



Lesson 3: How to Set and Achieve Goals

3-2, *Achieving Your Goals*

Whatever your mind can conceive and believe, it can achieve.

- Andrew Carnegie

The last chapter was devoted to looking at why goal setting is so important. We also began to look at how to set and prioritize your goals. In this chapter, we'll develop a more specific strategy for setting achievable goals and following through with them. We'll also diagnose some of the ways that people fail to achieve their goals and look at strategies to avoid those pitfalls.

Learning Objectives

1. Learn how to set effective goals.
2. Learn why so many people don't set goals and often fail at achieving them when they do.

Goal Setting For Success

Achieving and setting goals moves through three general steps: vision, planning and strategy. While there are specific techniques and methods to help you at each step along the way these three stages will provide you with an important framework to use to reach your legacy.



Vision

Let's begin with vision. Before you write goals, you must have a clearly



defined vision and write it down. Having a vision is the most important step in setting a goal. In fact, there is no goal without a vision. The vision includes your goal and what your life will be once you've reached that goal. Your vision may include steps along the way to your legacy or it may be the legacy itself. Don't worry, if you have yet to find your legacy. As I've said before, if you don't know what your legacy is to be, you can work for someone whose values match up with your own. That in itself can be your vision. Whatever your goals make sure you have clear vision. It is this vision you emotionalize and by doing this you create resonance with the vision and attract those aspects needed to materialize the vision.

It doesn't matter how you symbolize your vision, though it is important that you represent it clearly. You can render your vision artistically or in any other way. You simply must be able to clearly interpret your symbology at a later time. If you can't do so, you will lose your ability to emotionalize your vision. Make sure that no matter how you symbolize your vision that you can reproduce that symbology at a later time.

Plan

Once you've rendered your vision in writing or artistically, you must have a plan. While having a vision is necessary, it doesn't matter how clear that vision is, it won't come to be a reality without a carefully thought out plan to reach that vision. A plan serves as a roadmap, laying out everything necessary to reach your legacy. A good plan identifies, organizes and schedules your time, energy and the other resources you need to reach your goals.

Because your plan organizes your resources, you should begin by taking stock of what you already have. You should start by assessing your own knowledge and abilities and how they will contribute to achieving your goals. You can do this by asking yourself:

1. What skills are needed to reach my goal?
2. In what measure are those skills needed?
 - a. Can someone moderately skilled do what I need?
 - b. Does the goal require an expert in the skill?



3. Do I have those skills in the measure required?
4. Do I need to take specific training?

Once you have assessed your own knowledge and skills, you should identify the resources, people and time that you will need to achieve your goal. Ask yourself:

1. What material resources do I need to reach my goal?
2. What material resources do I have?
3. What people will I need to help me realize my vision? Do I need to consult an expert?
4. Who is in my life now that can help me realize my vision?
5. How long will it take me to reach my goal?
6. How much time do I have to devote to reaching that goal each day? Each week?
7. What is the timeframe for achieving the goal? It is important to establish your optimal cycle(s) of creation. Are you setting Day/Week/Month/Year Goals?
8. What rhythms do you need to be aware of when writing your plans?
 - a. Seasonal cycles?
 - b. Sleep – wake?
 - c. Meal times?
 - d. Sexual activity?
 - e. Spiritual practice?
 - f. Work?
 - g. Location?
 - h. Can you create your dreams where you are?

The reasoning behind the questions I've placed on the checklist above is probably clear. I want to add one other consideration to your planning checklist that may not readily spring to mind. In previous chapters I've talked about one of the most important governing principles of the universe – the *Love Principle*. The Love Principle is a well-established metaphysical law, which tells us that we must give back what we take from the universe. When you are writing a goal, you are transforming your life into the life that



you want. The universe loves to support people with goals – when you transform yourself into something better, you are helping the universe in its own evolution. The Love Principle tells us that everything lives a life to give to something else, but despite that principle, most people just want to take energy without giving back. To do so really only creates a resistance to your own progress, since the Universe must balance itself against the selfish actions of any human being. To avoid generating this sort of resistance, your planning should always include how you are going to reciprocate to the universe for what you take from it.

