

# **GOAL** *Achievers*

## **Set Yourself Up For Success**


A SMART GUIDE TO ACHIEVING  
YOUR GOALS

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# GOAL Achievers

## Introduction

Thank you again for downloading this Goal Achievers workbook. In this workbook I have provided you with:

- A step-by-step guide on how to effectively identify your S.M.A.R.T. goal(s).
- An outline of the "Who, What, When, and How" of achieving your goals that no one talks about.
- Supplemental Material indicated by: 
  - SMART Goals Importance Sheet (2 pages)
  - SMART Goals Worksheet (5 pages)
  - FINAL SMART Goals Worksheet (1 page)
  - F.E.A.R. worksheet (2 page)
  - Mindset Sheet (1 page)

# Goals

## What are goals?

A goal is the desired outcome of your ambitions, dreams, or a task. We set goals for ourselves every day. Maybe not detailed out on paper or even spoken out loud. However, you have been achieving your goals without even knowing it.

I want you to think about what you have planned for today. Do you have plans to go to the store, visit a friend, work out, or start this goals book? Or do you have a task to complete at work? These are all examples of how we set goals, unconsciously building up our ego strength and setting the foundation for successful goal completion. YOU are already a Goal Achiever!!

Goals are a part of life. Goals give us a sense of direction, focus, and motivation. By setting your goals you are establishing the foundation for what you want to achieve.

# **SMART** Goals

## What is a S.M.A.R.T. goal?

A SMART goal is a guide for goal setting. S.M.A.R.T. is an acronym that stands for Specific, Measurable, Achievable, Realistic, and Timely. By utilizing a SMART goal-setting format, you are detailing out those specifics in each of those areas that we naturally address during our everyday planning.

I know it sounds easy, and for some goals, it is that easy. All you have to do is identify those S.M.A.R.T. goal areas and you are ready to go. However, those dreams and ambitions that take time, hard work, and planning ahead can be a little more challenging. Not to mention the barriers that you may run into: lack of motivation, lack of confidence, self-sabotaging behaviors, or even other people.

This Goals Achiever guide is going to take you step by step, addressing all the areas within the S.M.A.R.T. goals format. The good and the bad. This workbook is intended to not only help you reach your goals but to also help build your ego strength and resilience so that you can accomplish all of your goals.

# SMART Goals



Before we jump right into your SMART goals, let's first identify what goals you are thinking about working on. Don't worry about being too specific in this area. Just focus on putting your vision, and your goal on paper. This is the first step forward. Even if you have tried before, this is your first step in doing it the Goal Achievers way.

Next, you are going to write down why this goal is important to you. Your motivating factors. Do not skip this step or be passive with this task. This step is an important part. I will explain later.

Lastly, before we move on to the "S" specifics of your SMART goal, rate the level of importance that this goal is for you. You may have a few goals listed, and that is ok. Rate them on a scale of 1-10.



# **SMART** *Goals*

**What are your goals?**

**Why is it important to you? What are your motivating factors?**

**Rate from 1-10**

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# **SMART** *Goals*

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# **SMART** *Goals*

Now that you have written down your goals I will explain to you why writing down and scoring your goals is important.

We sometimes struggle with motivation, either finding it or keeping it. Especially when we are not seeing the results that we want. Or even when we are getting results, but we are not acknowledging what we have already accomplished. So it is very important to identify your external and internal motivating factors and how important achieving the goal is to you. By identifying your motivating factors you will be able to combat your lack of motivation and overcome some roadblocks along the way.

Okay, let's get to writing your SMART goal. Next is a breakdown of each letter. Utilize the Goal Achievers worksheet to create your SMART goal.



# Notes



# SMART Goals



## SMART goals are:

**Specific:** The "S" in S.M.A.R.T represents your specific goal. Identifying your specific goal is very important. If your goal is too broad then you may get discouraged because you have left too much wiggle room for open interpretation. Ensure your goal is clear, well-defined, and not open to interpretation.

