



WEEK FIVE

Breaking Goals Down

HANDOUTS

AND

PERSONAL DEVELOPMENT
WORK

Whether you believe you can or whether you believe you can't, you're right! Henry
Ford



WEEK 5

Recap Questions from previous week (s)

Set aside at least **30 minutes** to do the following exercise it will build on earlier exercises. This exercise may take between 30 – 90 minutes.

Did you select your top 3 goals to work with using the wheel of life? If so, how do you know you really want them and how do you feel about each one?

1. What did you notice about your self-belief as you looked at your top 3?
2. How did you practice being at 'cause' during the week?
3. When did you notice being at 'effect' and what did you do about it?
4. If you set nightly and morning intentions what difference did it make to your day(s)?
5. What were your thoughts and learning's around choice and choosing?
6. How often did you manage your state during the week?
Identify the occasions and congratulate yourself now.
7. Have you started to notice any changes? If yes note them down now...
8. What one thing did you learn from last week's lesson?
9. What change/progress have you made or noticed during the week?

How are you getting on with the Who Moved My Cheese exercise?



Set aside at least **30 minutes** to do the following exercise it will build on earlier exercises. This exercise may take between 30 – 90 minutes.

Now you know what your goals are and which ones you really want to work with, it's time to get clear about how to organize them and make them happen. Select your top 3 and use the following checklist to support you in getting started

Write each of your goals again in a clear sentence, they must be

- Specific
- Short and to the point (a six year old would be able to understand it)
- Dated (when do you want goal by)
- Achievable (you need to believe you can do it)
- Possible (doesn't have to be probable at this stage)
- Written positively (focused on what you want not what you don't want)
- Written in the present tense (It is now xxx the date you want the goal by, and I am or I have.....)
- Must be about you (needs to be under your control)

Find an image of the goal you are working towards do that now before going onto the next step.

Step 2 Decide what short term, medium term and long term means to you in relation to time and goal setting.

ie short term for some = 1week – 12 weeks for others it is a different time frame

Mid term for some = 3 months – 6 months for others it is a different time frame

Long term for some = 6 months to 10 years for others it is a different time frame

Decide now and write down your answers:

- Short term =
- Mid term =
- Long term =

Step 3 Looking at the 3 goals you selected to work on over the past week

- Check each one has a date you want to achieve it by
- Which one have you decided to work on first?
- Prioritise them now if you haven't already
- Beside each goal mark S, M or L for your timeframe definition



Step 4 Now you know if they are short, mid or long term goals, do you still want to work with them in the same order/priority? If not make your changes now.

Step 5 Answer the following questions for each goal, work on them one at a time:

- What have I done towards achieving each of the goals to date? Make a list
Goal 1 I have
- What specific actions have I taken so far?
 I have taken.....

• What do I still need to do?
• Who do I need help or support from?
• What challenges may I face?
• What challenges have I already faced?
• How can the above answers help me with future challenges?
• What are the gaps that need to be filled to get me from where I am now to where I want to be?
• Are there any fears or limiting beliefs I hold about myself or capabilities?
• If yes, who could help me to challenge them?
• What could I do to achieve the goal? (really go for it and write down anything and everything you can think of)
• What choices do I have around the above?
• What control do I have around achieving this goal?
• What else do I need to think of?
• What actions do I need to take to achieve this goal? (write them all down)
• What is my first step?
• My second?
• And my third?
• When will I take each of the above 3 actions? (write the answers in your working or daily diary now)

Now repeat the above steps for your second and third goals.

As you look at the questions above, realize that you may need the help of someone to support you in working with your goals. In his book, emotional intelligence, Daniel Goleman says that social isolation is about twice as risky to your health as smoking.



Many people I've worked with have a desire to be independent and many try to do everything on their own, particularly if it's challenging or personal. Being independent's great and there's a time and place for it, but sometimes it's important to have others work with you to help bring you greater success faster. It doesn't matter whether it's a coach, family member or friend, what's important is having someone to bounce ideas off, who will listen to you, give you space to think, support you and celebrate your successes with you. And of course you in turn, may be able to do the same for them (not your coach of course)

Though it's human nature to want to help others, it appears most of us would rather help someone else than allow them to help us. If you know you're 'guilty' of this, recognize it and decide to do something about it, if you don't your self-doubt may get in the way and you might find yourself slowing down or even stopping taking action on your goals.