You should also write into your plans how you will return and reward the efforts of those people involved both directly and indirectly for the gift you are given when you accomplish your goals. There is *nothing* that we can do without relationships. If we don't support those who help us, they are less likely to help us and therefore you will find yourself cut off from resources you need to attain and maintain your legacy. In the long run, this means that we aren't nurturing ourselves. If you *truly* want to achieve goals, write into your goal what you are giving back to the universe, society, the earth and others involved. Your chances of succeeding are much greater because when you operate from a position of thanks, you attract thankful and compassionate people to you and these are the best people to help you to achieve your goals.

Now that you have identified all of these aspects of your plan, there are two final and important questions to ask that may help you to revise and refine the plan. The first is to ask yourself, "What can I afford?" You may have to prioritize the types of help and resources you can go after based on what you can afford. Your current resources may act as a constraint on those you can find to help you until you have the knowledge, finances and connections to attract the people who can help you without being charged so much for their help. You may also need to align your interests with other people. You can do this by finding people who have similar interests and coordinating your efforts with theirs so that you can pool your resources and achieve your goals more efficiently. You may have resources that they lack and they may have some that you lack. They may have money but lack the creative resources that you possess. Here is an example from own life. As you probably know by now, I love good, organic coffee. I would love to have a coffee plantation of my own, but I with my other projects and goals, I simply do not have



time to run a plantation of my own. However there may be, for example, Costa Rican coffee growers who are looking for an investor to help them expand their business. We have something to offer each other and so we can align our interests and reach a mutual goal together.

Once you have assessed it in terms of your financial resources, there is one final step you can use to revise your plan. Ask yourself, “Is my goal reasonable?” Once you’ve gone through all of the steps I mentioned above, sit back and take a look at your plan and ask whether it is realistic. It’s easy to get caught up in the excitement of your plan and sometimes we overestimate our skills, resources or time. If you are honest with yourself and your goal isn’t realistic, don’t give up! That doesn’t mean that your legacy is *never* achievable. It just means that you may have to take a few more steps to get there. You can treat each step as a goal and write plans for those intermediate goals. As long as each of those steps leads to your legacy, they will be energized by that legacy.

Strategy

Now that you have a vision and plan, you must develop a *strategy*. Your strategy will guide you in implementing your plan and materializing your vision. It describes how you will approach the completion of your goal(s) with the greatest efficiency. A good strategy will have ten components. Here they are in order.

1. Identify any personal and situational constraints.
2. Determine if our current way(s) of functioning address constraints identified. If you have an identified constraint in the way you live, function or work you must overcome that constraint. You must write the constraint and your resolution to it into your plan/strategy or this constraint will continue to hinder you from achieving your goals effectively.
3. Talk to others that have completed the same or similar goals about the strategy they used. If you know someone that has already achieved your goal successfully, talk to him or her about how they did it. For example, if you want to open an organic restaurant, look for a similar restaurant and talk to its owner about the



- strategy they employed to build their business. You might offer to pay them for an hour of their time and have them look over your strategy. I understand the importance of having someone review your goals as I have had people review my own in the past. Tom Campanaro, President of efi/Total Gyms, helped me to clarify and adjust strategies my strategies many times throughout my career.
4. Identify the skills you may need to acquire to accomplish your goal(s) and the people that possess those skills. If you don't have the skills yourself, consider learning them. There is no sense setting a goal to be a dentist when you aren't willing to go to school to learn to be one.
 5. Identify your own core competencies as relevant to your chosen goal(s). What is the greatest contribution you can make to materializing your own vision and what components of your plan and strategy are you ideally suited to execute?
 6. Encourage others successful in your chosen endeavor to suggest modifications to your strategy. Be sure to listen to those suggestions with an open mind. When somebody sits down and looks over your plan, the worst thing you can do is to take offense to any constructive criticism that they give you. This type of behavior makes people who are successful want to stay away from you. Write down suggestion and stew on them. Only when you can accept constructive criticism will you be moving towards your legacy and an optimal pace.
 7. Encourage consulting strategists to offer advice from an outside (detached) perspective. Make consultants comfortable about giving constructive criticism. You can begin by asking them, "if you were to do this, how would you do it differently? What modifications would you make?" Once again, be sure to accept their suggestions and criticisms with an open mind. Offer them the opportunity to manage by attachment when assessing your strategy.
 8. Always communicate your strategic plan to anyone affected by the execution and/or the accomplishment of your goal(s). For example, upgrading your business's technology can be stressful to your employees. It may require that your



- employees go through lots of training to learn comp programming when they have many other duties in the personal and professional lives to attend to. If they find out about your goal second hand and that it will add stress to their life you now have their ill will and probably many negative goal setting effects as a result. Their energy and life force will work against your goal. We must always identify within the sphere of our strategy people that may be negatively affected by our goal plans, strategy and execution so that we can consult with them. We can let them know that we have their best interest at heart and identify their fears and roadblocks so that we have complete alignment of our interests.
9. Communicate regularly with anyone involved in the implementation of your strategy.
 10. Recognize and reward all who participate in development and implementation of your strategy.

