

THE TEAM LEADER'S PERSONAL GOAL ACHIEVEMENT SYSTEM




INSTITUTE OF TRAINING &
OCCUPATIONAL LEARNING

INTRODUCTION

We live busy lives and for many of us, finding time to ponder and reflect on what we want from life seems a waste of our precious time - or simply a distraction from the other 101 things we have on our lists. But if we are not clear on what we want it's impossible to have direction - we end up going wherever life takes us. We could end up anywhere, everywhere, or nowhere!

Not knowing what we want also makes it hard to say "No" to others. How can we prioritise our time and energy when we have nothing to work towards for ourselves? We have no REASON to say no.

Having goals also gives us a purpose in life. When we KNOW what we want, we can get focused and ask ourselves, "Does this move me towards my goals or away from them?" If you don't know what you want, you'll end up with what you get! So, let's get started!

INSTRUCTIONS

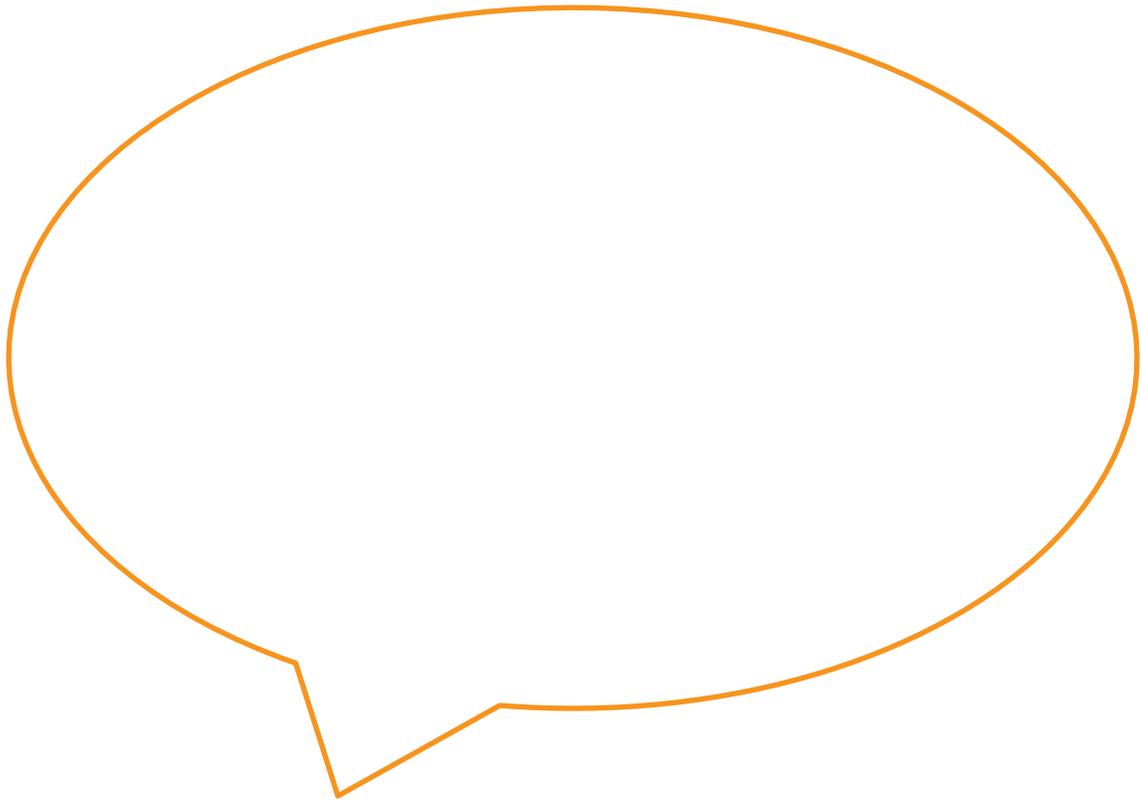
- 1) Create a space in your busy life, approximately a couple of hours. Don't forget to create space in your head! Try to approach this with uncluttered thinking.
- 2) Print a hard copy of this system to take with you.
- 3) Find a quiet spot, or a nice cozy coffee shop where you won't be interrupted by your normal life.
- 4) Work through the following sections. Try to do it in one sitting but if you can't then re-visit instructions 1 and 3 and carry on where you left off.