Here are some **tips** to support you in achieving your goals:

1. Who could you or who do you need to ask for help in order to achieve your goal? When my children were growing up, one of the lessons I taught them was to always ask for what they wanted and expect to get it when they asked, but be gracious enough to know that sometimes what they asked for may not be possible right now. And if they got a no I taught them to remember there was no need to be defensive or to take it personally, it didn't have to mean anything about them or who they were.

According to P Hawkins and N Smith, we all make assumptions all of the time often without examining them, (pg xi) and it is these very assumptions and mind reading that can cause us to feel unhappy, rejected, not good enough and/or dissatisfied.

Remember we have choice, choosing to take a 'no' personally can cause unnecessary pain and it definitely puts you at effect. Now although someone saying 'no' to us isn't what we want to hear, remember that a 'no' doesn't mean they don't want to help you it might just mean it's not convenient, if this is so check when it might be, or it could be that the person you asked didn't have the ability or skills to help you, or it could be something else. If asking for help is a real problem for you, the first goal you may need to set is 'learning how to ask' and dealing with the possibility that that person may say no.

Q. So ask yourself now:

Who do you need to ask for help?

If you did ask and they said no to you, how would you handle it?

2. Who we hang out with most of the time affects our thoughts and results.

When you're goal setting and doing something different to what you usually do, it's important to hang out with like minded people. Having supportive or understanding individuals to talk with or hang out with, can really help if the going gets tough or if obstacles or doubts creep in.



- Q. So who are you currently hanging out with?
- Q. Are they supportive in terms of your goals?
- Q. Who do you need to hang out with in order to achieve your goals, during this coaching journey?

3. Find a mentor – if you are doing something new or different, it may be really helpful to have someone who has done what you want to do, that you could check ideas out with who will give you advice and support if you need it (as opposed to those who may want to give you advice even when you don't want it!)

- Q. Who might your mentor be? (If you decide you'd like one)

4. Use a professional and or delegate as necessary. Too many people try and do everything themselves and end up not having enough time or energy to focus on what they really want or are really good at.

- Q. Thinking about your top 3 goals, what professional advice or services do you need?

- Q. Looking at the above tip, what could be delegated and to whom?

5. Start looking for what you want everywhere you go. Have you ever decided to buy a car or house or something else that is big enough to warrant research or decision making? If so, have you noticed that as soon as you really want this thing it suddenly appears everywhere you look? (This works for bad things too by the way). It could be you are house hunting for a particular property and suddenly magazines/leaflets pop through your letterbox, or you meet people who live in that area, or used to or know someone who did/does.

And it happens even more with things like looking for a car. I remember when I decided to buy a particular car, every time I went out I kept seeing the car I was interested in all the time. Did they magically appear? No, they were all there all the time, it's just they weren't in my mind or my focus, I wasn't looking for them so there was no need to notice them.

We are constantly bombarded with sights and sounds everyday of life, and in order to ensure we don't go into overwhelm, noticing everything (there are millions of bits of info available to us at any moment) our brain gives us a filter system so we only see and hear the things that we need to see or which fit with our model of the world. So if you want your 'dream house', you need to be clear about what you want, so you can see it when you drive past it or it appears in a brochure you are flicking through. This principle applies to each of the goals you stated you want. The clearer you are about what you want the more it will be in your conscious mind and the easier it will be for you to spot or find it.

Decide now you will be on the lookout for success and winning not failure and inaction. Sometimes clients don't know what winning looks like or means to them, so they can't see it even whilst it's happening. Too many people look for why they won't win instead of why they will.



Q. What does winning or achieving mean to you?

Q. What do you expect and want to happen around each of your 3 chosen goals, so you can succeed and win?

Q. How will you handle 'failure' if it occurs? (*ie Look for the learning so you don't repeat mistakes – remember: there is no failure – only feedback*)

6. Get organized and prioritise

In order to be successful at winning or getting your goals you'll need to remember to prioritise and identify the important things that need to be done first. This is so important, especially if you have limited time, but just as important if you have loads of time so you use it wisely.

- Ensure you set realistic deadlines for the important things and then take action on each of them.
- Ensure you set aside time with deadlines for the less important things and get them done so they don't hang around taking up mental energy. If you don't put a deadline on your tasks they can hang around indefinitely.
- Consider using your diary and making it a habit, the deal is if it's not in your diary you don't give it time.
- Avoid over booking, give yourself some down time to allow for 'emergencies' or just for you to be able to take a break. You will work more productively if you take some time out for yourself throughout a busy day.
- Get responsible! Start to manage your time so that it works for you.