Energizing Your Goals



Genuine creation always progresses in three phases: thought, word and deed. It is important to focus on and organize your efforts at each step in the creative process or else you are more likely to create something that you really don't want. In the first step of creation, thought, we enter the ideosphere and either create or attach ourselves to an existing idea or



concept that can serve as an effective vehicle for reaching your goal. Much of what we have discussed in Lesson 2 is relevant to the first step of creation, since it is important that we have full control over our minds so that we can create for ourselves and not for some corporate interest.

The second step in creation is the *word*. Always write down the ideas that you develop or discover in the ideosphere. Anything that symbolizes the idea helps to construct and attach distinct characteristics to that idea. Moreover, symbolizing the idea isn't enough. As I said above, having a clear, detailed plan is an absolute necessity to achieving your goals. Symbolizing your plan helps you to attract the right resources to enact the plan. Just remember that whatever symbols you use, they must be chosen to signify these projects so that you can attract the right energy and materials to complete them.

The final step in creation is the *deed* – taking action. Writing out your ideas and plans is one kind of deed, since you are taking an action. Of course much more usually needs to be done before your goal is realized. Most often, the deed is your living out and completion all of the components of your plan. It is through this process that you can watch the entire goal, plan, strategy and vision materialize.



When it comes to the second act of creation, one important detail to be aware of is the fact that you should always write your goals by hand. Writing a goal moves it from *thought creation* into both *word and deed*. It is a *deed to write a goal*. This is a very powerful form of creation. Unlike writing with a word processor, your

handwriting is composed of symbols that carry your personal energy. When you hold a pen and write symbols, whatever they may be, you are injecting the symbols with your energy and in doing so they become a sort of antenna, attracting the materials, ideas and persons you need to achieve your dream. In part, this is why there is a distinct difference between different people's handwriting – your energy, character and psychology are



expressed in handwriting. This means that if you write your goals using a word processor, the written expression of those goals will lack your energy and character. Goals symbolized using a word processor will lack personality, and in this case ‘personality’ must be interpreted as personal reality.

While writing your goals out by hand imbues them with your energy, there is more you can do to energize those dreams. *Always E-motionalize your goals.* When a goal is suggested and reinforced with emotion you more effectively program your subconscious to attract from the super-conscious! Your emotions are powerful enough to organize your thoughts and give them the energy to become real. The more powerfully you emotionalize any goal, the more likely it is to manifest in a timely manner. And just as both positive and negative reinforcement can move you to action, the emotions that you use can be of a positive or negative nature. The woman in this picture is negatively influenced by the fact that her bills overwhelm her. This can be a motivating force to accomplish goals. She needs to accomplish the goal of managing her money better and perhaps making more money as well.

S.M.A.R.T. Goal Setting

In addition to the tips I have described above, there are other techniques you can use to help you with your goal setting. S.M.A.R.T. Goal Setting is one such technique that can be used to set attainable and effective goals. S.M.A.R.T. stands for:

Specific

Measurable

Attainable

Realistic

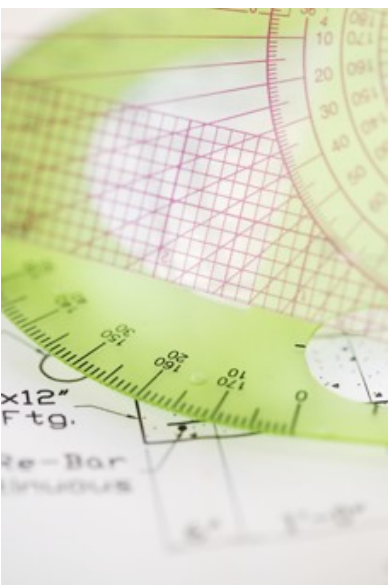
Timeliness

Goals set with these five qualities are generally much easier to reach and are reached much more efficiently.



