

Define and Achieve Your Goals: Determine what you want and then make it happen

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Define and Achieve Your Goals: Determine what you want and then make it happen



Presented by:

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12:00 - 1:00 PM ET

Agenda



- Overview of the Define and Achieve Your Goals™ Process
- The 4 Steps to Help You Define Your Goals
- The 5 steps to Pursue and Successfully Achieve Your Goals

www.defineandachieveyourgoals.com

The Define and Achieve Your Goals™ Process

Define



- Clear the Clutter
- Know Yourself
- Ask Why 5 Times
- Make Your Goal SMARTER

Achieve



- Define the Steps
- Create a Schedule
- Prepare for Risks
- Keep the Goal Front & Center
- Do the Hard Work

Define Your Goal

To Define
to explain the
meaning of to show
or describe (someone
or something) clearly
and completely



“define.” *Merriam-Webster.com*. Merriam-Webster, 2015.
Web. 5 June 2015.

Define



- Clear the Clutter

Write down the goal
Answer Focus Questions about
the goal

Can you visualize achieving this
goal?

Why is accomplishing this goal
important to you?

What would you do if you knew you
wouldn't fail?

*No one can hit a target with their eyes
closed. ~ Paul Coelho*



My Goal Example

My goal is to write, publish and sell a book for parents about how to help their children develop project management skills.

Your Goal Example

Define



Clear the Clutter

Know Yourself

Self-assessment

Strengths, Interests and
Motivational Drivers
(Needs)

Ask Goal Support Questions

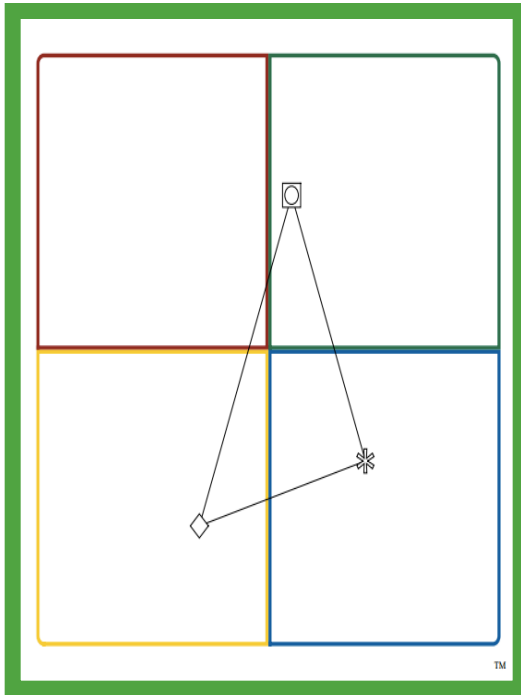
Will achieving this goal utilize your
interests and strengths?

Will achieving this goal help meet your
needs?

Know thyself and all will be revealed.

~ Pamela Theresa Loertscher

The Birkman Method[®]



AREAS OF INTEREST



DEFINITION



Artistic

Creating imaginative works of aesthetic value, expressing ideas artistically. Working or performing in the visual arts.



Literary

Creative interest in writing and in sophisticated language skills. Indicates appreciation for abstract ideas conveyed in various mediums and materials.

Poll Question



Define



Get to the root of why you want to achieve this goal

Clear the Clutter

Know Yourself

Ask Why 5 Times

Think back to your knowledge about yourself

*Ask 'why' five times about every matter.
~ Taiichi Ohno*

My Goal Example

1. I'm passionate about project management.
2. I want to teach my own kids to have project management skills.
3. I've always wanted to write a book.
4. I believe parents will benefit from and utilize this type of knowledge.
5. It will be fun to work on the exercises with my kids.

Define



- Clear the Clutter
- Know Yourself
- Ask Why 5 Times
- Make Your Goal SMARTER

Specific
Measureable
Attainable
Realistic
Timely
Enjoyable
Rewarding

Success is liking yourself, liking what you do and liking how you do it.
~ Maya Angelou



My Client's Example

Basic Goals:

Make more money

SMART Goal:

Make 15% more during this calendar year through finding 10 new clients

SMARTER Goal:

Develop 10 new relationships through new business development activities (lunches, golf, sporting events)

Win the agency award for increasing my sales by 15%

My Goal Example

Basic Goal:

Write, publish and sell a book about project management for kids

SMART Goal:

Within 1 year, write, publish and sell at least 50 copies of my book PROJECTION for Kids:
Preparing Kids for a Lifetime of Projects

SMARTER Goal:

Test out all the activities in the book on my kids.
Attain my long time goal to publish a book

