



**MAKE 2016 YOUR BEST YEAR  
IN YOUR ENGLISH LEARNING!**

**HOW TO SET AND ACHIEVE  
YOUR GOALS IN A BIG WAY**

# Chapter 1

## BE REALISTIC ON GOALS



As the end of year approaches we all make new year's resolutions, such as losing 20 kgs by March, giving up smoking in 2 weeks OR generating \$1,000,000 in revenue by June...

We tend to set unrealistic goals. We tend to be too hard on ourselves. We tend to push our limits.

These can motivate some, but discourage others at the same time. We are different.

Everyone is different, has a different point of view and experiences. This is the beauty of life. And this is how we help each other grow spiritually, emotionally or financially.

Sometimes it's difficult to realistically see ourselves. As for me, it's always been easier to give advice to others than to myself. I'm always smarter when it comes to solving others' problems. I'm always better at helping others setting goals than helping myself.

Since I started my business about 8 years ago, I've been reading books, watching videos and listening to podcasts on how to set realistic goals.

Till this year I haven't found anything REALISTIC. These experts keep saying "Oh, you need to set big goals in order to be very successful."

Well, I believe in the "you can achieve anything you want" thingy, but not that way they teach.

I watched a video by James Wedmore the other day, and he gave the most useful piece of advice on setting realistic goals ever. He said:

**YOU NEED 3 DIFFERENT GOALS WHEN IT COMES TO YOUR FINANCIAL GOALS.**



THE HAIRY SCARY GOAL



THE MIDDLE OF THE ROAD GOAL



THE WIMPY GOAL



It makes throwing a financial number out there so much easier.

Let's say our wimpy goal is to generate \$500, our middle of the road is \$1,000 and our big hairy scary goal is \$2,500 in the next 2 weeks.

This simply works because people are afraid to state how much money they want OR they're afraid they shoot too high and fail OR not ask for enough and they end up coming up short.

Does it sound like you? This method solves it. I apply it too. Let's go out and try it for yourself!

# Chapter 2

## HOW TO SET SMART GOALS

All right. Now you have your 3 goals. It's time to make these goals SMART.

Wait. First of all, let's clarify what we call smart goals.

This changed the my attitude towards setting goals and achieving them. I learnt this method from my super intelligent business coach.

### CREATING S.M.A.R.T. GOALS

SPECIFIC • MEASURABLE • ATTAINABLE • REALISTIC • TIMELY



„Specific: a specific goal has a greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

**\*WHO:** Who is involved?

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

**\*WHERE:** Identify a location.

**\*WHEN:** Establish a time frame.

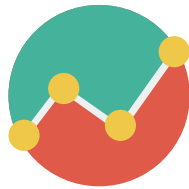
**\*WHICH:** Identify requirements and constraints.

**\*WHY:** Specific reasons, purpose or benefits of accomplishing the goal.



#### EXAMPLE:

A general goal would be, "Get in shape." But a specific goal says, "Join a health club and workout 3 days a week."



## MEASURABLE

Establish concrete criteria for measuring progress toward the attainment of each goal you set.

When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as.....

HOW MUCH?

HOW MANY?

HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?



## ATTAINABLE

When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them.

When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.



## REALISTIC

To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress.



A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.



## TIMELY

A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by?

**"SOMEDAY" WON'T WORK.**

But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal.

Your goal is probably realistic if you truly believe that it can be accomplished.

Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

T can also stand for Tangible - A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing.

When your goal is tangible you have a better chance of making it specific and measurable and thus attainable

# Chapter 3

## THE ONLY REASON PEOPLE FAIL ACHIEVING THEIR GOALS

Now that you have your SMART goals, you need to know the one reason people fail achieving their goals.

**THIS IS CLOSELY RELATED TO TIME MANAGEMENT.**

Frankly, I'm not the best at time management. Although I always meet the deadlines, I leave everything up to the last second. Yaaay!

With this technique I was finally able to create my step-by-step project plan and meet the deadlines without overwhelm and stress.



**STEP 1 - MAKE A FINAL DEADLINE**



**STEP 2 - DEPENDING ON THE LENGTH OF TIME YOU HAVE UNTIL THE DEADLINE MAKE AN WEEKLY • BI-WEEKLY • MONTHLY ACTION PLAN.**

For example, if you want to create 3 different premium packages and get them out in 3 months, make a weekly • bi-weekly action plan and make deadlines for each one.

The key here is to break down the whole process into weekly/bi-weekly action plans and meet their deadlines so that you can check on yourself and see how good you're doing. These deadlines will help you stay on track.

If your goal is to be 65 kgs in 4 months. In order to achieve this I need to lose 10 kgs.

Make sure you have an action plan and have more deadlines during the whole process.

If your goal's deadline is within a 1-4 month period, it's good to have weekly or bi-weekly action plans and deadlines.

IN THE CASE OF WEIGHT LOSS YOU CAN HAVE SOMETHING LIKE:

BY THE END OF WEEK 2: I will have lost 2 kg and will be 73 kgs.

BY THE END OF WEEK 4: I will have lost 2 more kgs, and will be 71 kgs.

It's extremely important to set smaller goals on the way to reach your ultimate goal.



You can't do everything in the last 1-2 weeks. It's exactly like weight loss. You want to lose 5 kgs in 10 weeks, you simply can't shed that 5 kgs in the last week, right?

## ANOTHER CRUCIAL ELEMENT IS TO HAVE A DETAILED ACTION

When writing an action plan, include the followings:

What am I going to do to achieve that goal?

What tools am I going to use?

What methods am I going to use?

And how much am I going to spend on it?

How many hours am I going to need to achieve that level?

How many hours am I going to need to reach that weekly / bi-weekly / monthly goal?



WHATEVER YOUR GOAL IS, BE REALISTIC AND STAY ON TRACK!

I hope you enjoyed this mini e-book of mine. I can't wait to hear from your goal settings and accomplishments!



Timi

Your virtual English teacher  
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