Let's begin with the first quality – *specificity*. The more specific you are in writing your goal, the easier it will be to plan what you will need to achieve that goal and to develop a strategy for getting there. As I said above, be sure to identify, what materials you will need, what skills you will need and what people you will need to help you to realize your goal. The more specific you can be when writing any goal, the more specific the Universal Chef can be in assisting you with the manifestation of your goal(s). If you went to a restaurant, and you simply tell the waiter you are hungry without being specific about what you want, you can only hope the chef gives you something you'll like! The more specific you are, the more specific the Universal Chef is, stimulating the Super-conscious mind to produce anything for you that you can imagine, plan, strategize, emotionalize and implement into your life!

The second feature of successful goal setting is that your goal be *measurable*. You should be able to gauge when you are making progress towards your goal and when you have achieved your goal. Having very clearly quantifiable standards of progress is important. Not only does it give you a means to track your progress, but also clearly measurable goals and progress offer rewards. It's hard to feel good about your goal or the progress you make towards that goal if you aren't very clear whether you *are* making progress. On the other hand, when you do see that you're making progress, you feel good about yourself and you're much more likely to keep working towards your goals if you can measure how far you've come on the road to your goals.



It might be easier to see why this is by looking at less measurable goals. Open-ended goals are much more elusive and much less constructive. Subjective goals can prove to be psychologically challenging or even damaging because they rely on judgments based upon usually vague criteria. For this reason we simply may not know when we've reached our goal. The longer and longer we work towards these vague standards the more burdened we may feel. For example, suppose that you set the following as your goal:



I will improve my self-esteem!

How is it that you will know your self-esteem has improved? Will you be more capable of accepting criticism, will you get a massage when you are sore, take time out to go shopping for real food, cry less, or will you express love to yourself more frequently? Would one of these suffice to show an improvement? Would some collection suffice, or would all of them be necessary? How would you know that the cause for eating better food, crying less and so forth is better self-esteem? In short, having a subjective and open-ended goal here makes it difficult to gauge when you've reached that goal and this can be demoralizing and actually push you further from your goal.

In addition to being specific and measurable, your goals must be *attainable* and *realistic*. Having obtainable and realistic goals is important, to begin with, for your psychology. If you don't believe that you can reach your goals then you *won't*. The belief that your goals can be reached provides you with a motivation to work towards them. This doesn't mean that your goals can't be challenging or interesting. It just means that you have to be intelligent and resourceful when it comes planning and enacting that plan. As Sir Francis Bacon said, "to achieve results never before obtained, we must attempt methods never before tried."

For many of you, your goal may be to increase your income. In many ways, this is fine goal since setting goals in terms of financial gains meets the specificity and measurable criteria as well. But how do you determine what counts as an attainable and realistic gain in income? In general, an objective gain of up to 50% is a realistic ceiling for goal achievement. If you made \$50,000 last year, it is realistic to set a goal to earn \$75,000 this year. To set a goal to earn more than that becomes progressively more *unrealistic!* Setting goals of higher than 50% is like building stairs in your house and instead of building stairs that are half a foot tall, you build stairs that are three feet tall. Now there certainly are people that can make it up those stairs, but most people will fail because the steps are just too large. Don't worry if this figure seems to set the bar a bit too low for you. If you achieve your goal prematurely and easily then you can always set another goal for another 50%. At least you had sense of achievement when you reached your initial goal and this can provide more motivation for you in the future.



Setting an attainable and realistic goal also means finding a balance between difficulty and achievability. There should be a minimum probability of 50/50 that you will achieve any goal. At the same time, any worthy goal will require that you *stretch* to reach the goal! If you don't have to *stretch, to grow, to become something more in the process of achieving your goal*, it isn't a goal at all – it's *just an activity!*

Finally, your goal should have a *timeline*. For any goal you set, you should *define specific endpoints*. Write down clearly,

I will accomplish this goal by _____ (date).

Your timeline provides you with a focus that is absent without it. While your legacy may already be providing you with a great deal of motivation, having a timeline provides you with even more structure to hang onto as you move towards your goal. On the other hand, having a timeline doesn't mean that you're going to turn into a pumpkin if you don't reach the goal by that date. The timeframe simply provides a focus for your intentions and desires. If you don't achieve the goal by the time your deadline rolls around, that's ok. You may need to alter your plan and strategy, but failure to meet your goal in the timeframe doesn't mean that the goal is unattainable.