**Answer the five "W's". This will help you scale your goal down to be specific.**

**Who:** Who is involved in this goal?

**What:** What do I want to accomplish?

**Where:** Where is this goal to be achieved?

**When:** When do I want to achieve this goal?

**Why:** Why do I want to achieve this goal?

### Example:

**Broad goal-** "I want to get in shape."

**Specific goal-** "I want to join a gym, close to my house and work out four days a week to be healthier."

# **SMART** *Goals*

*Questions*

## **"S" Specific**

**Who: Who is involved in this goal?**

**What: What do I want to accomplish?**

**Where: Where is this goal to be achieved?**

**When: When do I want to achieve this goal?**

**Why: Why do I want to achieve this goal?**

**What is your Specific Goal?**



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# **SMART** Goals



**Measurable:** The "M" in S.M.A.R.T. goal represents measure. Think in terms of how you would measure your goal's progress. If you do not identify how you will determine your progress, how will you know if you are on track to reaching your goals?

## **Ask yourself:**

How many/much?

How do I know if I have reached my goal?

What is my indicator of progress?

## **For example:**

I joined a gym, close to my house and I workout four days a week to be healthier."

**Measure is-** Every week I will track my progress through a body scan, measurements, BMI, and how I feel.

# **SMART** Goals

Questions

## **"M" Measurable**

**How many/much?**

**How do I know if I have reached my goal?**

**What is my indicator of progress?**

**How are you measuring your success?**



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# SMART Goals



**Achievable:** The "A" in S.M.A.R.T. represents achievable. Simply, is this goal attainable and not impossible to achieve? We sometimes set unrealistic goals and then get jaded about what we are capable of achieving. YES! If you believe it, you can achieve it! However, that goal can fall short and bruise your ego if you are not set up for success. Be realistic. Ensure that your goal is feasible regarding the resources available to you.

## Ask yourself:

What skills are needed?

What resources are necessary?

What am I missing?

How does the environment impact my goal?

Have you done something similar and been successful before?

Your answer to this SMART goal should be "yes". You have to set yourself up for success. If your answer is "No, this is not achievable at this time", congratulations! You have figured out some of the barriers to why you have not been successful in the past with this goal. Or you have identified why you have not tried to achieve this goal before.

# **SMART** *Goals*

*Questions*

## **"A" Achievable**

**What skills are needed?**

**What resources are necessary?**

**What am I missing?**

**How does the environment impact my goal?**

**Have you done something similar and been successful before?**

**Is this goal achievable? Why is it achievable?**



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# **SMART** Goals

As a goal achiever, I think that is amazing that you have identified some of your barriers early on. You might not have all the resources needed or the skills, but that doesn't mean that you can't achieve this goal. What it means is that you identified some of the small goals that you need to achieve before the main goal. Identifying your small goals is an important step in achieving your goals.

The "achievable" section of your SMART goal allows for the perfect opportunity to identify the small goals that you need to accomplish leading up to your main goal.

Take this time to identify your small goals on the Goal Achievers notes page.



Notes



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# SMART Goals



**Realistic:** The "R" in S.M.A.R.T. represents how realistic your goal is. Meaning is your goal within reach, realistically achievable with the available resources and time that you have identified. A SMART goal is realistic if you believe that you can achieve it. Visualize your end goal. If you can see yourself doing, or being what you are dreaming about, then it is possible. Focus on the results you desire rather than the activities necessary to get there. You want to grow personally, so reach for your goal. However, be reasonable, or you'll set yourself up for disappointment.

## Ask yourself:

Is the goal realistic and within my reach?

Given my time and resources, am I able to reach this goal?

Am I able to commit to achieving this goal right now?

Again, your answer to this SMART goal should be "yes". If your answer is "No, this is not realistic at this time", guess what, you have identified some more barriers. At this point, you need to modify or revise your specific goal so that your goal is realistic and achievable.