Your Goal Example

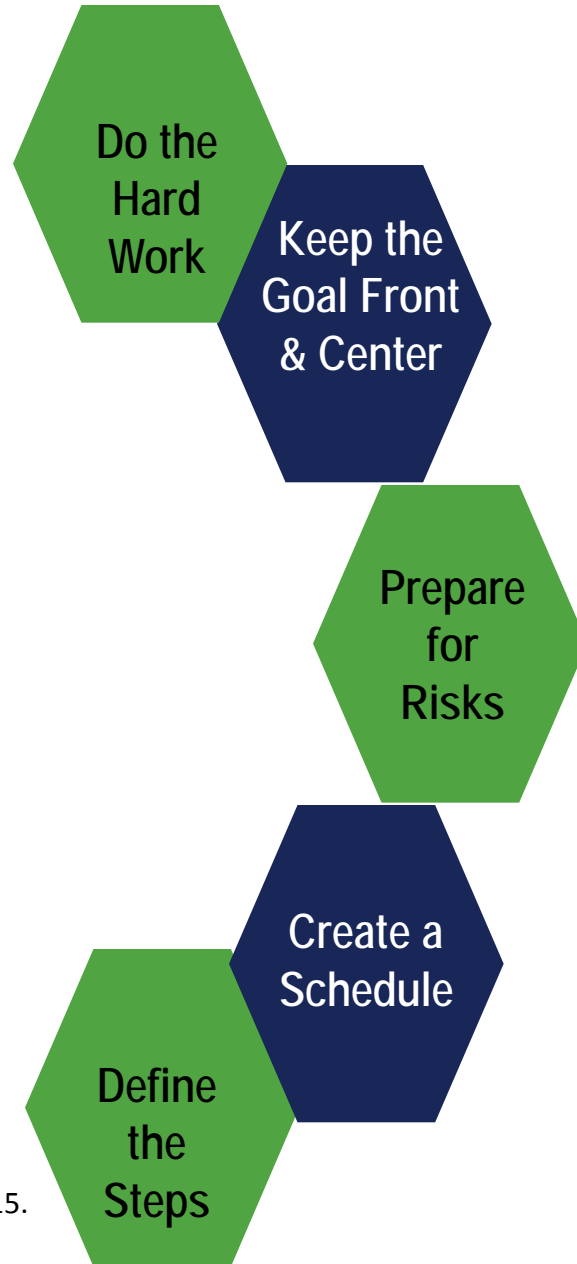


Define



- ☐ Clear the Clutter
- ☐ Know Yourself
- ☐ Ask Why 5 Times
- ☐ Make Your Goal SMARTER

Achieve Your Goal



To Achieve

Reach or attain (a desired objective, level or result) by effort, skill, or courage.

“achieve.” *Oxford Dictionaries*. Oxford Dictionaries, 2015. Web. 5 June 2015.

Achieve



Define the Steps

Use tools such as
Mind Mapping
Xmind.net

Make a list of the necessary steps to achieve the goal

Ask Step Defining Questions

What steps will it take to complete the goal?

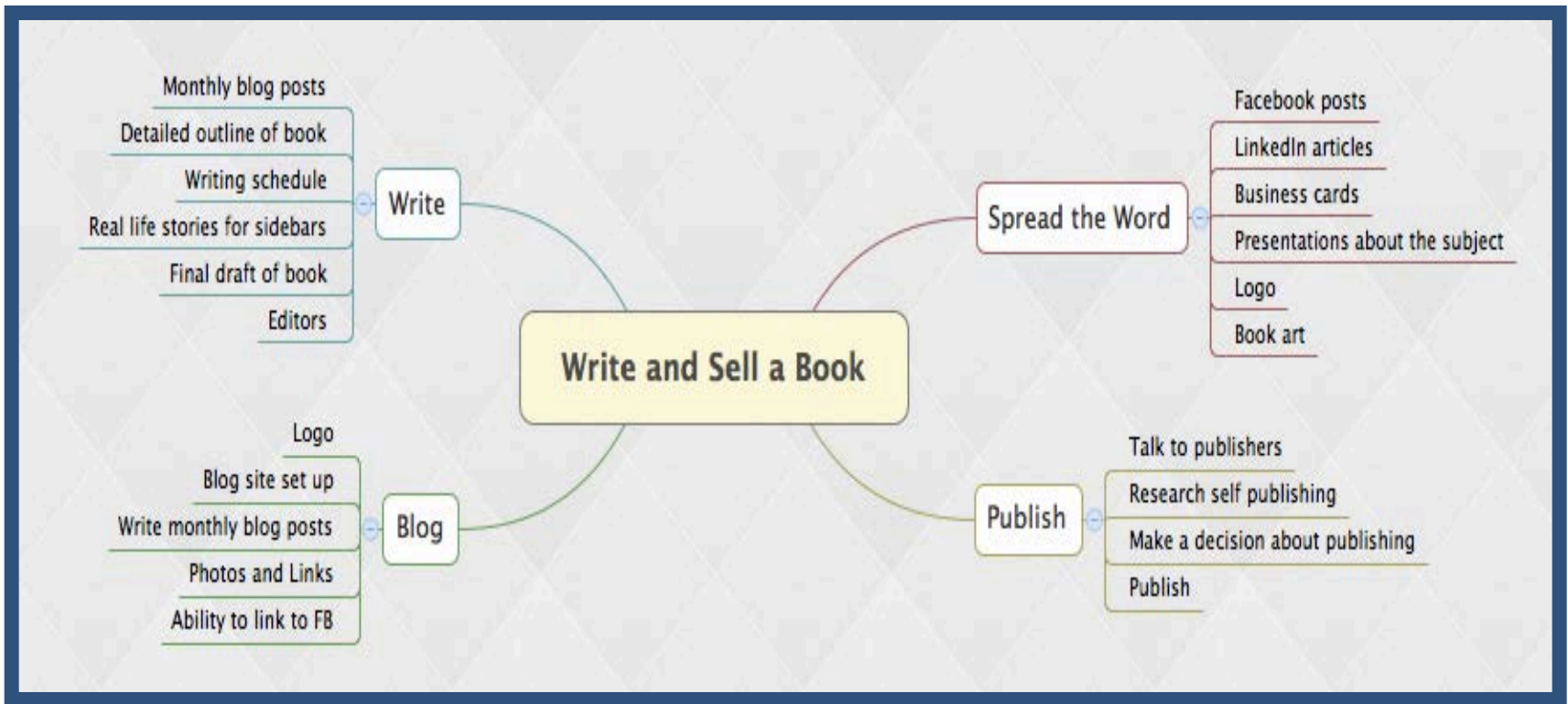
What order do the steps need to be done in?