Process vs. Outcome Goals

Part of setting an efficient, rewarding and attainable goal is understanding the kinds of goals that you can set. There are two generally accepted species of goals – *Process Goals* and *Outcome Goals*. Process goals focus on the *journey* or the *experience*. “I enjoy my work as a teacher each day because it is my legacy to support humanity with the development of rational, thinking children!” This person's goal isn't any particular outcome, but rather a process or an activity – the goal is the supporting of humanity. In contrast to process goals are outcome goals. Outcome goals focus on the *results* of your actions. “*I have taught lesson 3 to 1,008 PPS Mastery Practitioners by 11-30-06!*” This goal focuses on bringing some event or state of affairs into being – teaching Lesson 3 to a certain number of people. It's important to see the differences between these two kinds of



goals because they will affect how you develop your plan. The process goal of supporting humanity will require a very different metric of success than that of teaching 1,000 people how to set goals. The latter will probably be much more easy to quantify. Process goals may take much more extensive planning in terms of required resources since achieving a goal may mean *sustaining* some state of affairs. In short, knowing the difference between the two species of goals helps you to better shape your plans.

The Grand Canyon Test



You may have noticed that one of the guiding principles of the course is that the universe gives you what you ask for. This can be especially dangerous if we aren't clear on what we're asking of the universe. The Grand Canyon test is one way of ensuring that you're asking the universe for what you truly want. The test is very simple. Imagine that you are standing at the edge of the Grand Canyon. If you state your goal loudly into the Grand Canyon, *will you hear exactly what you want come back?* If you shout, "I want to lose 30 pounds," how will that shout echo back to you? It returns, of course, as, "I **want** to lose 30 pounds!" Was your goal to you lose 30 pounds or to *want* to lose 30 pounds? The lesson here is to state your goals as though they are achieved not simply as you *want* them achieved.



Let's look at an example. Suppose you want to lose weight. If your pre-goal weight was 180 lbs and your goal is to lose 30 pounds by July 6th, properly stated, you pass the Grand Canyon test like this:

I AM an attractive, fit, 150-pound man and it is not yet July 2006!

Now, when you hear the echo come back from the Canyon, imagine that the Universe has given you a gift. This is far more effective than saying I *want* to lose weight by 2006. Saying "I am" is a reality and a present tense – it is truth.

The essence of the test is that it transforms your goal from a wish or desire into a reality in your mind. The test helps you to visualize and E-motionalize that goal and this provides you with a motivation that it lacks other wise. Once again, take the goal of losing weight. While stating your goal,

"I AM an attractive, fit, 150-pound man and it is not yet July 2006"

*hold the **vision** of yourself exactly as you desire AND experience the **emotion** and the joy of being the new you!* Visualize your goal complete in every way. You will improve the E-motionalization of your goal by seeing and experiencing that goal as REAL. Experience and visualize all of the positive experiences and benefits associated with the outcome of your goal.

You can make this visualization even more powerful through *repetition*. You must visualize and E-motionalize goals regularly. Just as repetition of a skill cements that skill in you, regular visualization of your completed goal cements that vision in your psychology. Most goal setting experts recommend that you rewrite your goals every morning or every evening and re-read them, re-emotionalize and re-energize them in the morning to begin your day. In the process you see and feel your goal as complete. You are seeing the outcome exactly as you know and believe and perceive it to be true and real. And to the exact degree that you are capable of presenting that reality to yourself, you will find your goals manifesting and/or realizing for you.



If you're a bit skeptical about the Grand Canyon test, consider that the notion that the universe provides us with what we ask for has been a well-recognized principle for most of recorded history. For example, it is reported that Buddha didn't let his monks pray because he felt without extensive training in prayer his monks were unlikely to get what they truly wanted. He believed that if the monks did not know the science of prayer they would get everything *but* what they wanted. In short, Buddha didn't want his monks Grand-Canyoning themselves into wanting and needing and not achieving. Most people set goals or use prayer as a kind of short cut not as a means of effectively and scientifically doing the work to achieve their goals. Remember, success is getting what you want, while happiness is wanting what you get. If you don't use the Grand Canyon test, you are likely to be successful, but not terribly happy.

Sticking to the Plan

Now that you've got your goal and planned out how to reach it, you need to make sure that you stay the course and follow your plan. There are a number of techniques that you can use to help you follow the map that you've laid out.