Q. Which of the above will you commit to doing?

Q. When will you do each of the above? Now is ideal!

7. You've decided you want these 3 goals so get SERIOUS about achieving them.

That means these goals have to come first. They have to be your focus daily, hourly and sometimes, even by the minute. Unless there is a serious problem or life threatening issue, when you are serious about achieving your goals, it means you say no to interruptions, distractions and other frivolous excuses when they come a calling.

It might appear selfish but if you don't put yourself first who will? If not now then when?

Q. What will you commit to from the above?

Q. When will you do the above?



Next Week

More on where beliefs come from
State when programmed
Introduction to Pain and pleasure
Beliefs as truths
Emotional charges around beliefs
Introduction to changes
Self-awareness around limiting beliefs (exercises)
Breaking down goals with limiting beliefs in

RECAP

Top 3 clear goals and time frames
Self-coaching (questions)
7 Tips with actions for winning and achieving

Personal Development Exercise

Look at your goal.
What resources do you need to make it work?
Who do you need to ask for help?
What do you need to learn to give you more confidence?
What might stop you from achieving your goal?
How will you get around the obstacle (s)?
Over the next week list at least three things for each goal that you could include in your plan that will lead you towards success

Optional extra

1. Find out about - Kolb's learning cycle – how can his help you with your goals and any limiting beliefs you may have around them? We will look at it in the future.

Optional extra

2. Write down each of your three goals

Expand each goal by writing a short story for each goal, be specific about what you want and write it in colourful detail. You will need to think and write in the first person.

- Take each goal one at a time
- Get fully associated with it – vision board, visualization, dream
- Sit in it – actually imagine stepping into the goal, see the journey as well as the achievement
- Feel it – really associate with the emotions and feelings of working towards it and getting it
- Experience THE JOY PASSION EXCITEMENT of BEING or HAVING IT



Here is an example of a simple goal

- I WANT A NEW CAR

Now an expanded goal (*originally told to me by Nic Rickson during my coaching training*):

- “I am sitting in my new MR2 the black paintwork is gleaming in the sunlight. As I breathe in I can smell the new leather and the newness of the car inside. As I start the ignition it sends a tingle up my spine and I can’t wait to get outside and put my foot down”.

So now it’s your turn. Decide on a time and date when you will sit down and have a little day dream about each of your top 3 goals. Do that now – ideally make it this week.

- Agree with yourself that you will **STICK TO THESE TIMES**.
- What might stop you doing this?
- Challenge anything and then get on and give it a go!

If you find you cannot write an exciting story for a particular goal leave it for now. It may not be as important as you first thought it was. Remember, you’ve got to **be** before you can **do** before you can **have**. Never has it been let’s go out and reap the rewards of work we haven’t done so, be, do, have. And remember, 80-90% of achieving goals is **WHY** you want them. The **HOW** is usually easier – as long as you really know why.



Personal development work between sessions

WEEK FIVE exercises to do at home in between lessons

Find a coach or trusted friend who you can report to on your actions and successes

I will ask to support my work on this course

In order to continue the self-awareness work I have started here **as I go through my week, I will ask myself the following questions as often as I can every day** and just notice how I operate so I can choose to change anything that is not helpful for me.

Questions to think about and answer daily and throughout the coming week:

I know I am clear about my goals because?

How am I prioritising every day for each of my chosen goals?

If I catch myself procrastinating (making excuses ie no time) I notice and choose to do xxxxxxxx instead

How serious am I about achieving my goal? (1-10) I know this is true because xxx

What am I resisting doing today? What will I do about that?

What's stopping me from getting to where I want to be this week?
(What's in the gap?)

Who do I need to ask for help?

Put these questions onto cards and place them around the house where you can see them, one in your bedroom for when you wake up in the morning, one in the kitchen where you will see it, one in your car and in your diary. Anywhere that will remind you of the questions you are to think about this week to help move you forwards.



WEEKLY ACTION PLAN

Where are you with your goal(s) now? Do one of these sheets for each of your 3 goals

Write a sentence saying what you think about your goal right now.

On a scale of 1 - 10 how much do you want to achieve this goal?

What three steps could you take this week to help move you closer your goal?
Write 3 steps for each goal below.

- 1.
- 2.
- 3.

What have you done over the last four weeks to take you closer to your goal? Write your progress to date here. We will keep building on this information and you are encouraged to read it throughout the programme so you can see how far you have come.