# **SMART** *Goals*

*Questions*

## **"R" Realistic**

**Is the goal realistic and within my reach?**

**Given my time and resources, am I able to reach this goal?**

**Am I able to commit to achieving this goal right now?**

**Is this goal realistic? Why is it realistic?**

# **SMART** Goals



**Timely:** The "T" in S.M.A.R.T. represents your identified completion date. Include a starting date and a target date. The purpose of recognizing the "time" is to set the tone for urgency. A timely goal can motivate you towards completion if everything else lines up.

## **Ask yourself:**

Does my goal have a deadline?  
By when do I want to achieve my goal?

**For example:** on September 1, 2020, I will get a gym membership at (name the gym). I will work out four days a week. I will start tracking my measurements, and take a picture on Sept 1. I will check my progress on October 1, 2020.

# **SMART** *Goals*

*Questions*

## **"T" Timely**

**Does my goal have a deadline?**

**By when do I want to achieve my goal?**

**What is your time frame?**

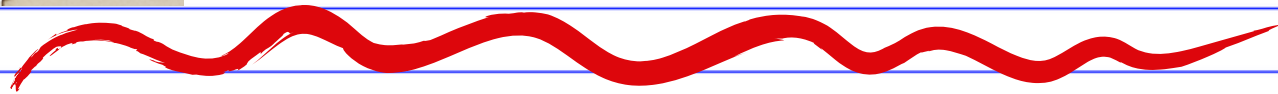


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# SMART Goals

Final

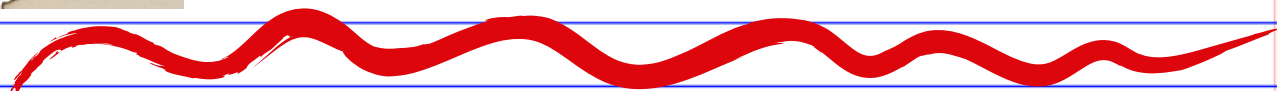
S



M



A



R



T



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Notes



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# WHAT'S Next?

Congratulations!!! You have completed the most important steps to reaching your goals. You have outlined your SMART goals. Be proud of yourself for laying the foundation for success. Now comes the part where you put everything that you detailed on paper into action.

Some of you may be ready to go. Super excited about what you are about to embark on. Some of you may be scared of the possibilities. Hopefully, these next few pages will help you through this journey.



# **F.E.A.R.** Less



Now is the time to be **F.E.A.R.** less. Yes! Another acronym. **F.E.A.R.** can stand for a few things, but my favorite is:

**False**

**Evidence**

**Appearing**

**Real**

If you are in a place where fear is getting in the way of you reaching your goals, making progress, or stepping out of your comfort zone, get rid of that fear. Start identifying the false evidence that appears or feels real to you. Use the worksheet provided to help you break down that **F.E.A.R.** You owe it to yourself to be fearless!!

***"I learned that courage was not the absence of fear, but the triumph over it. The brave man is not he who does not feel afraid, but he who conquers that fear."***

**- Nelson Mandela**



# **F.E.A.R.** *Less*

*Worksheet*

**Define your F.E.A.R.**

**What is the worst thing that could happen if you don't achieve your goal?**

**What action steps can you take to reduce the likelihood of this happening?**

**If your "fear" becomes a reality, what can you do to get yourself back on track?**

*Draw it*

*Paste it*

**F.E.A.R.**

*Less*

*Name it*

*Write it*

*Proclaim it*

**What does achieving your goal look like?**



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# **SELF-** *Sabotage*

Oh, and let's not forget about self-sabotaging behaviors. I don't know about you, but if I want something and it is very important to me I work very hard to get it, and to keep it. But there is that little voice in my head that tells me that I can slack on my goals and be ok. I won't get off track too much..right?!? Or you might be a person who allows self-doubt to creep into your head and derail your plan.