Reinforcement

While the concept of reinforcement has its roots in behavioral psychology, for our purposes all I mean by reinforcement is the strengthening the drive you have to pursue your goal. This strengthening can take two forms – positive and negative. Positive reinforcement is encouragement to keep going and doing a great job with your goal(s).



Negative reinforcement provides a punishment or disincentive when you stray from your plan or goals. The more onerous you find the disincentive, the more motivating this sort of reinforcement can be. Choosing the right kind of reinforcement means knowing which you



will best respond to in different situations. Once you know this you can set up your system to help keep you on track.

When setting up your system of reinforcement, be sure to choose the person or persons that will offer you the support you respond best to in order to help motivate you to stick to the process of achieving your goals. I also recommend that you avoid telling anyone not directly involved and trustworthy about your goals. If you do tell other people, they can create resistance to your plan and this in turn can generate unwanted negative reinforcement associated with your goal. This may sound a bit cold, but it often happens that the people around you may feel threatened by their vision of how you, your relationship with them or the environment that you cohabituate may change if you do in fact achieve your goal(s).

Persistence and Patience

Remember that if your goals do not present you with a challenge or cause you to stretch while you are pursuing those goals aren't really goals at all. This means that you will have to be *persistent* and *patient* in the pursuit of your goals. Success occurs when *persistence and preparation meet opportunity!* You cannot achieve your goals without understanding that they will take time and dedicating yourself to work through that time. Achieving your goals takes effort, not luck.

There is no such thing as LUCK, only *Labor Under Correct Knowledge!*

Allowance and Resistance

As I said, all real goals are challenging. We must allow and expect resistance. But, you must not force your goals if you want them to be successful. You must not FORCE your goals if you are to achieve effectively. The wing of an airplane demonstrates the idea of meeting resistance without forcing your way against it. Any airplane flies because the resistance generated by the wind provides lift. The shape of the wing allows the wind to flow around it in such a way that the resistance below the wing is greater than that above. In this way the plane flies. It is because the wing *allows* the air to flow around it that the plane can overcome certain resistance. The moral of the story here is that you shouldn't fight with your goals and the resistance that they may generate.



At the same time, it is important to be aware of the amount and kind of resistance generated by your goals. Any one person can only handle so much resistance. Exposing yourself to too much resistance usually comes at a cost, both physiologically and psychologically. When you face too much resistance, you're not likely to reach your goal and that failure can be damaging to your psyche. At the same time, the stress generated by the resistance can manifest in physical harm to the body. If you find that you are exposing yourself to too much resistance too frequently, take some quiet time out to look into the reason why. Often times, doing so is the outward manifestation of compensation for low self-esteem.

Expectation

Always maintain a healthy expectation! When you have a worthy vision, strategy, plan and well-designed goal structure, the Universe always takes you seriously. Walter Russell argued that, "the Universe moves any idea toward you at exactly the same pace you move toward it!" Where people consistently fail to achieve their goals, barring where they have set them correctly, the most common cause of failure I see is failure to believe in one's self. Inadequate self-love and self-esteem can prevent you from accepting the very success you are working to acquire and this is the surest way to foil your plans before they ever begin. Just remember, whatever you expect *whole-heartedly* is very likely to become your reality!

Effective goal setting is always based on a high level of expectation for yourself and others involved in your goal. In the picture below, you see me standing in front of the C.H.E.K Institute. The Institute is my dream come true and I fully expected this of myself. Through all the challenges in my life, I knew this is what I was heading for and I expected it. This may sound arrogant, but one of the main reasons that I was able to successfully navigate through these challenges was the fact that I expected this of myself. I just had to overcome the resistance and allow the universe to unfold the solutions.



Balanced Goal Setting

Accomplishing your goals should never mean that you sacrifice your ability to live by the foundational principles of health and well being that we established in Lesson 2. In fact, if you do find yourself setting aside your health and well being in pursuit of your goals, you'll find it more difficult to reach those goals. Remember when you are constructing your plans to include requirements for:

1. Eating right
2. Water consumption
3. Sleep/wake cycles
4. Stress management
5. Adequate exercise
6. Self time

I assure you, every time you break one of the rules of I-ness, your likelihood of achieving your goals decreases proportionately.