1. GENERATE IDEAS:

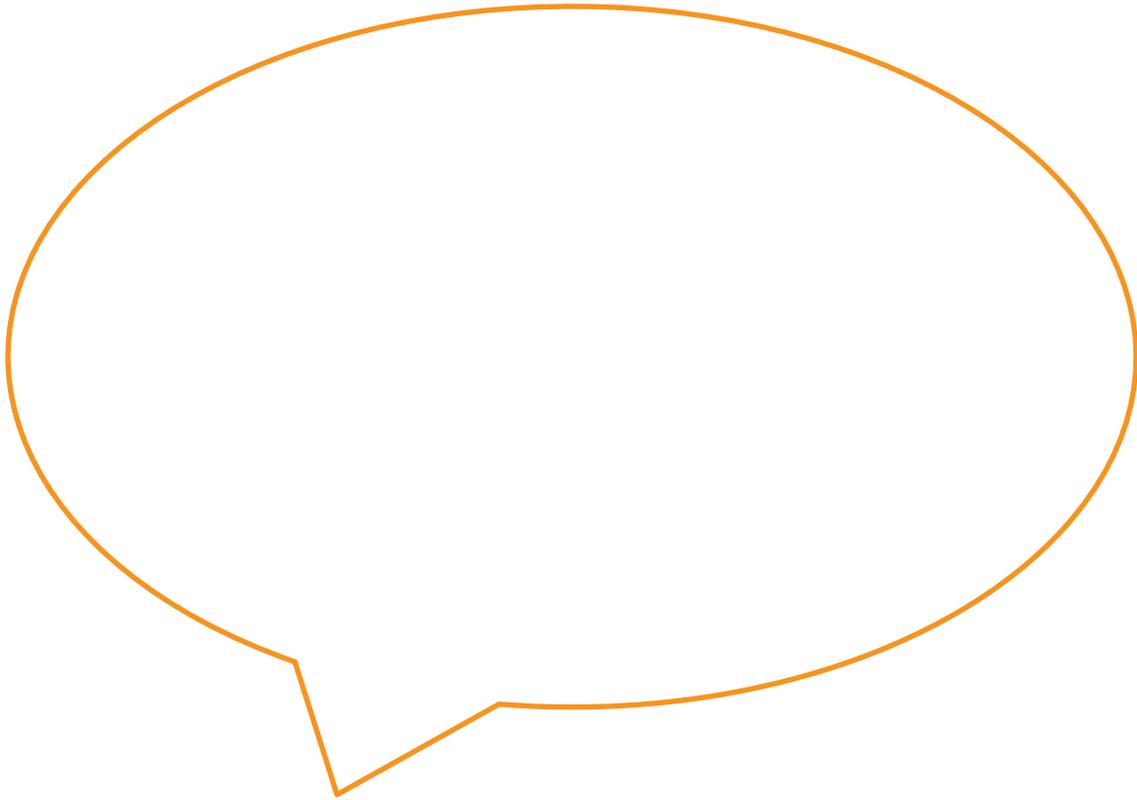
The purpose of this exercise is to capture your **Aspirations, Hopes and Desires**. We are NOT thinking about goals here. It's more like Brainstorming or Blue-Sky Thinking.

With each of the 2 lists below, come up with **as many items as you can** from big to small - ANYthing and EVERYthing you can think of.

1. List below all the things you want to BE, DO and HAVE in the next 1-5 years:



2. List below everything you **DON'T WANT** to **BE**, **DO** and **HAVE** in the next 1-5 years:



Now **CIRCLE** the **5** things that grab you, get you inspired or excited!

2. REFINING YOUR IDEAS:

Working towards unexciting goals is a hard slog. So, we're just checking on the 'Goal Potential' of your top 5 items, making sure they're exciting enough for you before you go any further.

Write the Top 5 items you MAY like to work with: You can use the 5 ideas from Part 1 or anything else that has come to mind.	What would achieving this goal do for YOU? What difference would be achieving it make to your life?	How EXCITING out of 10 is it?

ARE YOU EXCITED?

If your Excitement Score is 8 or more – Congratulations, you have found great goals!

If your Excitement Score is less than 8, you may want to reflect on why that is and what would make the score higher before continuing with it.

3. REFINING YOUR IDEAS:

Now it's time to pick 3 goals to work with. The best goals are:

- ✚ **Aligned with your values.** The more a goal aligns with your inner or core values – the EASIER it will be to achieve. Trust your gut instinct here.
- ✚ **Stated in the positive.** Focus on what you WANT i.e. "I want healthy fingernails" rather than "I want to stop biting my nails." This gives you something visually clear to work towards rather than a constant reminder of what you don't want.
- ✚ **Specific!** The more specific you are, the easier it is to keep steering in the right direction - and the easier it is to achieve!

Write below the 3 Goals you WILL work with:	What are the BENEFITS to you?	WHEN will you achieve it by?	How will you prove it has been completed?
1.			
2.			
3.			

4. PREPARING FOR SUCCESS:

4. **Excellent! Now let's take a look at how you can help yourself achieve these - and how you might get in your own way.**

SUCCESS ACCELERATORS:

What can I start doing, stop doing or do more or less of that will help me achieve my goals?

DEMOLISH THE BARRIERS:

What could get in my way? If I was going to sabotage myself, how would I do it?

WHAT IS THE BEST ADVICE I COULD GIVE MYSELF?

5. TAKING ACTION:

So, what ONE thing will you do for EACH goal in the next month?

- ✚ Write out just ONE action that you will complete towards EACH goal in the NEXT MONTH.

This is the FIRST STEP. Break the action down into a smaller step or action until you can **commit 100%**. If you want to do more than one action, great, but there must be a minimum of ONE.

1ST GOAL



ACTION:

By:

2ND GOAL



ACTION:

By:

3RD GOAL



ACTION:

By:

And finally, what ONE action will I start tomorrow? #1

6. SUPPORT AND COMMITMENT:

WHO will help & support me? Who's on my CHEERLEADING TEAM?

For example: Your personal trainer; coach; a friend; mentor; gym-partner; family; a work colleague etc. Be specific as to how they can support you.

WHO?

Person 1: _____

Person 2: _____

Person 3: _____

How Specifically?

1- _____

2- _____

3- _____

How will I need to change in order to achieve these Goals?

I am committed to achieving my goals!

Signature

7. TAKE OFF!

Here is a summary sheet to help you!

GOALS SUMMARY SHEET	
	My CHEERLEADERS are: <i>See part 6</i> 1. 2. 3.
My Goals are: <i>See part 3 of this worksheet</i> 1. I by 2. I by 3. I by	
The BENEFITS to me of my GOALS are: <i>See part 3 of this worksheet (under why bother?)</i> 1. 2. 3.	My KEY Action Steps are: <i>See part 5 of this worksheet</i> 1. by 2. by 3. by
My Success Accelerators : <i>See part 4 of this worksheet</i> 1. 2. 3.	Signed: _____ Date: _____

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