



Six Steps To Successful Goal Setting

with Lani Muelrath, M.A.



These **Six Steps To Successful Goal Setting** are a compilation of strategies and techniques that I have learned from coaches along the way.

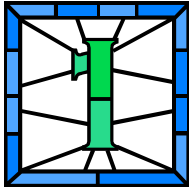
Some of them have their origins in books that I've read.

Some of them are from conversations, or courses, or documents. I certainly can't claim to be the "inventor" of this process, though the content of this tutorial is my own particular blend of influences regarding goal setting that I have found to be particularly helpful.

You probably have your own success strategies that fit quite nicely in this flow as well. I invite you to draw on that which has been successful for YOU and insert them into the flow below as you see fit!

We all have multiple goals toward which we aspire, usually running concurrently. In this tutorial, I've provided an example of just ONE goal, simply to serve as illustration.

That doesn't mean you can't have multiple goals at once; this is simply to serve as example.



Step One: Decide!

Decide *exactly* what you want in a *specific* area.

Write it down in clear detail.

It is important to make it as specific and measurable as possible.

Example: "I want to complete the Almond Blossom 10 K walk/run next February"

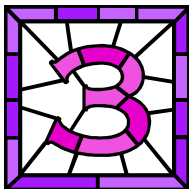


Step Two: Deadline

Set a **deadline** for the achievement of the goal.

Larger goals can be broken down into smaller, do-able sub-deadlines.

Example: "Within one month, I will be able to jog without a break for 2 Ks"



Step Three: Support Checklist

List everything that you will need to do to support your successful achievement of this goal.

Go for the gusto! You can always add to this list as your goals come clearer into view as well.

Example:

- 1 *Have proper footwear and exercise clothing for the elements*
- 2 *Schedule training for 3 days each week*
- 3 *Build upper and lower body strength and flexibility with a weight training and stretch routine*
- 4 *Build explosive power by incorporating interval training into my routine*



- 5 Get sufficient recovery time, rest, and sleep
- 6 Eat a good, nutritious diet for recovery, repair, and energy
- 7 Get a walk buddy

This becomes your list of ACTION items, or steps.



Step Four: Prioritize Action Items

Organize your list of action items!

They are the framework of your plan.

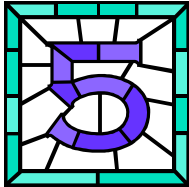
Create a scaffold of these action items. To help you strategize and sort, now is the time to address two elements of your action items: *priority* and *sequence*.

Example:

1. Go online and order new running shoes this week
2. Organize running wear in my closet, along with layers for colder weather, so that clothing is easily available for my training schedule
3. Prepare dumbbells so that they are convenient for my weight workouts
4. Find belt for leg stretches
5. Prepare grocery list and shop for good food!

In organizing by *priorities*, you determine the most important things that you can possibly do on your list to achieve your goal. If you do not set clear priorities, you will “*major in minors*” and spend much of your time doing small and irrelevant tasks that do not help you to achieve the goal.

In organizing by *sequence*, you determine what has to be done before something else can be done. There are always activities that are dependent upon other activities being completed in advance. What are they, and what is the logical order or sequence?



Step Five: Identify Limitations

Identify the obstacles or limitations that might hold you back from achieving your goal, both in the situation and within yourself.

Ask yourself, “Why have I not achieved this goal already?”

Example:

1. *I've been disorganized in the past about having good groceries in the house*
2. *I have had only one set of clothes to wear for running and it gets in the way of me feeling motivated about a run*
3. *I tend to not follow through on my workouts when I'm not in the mood*

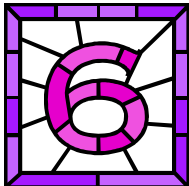
Identify the most important constraint or limitation that is holding you back and then focus on removing that obstacle.

- It could be a scheduling challenge, or a key resource.
- It could be an additional skill or habit that you need.
- It could be additional information you require.
- It could be the help or assistance of one or more people.

Whatever it is, **identify** it as clearly as you can and go to work to eliminate it.

This now becomes the launch pad for your **Objectives**.

Objectives are the daily tactics and strategies that you put in place to realize your goals. You could also call them tasks.



Step Six: Specific Plan

Once you have determined your goal, developed your plan, and identified your major obstacle, immediately create a specific plan of daily/weekly objectives upon which you can take action of some kind toward the achievement of your goal.

Step out in confidence. Do the first thing that comes to mind.



But do something *immediately* to start the process of goal attainment moving forward.

Example (still on the training for the walk/run event model):

1. Training runs every Monday, Wednesday, and Friday
2. Grocery shop every Thursday afternoon for the week ahead
3. Laundry each Friday to sustain two running outfits
4. Stretch hamstrings and quads for 5 minutes after each training run
5. Strength training with dumbbells and pushups every Tuesday and Saturday
6. Lights out by 10:30 every night

Do something *every day* that moves you toward your most important goal. Make a habit of getting up each morning, planning your day and then doing something, *anything*, that moves you at least one step closer to what is most important to you.

The habit of doing something every single day that moves you toward an important goal develops within you the power of momentum.

Daily action deepens your belief that the goal is achievable. It reinforces the possibility of desired outcome.

As a result, you begin moving faster toward your goal, and your goal begins moving faster toward you.

You will find that the practice of *taking action every day* on one or more of your major goals has been life-transforming. This single practice I believe you will find more responsible for your success you might imagine.

Try it for yourself and see.

Set Your Goals Each Day

One of the most important habits you can develop is *the habit of daily goal setting*. The power of this process is absolutely incredible!



Daily goal setting is quite simple. Create a notebook or pad to write your goals in, and keep it nearby. Each morning, before you start out, review your list from the night before, or start a new page.

You then write down your top 10+ goals in the present tense, as though you have already achieved them.

By processing your thoughts in the present tense, you create an energy of expectation. This puts you in the position of being more aware of opportunities that may support your goals. It also increases your ability to follow through choices that are compatible with your goals.

Experts tell us that the subconscious mind is only activated by commands that are stated in the *present, positive, personal* tense.

So instead of writing a goal such as, “I am going to lose weight in the months ahead,” you would write instead, “I weigh xxx number of pounds by (a specific date.)”

Instead of saying, “I will learn Italian by next year,” you would say, “I learned basic Italian by such and such a date.”

Instead of “I will complete the Almond Blossom 10K walk/run next February”, you say “I successfully complete the Almond Blossom 10K run on _____.”

This process helps you to move more rapidly toward actualization of your goals.

One more thing.

Goal setting also has the potential to keep us aware of more opportunities that can enhance our success. It's as if you are organizing to succeed and can more readily see the pieces that will make the puzzle come together in previously unthought-of ways. You become more “tuned in”. Don't be surprised if you experience this effect as well!