Always look at the four doctors – Dr. diet, quiet, happiness and movement – as a guide for structuring your goals. If your goals conflict with the recommendations of these doctors, your chances of failure increase according to the magnitude of insult delivered by achieving any such goal. For example, if you are already over-working and the accomplishment of your primary goal results in additional over-work you're going to find your body is telling you to slow down by presenting you with physical pain and fatigue. This cloud of gray will have a silver lining, however, in that affords much needed rest and time to reflect on the mistakes you've made when you're recovering from the self-inflicted pains!

A Definite Chief Aim

We must have a legacy. Without an overriding sense of a definite major purpose you're unlikely to have the motive and discipline to be motivated, consistent and balanced. Remember, your legacy or definite chief aim can be part of an Organization or any other synergistic effort or worthy legacy. While most of us work for some organization rather than owning our own, failure to align one's efforts and interests, goals and legacy with the organization they are contributing to is common. This is stressful and contributes to something that is ugly. When you don't align your interests you're more like to find yourself with a conflict of values. A conflict of value sets causes psychological, emotional and physical stress at conscious and subconscious level. When they are going through this, most people focus on the negative. However, if you look closely you can find some benefit in this experience. The pains you feel can offer you the opportunity and the motivation to take an honest, ethical survey of whom you are, what you are contributing to and where you are trying to go. Take advantage of that opportunity or you may find yourself buckling under the weight of your life.

Prioritization and Procrastination

Even when you are enthusiastic about your legacy and goals, it is still possible to find yourself procrastinating. Why is this? Procrastination is usually the result of a desire for short-term gratification. When you procrastinate, you avoid doing what you need to do for the sake of instant gratification. Our society has grown full of instant gratifiers and the



unfortunate consequence is that this leads to a society that doesn't live its dreams, but sustains itself off of illusions.

Procrastination is the thief of time. We all have 24 hrs in a day. We must learn to effectively manage our activities. When we make wrong choices this delays the completion of the primary goal. The difference between a successful person and everyone else is that the successful person has the discipline to take on the tasks that they don't like to do to achieve the outcome they want. The key is learning how to avoid procrastination and how to transform those distractions into positive energy for your legacy. The form

you see to the left, called the

Negolation Form,

is developed

specifically to help

prioritize your

goals and to help

you change the

distractions into

motivating tools.

You can find a full

sized version of

this form on the

website.

Name: _____ Date: _____ My Legacy: _____

My Objectives	Day	Week	Month	Year
1. _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Notes/Reminders:

1. _____
2. _____
3. _____

My Lesson: _____

The Negolation form can be used, daily, weekly or monthly. You can begin to use this form at the end of your workday. Write your name and date in the appropriate slot on the form. The next step is to qualify your goals for next day in terms of priority or importance. During the following day when you are working on those goals, write down whatever distractions you experience and when they occurred. At the end of the day, review those distractions and write down what you can do to transform those distractions into something positive for the next day to help you achieve your daily goals.



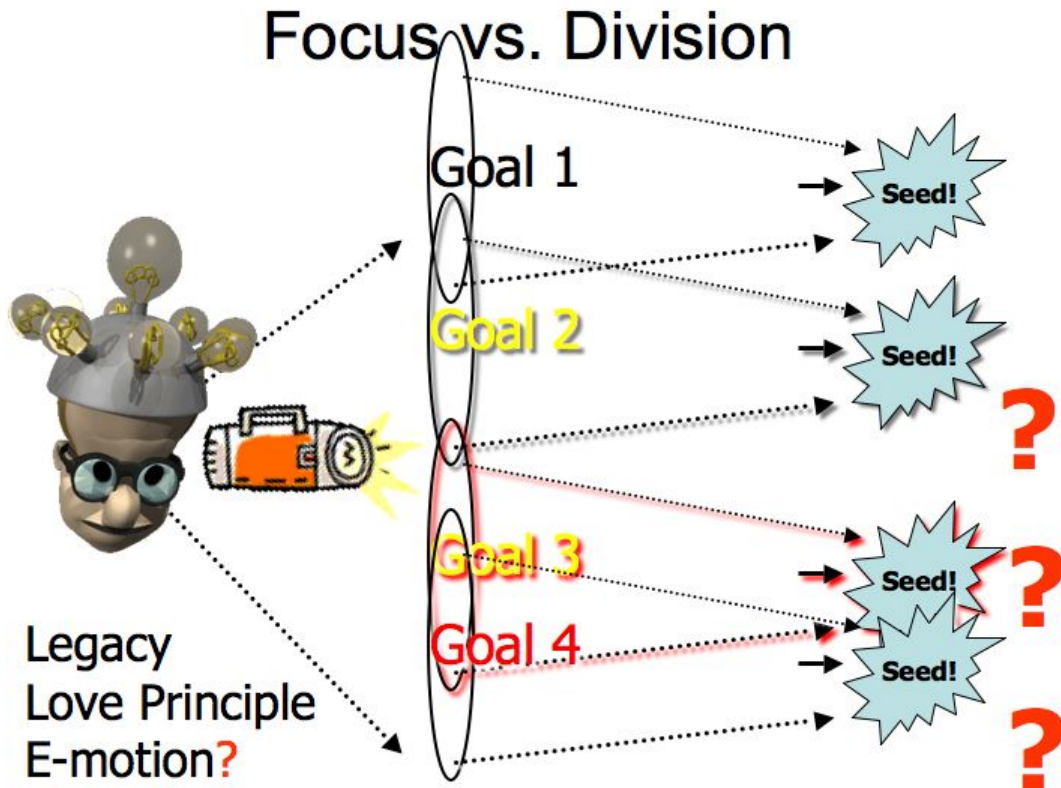
By identifying the issues that create resistance to accomplishing your properly structured goals, you will be in position to:

