concrete plan/schedule to accomplish the goal
  1. Clearly define the goal (see step # 4)
  2. Plan forward (and/or backwards) to determine what steps are required to reach this goal
    1. List the steps to be taken and the timing
    2. List the resources required for each step
  3. Review the roadblocks you have listed in #6
    1. How do you plan to avoid or conquer these roadblocks?
      1. "Where there is a will, there is a way"
  4. Do not be afraid to solicit help. Creating a solid plan is extremely important!

Example Plan



Microsoft Word  
Document

# Acting on Goals



## 8. Follow through on the plan

1. **ACT** - Begin actively taking the steps you set out in the plan. One step at a time!
  1. Use positive affirmations to gain complete confidence that you have the goal in hand already
  2. Be grateful for each accomplishment along the way and keep going
2. **MEASURE** - Check your progress daily, weekly, monthly as appropriate
3. **ASSESS** – Are you still on track?
  1. Are any adjustments required?
  2. Have you hit any unexpected roadblocks that need to be dealt with?
  3. Stay on track if nothing has changed. Perseverance is key!

# Achieving your Goals

- At the end of the journey, you will reach your goal if:
  - The plan is thorough
  - You have the resources and support you need
  - You take the steps needed to be successful



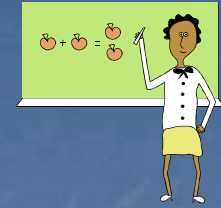


# How do you know if you need help?

- Is your goal unclear?
- Do you need guidance with planning and following through?
- A coach will help you get focused and hold you accountable to your plan!
  - Be open and willing to getting help if needed
  - Even CEOs and other leaders have personal coaches



# Tidbits



1. Take one step at a time! Take pride in each accomplishment along the way.
2. Put the past behind you. You cannot change it.
3. Your success starts with you. Don't depend on anyone else!
4. Utilize your strengths while you develop in the areas YOU want to do better in.
5. Don't be too hard on yourself. And certainly don't let others' non-constructive criticism "stick" in your mind
6. Be careful who you share your goals with. Negative people aren't going to help you!
7. Stay positive no matter how hard things get. Convince yourself that they will get better.
8. Get yourself organized. Get support with getting organized if needed.
9. Be prepared and be on time in all your tasks and interactions.
10. Show gratitude to those that help you along the way.