How long will it take to complete the steps?

Do I need others to help me complete the steps?

One may walk over the highest mountain one step at a time. ~ John Wanamaker

My Goal Example



Achieve



- Define the Steps
- Create a Schedule

What order should I do the work in?

How much time will it take to get it done?

Who else do I need to help me?

Assign due dates using tools such as Asana.com

Everyone needs deadlines.

~ Walt Disney

My Goal Example

☆ PROJECTION for Kids			1 Member	Overview
List	Calendar	Attachments	View <input checked="" type="checkbox"/> All Complete and Incomplete Tasks	
1	Na	Complete draft of Chapter 1		Friday
2	Na	Complete draft of Chapter 2		Jun 19
3	✓ Na	Complete 2 blog posts		Jun 5
4	✓ Na	Create detailed outline of book		Jun 1
5	✓ Na	Post first blog post		Today >
6	✓ Na	Create a writing schedule		May 25
7	Na	Post monthly blog post- July		Jul 10

Achieve



- Define the Steps
- Create a Schedule
- Prepare for Risks

What could affect my ability to complete the steps?

What could make it even easier for me to achieve my goal?

To be alive at all involves some risk.

~ Harold MacMillan

My Goal Example

Other work will affect my ability to keep up with the writing schedule.

My editors may not be able to review the work in the time I need which would delay my ability to finish on time.

If the blog goes viral, I'll have a lot more interest in the book.

Achieve



Define the Steps

Create a Schedule

Prepare for Risks

Keep the Goal Front & Center

Talk about it Visual reminders

Whiteboard

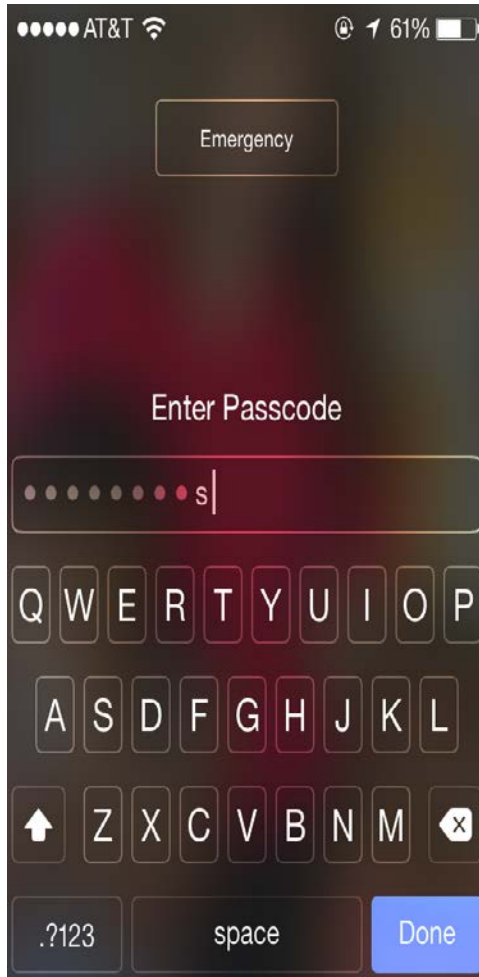
Post-It Notes

Password

Failure will never overtake me if my determination to succeed is strong enough.