- A. Transform those activities or insults into positive action, or useful voltage.
- B. Modify your strategy or plan as necessary to facilitate optimal goal achievement.

Don't throw away the forms when you are done with them either. Save them forms and start a file. Review the file every once in a while to look for patterns of distraction. Your review can also show you what you are doing very well. You can also use your notes and reminders section of the form to write down concluding thoughts after reviewing the day. This can provide you with even more information about your patterns of optimal performance and distraction when you review them later. In short the form is a great way for you to set goals, diagnose difficulties in achieving those goals and finally to build a system to avoid those difficulties in the future.

Focus and Division

One of the most common mistakes is being overzealous with goal setting. Every goal that you set is like a seed. It has a potential just like a pinecone has potential to be a pine tree. Just like the pinecone, your goal needs LOVE (e-motion), energy (capitol), attention, and an optimal environment. Now imagine scattering all of the seeds from twenty pinecones in a square with an area of six square inches. The amount of resources available to those growing seeds is so limited that few of them are likely to survive. In the same way, if you have too many goals, they are bound to die off because you simply won't have the resources to nourish any of them properly. When you are thinking about your goals, carefully measure how much emotion, energy, life~force or chi, desire, will power and resources we have to put into any given idea. How much of any of those resources does any idea or goal require from us? Too many goals will draw off too much of your resources and you are unlikely to achieve those goals and you'll subject yourself to ill health and harm as well.



Assignment 3 Part 2

Your assignment for this chapter is pretty straightforward. Follow all of the goal setting methods in this lecture and write a complete set of goals, including a *plan* and *strategy* for each goal. Write your goals for the next:

- Day
- Week
- Month
- 3 Months
- 6 Months
- 1 Year



Wherever applicable, delineate *personal, professional and spiritual goals for each level of time commitment above.*

This could be the most important thing you have ever done or ever will do! Enjoy this process – it makes me feel great when I know that I am contributing to the achievement of my legacy!

In Sum

In this chapter we've learned some techniques and tips for setting achievable and rewarding goals. We discovered that:

- ❖ Your goal structure should be built to support your legacy
- ❖ You should always prioritize goals in accordance with the I ~ WE ~ ALL structure of personal development
- ❖ The S.M.A.R.T. system of goal setting is designed to help you formulate specific, measurable, achievable, realistic and timely goals.
- ❖ You can make your goals more effective by using the *Grand Canyon* technique. Always formulate your goal as though it were already a reality.
- ❖ When setting goals it's important to be clear on whether you are setting *process* or *outcome* goals.
- ❖ You should only set goals you have the Love to enliven!
- ❖ Forcing your goals actually creates resistance to their achievement. Effectively Allow and overcome resistance naturally!
- ❖ You can use your Negotiation form to identify and convert distractions into energy to move you forward on your legacy/



- ❖ If you are finding it difficult to achieve your goals even after a course like this, you should carefully evaluate your self-concept and look for faulty engrams (mind viruses) that are limiting your potential!

In Lesson 4 we'll move on to the next step in your legacy. We'll learn about some important basic business principles and find out how to develop a business plan so that you can create and manage a business of your own.