Setbacks and successes can both play a role in self-sabotaging behavior. The key to not giving into self-sabotaging behavior is to not allow that much time to pass before you get back on track. Step back and think about what is causing you to take a break or what is allowing that setback to stop you from moving forward.

- Keep everything in perspective.
- Get out of your way. Go back and look at why this goal is so important to you.
- Talk it out. Sometimes another person's perspective can help get us back on track.

# **LACK OF** *Motivation*

Here's the thing about motivation, either you have it or you don't. You are the only person who can show up for you. So you need to look at your external and internal motivating factors that will continue to push you towards achieving goals.

Remember that scale from earlier, You rated how important this goal is to you. You also listed why it is important to you. Now go back and look at the list. Get a piece of paper, a poster board, or something, and write your "Why this is important to me?" down and put it somewhere you will see it and be motivated by it.

# **MINDSET** Change



When you operate from a fixed mindset, you do not believe that anything is possible. A person with a fixed mindset lets the smallest setbacks stop them from moving forward. "I can't" is the language of a person with a fixed mindset. Start believing that you can, and the possibilities are endless.

Say "I can"! Change the way you talk to yourself. Say "I can" instead of "I can't". In all reality, you can reach your goals if you try. Be the little engine that can and bust through those "can't" roadblocks! Invest in yourself and lay the groundwork for "I can" and "I did". "

***Can't is just can with a little tail to help lift you.***  
**- Melissa Phillips**



# **MINDSET** *Fixed*

Typically you will see a growth mindset and fixed mindset pictured next to each other. Showing the differences between the two. I want to focus on the positive, so I separated the two. Through your journey, lets try to keep the negative out of the picture and focus on the positive. Acknowledge your fixed mindset moments, but do not live there.



**Avoid challenges**

**Ignores constructive criticism**

**Believe intelligence and talent are fixed and can't be gained through hard work and practice**

**Less effort**

**Gives up easy**

**Threaten by others' success**

**Engaging in negative self-talk**

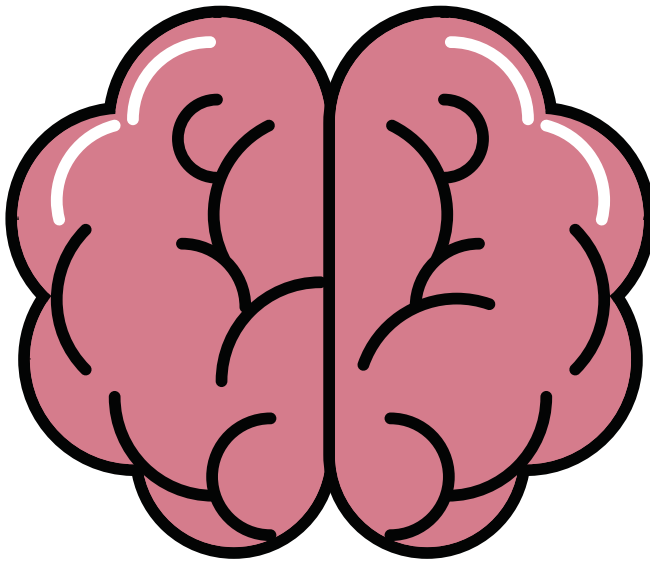
**"I am a failure"**

**"I always fail"**

**"Why should I bother"**

# **MINDSET** *Growth*

With a growth mindset, you believe that anything is possible, with a positive outlook on the situation. Focus on this page and add it to it. Print out the blank mindset page and create your own "growth mindset map". Keep it as a reminder of how amazing you are.



**Embraces challenges**

**Welcomes constructive criticism**

**Believe intelligence and talent can be developed and enhanced**

**More effort**

**Keeps trying**

**Engaging in positive self-talk**

**"I will learn from my setbacks"**

**"I want to keep learning"**

**"This will take time and hard work, but I got this"**

**Know that setbacks are part of the process**

**Inspired by others success**



**MINDSET**  
*Growth*

*Map*