~ Og Mandino

My Goal Example



Changed my iPhone
passcode to text
Passcode is
'book4kids'

Achieve



- Define the Steps
- Create a Schedule
- Prepare for Risks
- Keep the Goal Front & Center
- Do the Hard Work

Pursue the goal

Complete the steps

Stay on schedule

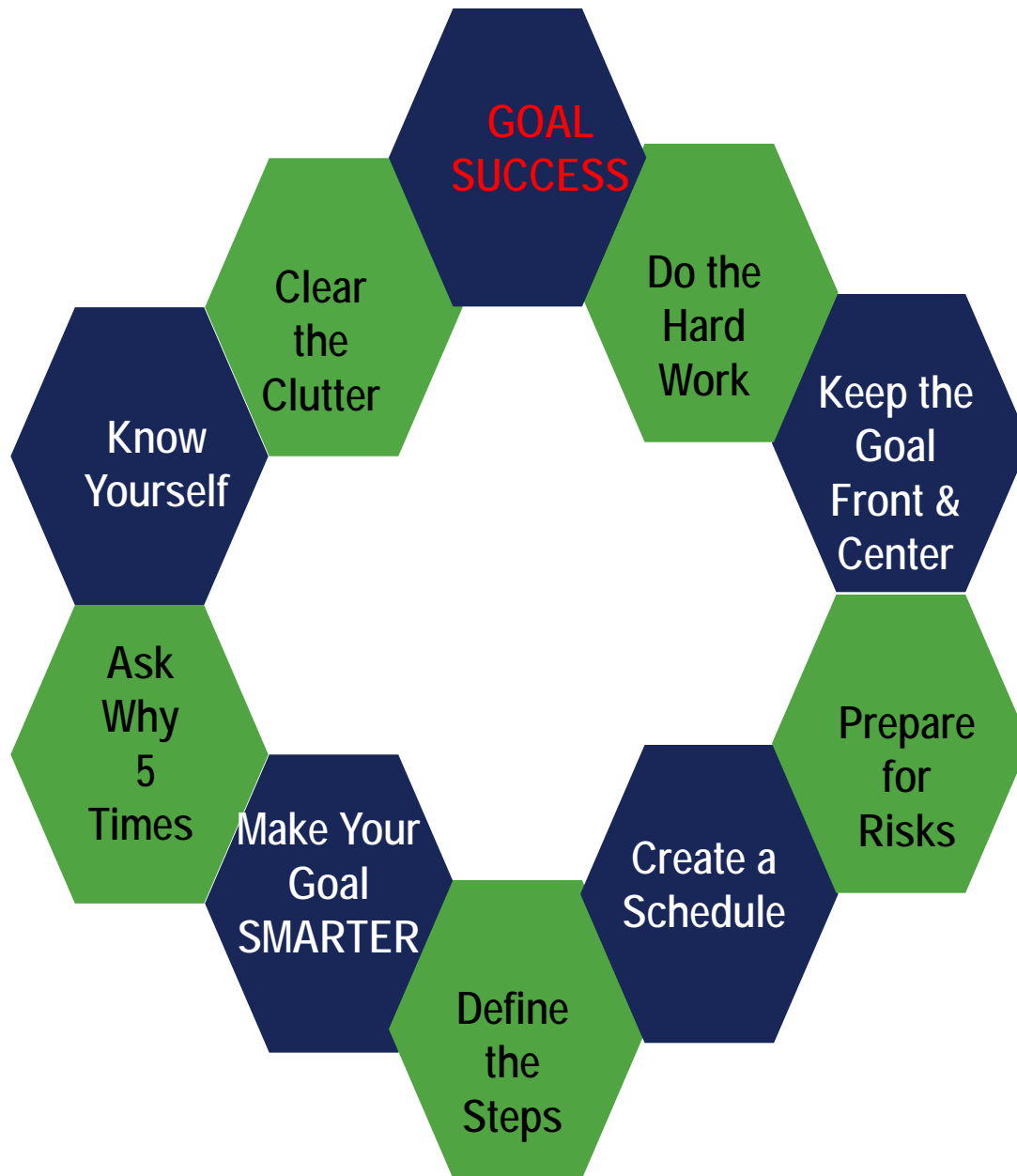
Utilize your strengths, interests and needs help you achieve your goal

The dictionary is the only place that success comes before work. ~ Vince Lombardi, Jr.

Achieve



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What would it feel like if you achieved your goal?

Questions?



Please visit my website

www.defineandachieveyourgoals.com

or

Contact me directly at

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For more information on PROJECTION for Kids,
please visit: Projection4kids.wordpress.com