



ESTABLISHING GOALS

Knowing how to set motivational goals makes all the difference between success and failure. All people have dreams, but most do not have goals. What is your dream? Take time to write it down. It has been said that only 5% of the people in the world know what they really want to do in life; the rest conceive themselves to be directed by circumstances.

Are you going to be in the 5% that choose to live their lives the way they want to live them? If so, how do you translate your dream into action? The way to get a dream into action is by setting immediate and long-range goals.

Immediate Action - always stay focused on what you want:

1. State goal in the positive, i.e., I will see 5-7 teachers per day.
2. Goal must be in the appropriate context: when, where, what, with who, and how.
3. Write the goal down, break it down into smaller more manageable pieces, i.e., I want to make
\$2,000 this week = \$400 a day or = \$50 per hour in an eight-hour day.
4. Visualize yourself achieving the desired goal. See it, Hear it, Feel yourself having it.
5. Must be measurable, how do you know when the goal has been achieved?
6. Take a picture of your goal and place somewhere you will see it daily – like your bathroom, in your car or presentation book.

IMMEDIATE OR SHORT-TERM GOAL- Short Range Goals are the goals that require...

IMMEDIATE ACTION

The Acid Test in determining a short-term goal is when you can immediately get out of your chair right now and TAKE ACTION UPON that goal.

Some guidelines for Short Term Goals are that they be:

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| 1. Conceivable | 5. Measurable |
| 2. Believable | 6. Controllable |
| 3. Achievable | 7. Something that you really want |
| 4. Unalterable | 8. Self-maintained and self-initiated |

Being Conceivable is being able to vividly see yourself in that position.
For example: driving a new car or earning a specific income.

Believable is that you actually and sincerely believe the goal can be accomplished.

To be Achievable, you need to acquire experience and the skill necessary to accomplish your goal.

