

The 20 Key Principles of Goal Setting

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"A goal properly set is halfway reached." - Abraham Lincoln

Do you want to start seeing changes in your life? I'm here to tell you that you can and that you will if you follow these simple principles. All I ask is that you dare to dream. Ask yourself, "If I knew I could not fail, what would I do?" Dream as you did when you were a child; when you had a world of opportunity and possibilities. Dream as though you have no limits, because honestly you don't. These 20 simple, but key principles will jump-start your life again; give you new energy, excitement, passion and leap you forward from where you are now to where it is that you want to go, faster than you ever dared to dream.

1 - Burning Desire

"Success is focusing the full power of all you are on what you have a burning desire to achieve." - Wilfred Peterson

The first principle of goal setting is to have a burning desire. This is not something that you can train yourself to have, you either have it or you don't. You may be able to stay focused on your task or goal for a short time, but without a burning desire you will inevitably lose steam.

2 - Have One Major Goal

(In each area of your life - spiritual, financial, health, etc.)

"There is one quality which one must possess to win, and that is definiteness of purpose, the knowledge of what one wants, and a burning desire to possess it." - Napoleon Hill

About 95% of all Americans do not have goals. Out of the remaining 5% of Americans that do have goals, most set too many goals. Why is this a problem? Because without one major definite purpose or goal you have no clarity; you are no closer to accomplishing any of your goals than the 95% of Americans that don't set goals at all. Your goals must be clear and specific.

3 - Set Goals that are Achievable Yet Stretch You

"You have to set goals that are almost out of reach. If you set a goal that is attainable without much work or thought, you are stuck with something below your true talent and potential." - Steve Garvey

So many times we do one of two things while setting goals: we either set our goals too high or too low; rarely do we set them just right. This element of goal setting can be extremely difficult, especially without much experience using this process.

By setting our goals too low we never reach our full potential to what we can accomplish and never live a self-fulfilling life. By setting our goals too high we risk becoming discouraged because the goal is so far out of reach.

4 - Set Goals that are Measurable

"Determine a single measure that you can use to grade your progress and success in each area of your life. Refer to it daily." - Brian Tracy

Goals are to be measurable solely for the benefit of being able to track your progress. It is no different than tracking your progress while driving your car to work. When you drive your car to work you know how far you've gone and how far you need to go. It is simply not enough to say, "I want to be physically fit." How will you know if you are physically fit? Try instead being more specific, an example of this might be, "I run a 7 minute mile". It's clear, precise, and measurable.

5 - Write Down Your Goals

"Write it down. Written goals have a way of transforming wishes into wants, cant's into cans, dreams into plans, and plans into reality. Don't just think it - ink it!" - Author Unknown

Be sure that when you write down your goal it is clear, positive, and in present tense. An example of this is, "I earn \$100,000 per year". By simply writing down your goal you are making it become alive; you are making your goal a reality.

6 - Set an Achievement Date

"Goals are dreams with deadlines" - Diana Scharf Hunt

Parkinson's Law says, "Work expands so as to fill the time available for its completion." The more time we give ourselves to accomplish a task or goal, the more time it takes us to accomplish it. Therefore, we must learn to use Parkinson's Law to our advantage by setting shorter time frames in which to complete the goal or task.

7 - Identify All Possible Roadblocks and Setbacks

"When you confront a problem you begin to solve it." - Rudy Giuliani

Identifying roadblocks should not discourage you but help you avoid any unexpected setbacks that may occur; enabling you to create the most effective plans possible. By recognizing obstacles your mind should then begin to think of solutions to solve these

possible situations. In Robert Kiyasaki's classic, Rich Dad Poor Dad, Kiyasaki's "rich dad" teaches him how the mind of the rich are different than that of the poor. When the poor see something that they desire but is beyond their current budget they say, "I can't afford that." While the rich say, "How can I afford that?" Think as this rich dad and apply it not only in finances, but in all areas of your life.

8 - Create Your Key Indicators

"First you write down your goal; your second job is to break down your goal into a series of steps, beginning with steps which are absurdly easy." - Fitzhugh Dodson

An example of a key indicator is the number of cold calls that you will make. After deciding the key indicator you set a goal for that specific key indicator. This step is to help you identify the most important tasks that need to be done on a daily basis that bring you closer to accomplishing your goal. By doing what needs to be done first and seeing that task to the end, you will actually spend 80% less time on that task than if you tried doing the same task in smaller increments.

9 - Make Plans

"Planning is bringing the future into the present so that you can do something about it now." - Alan Lakein

Trying to accomplish a goal with no plan is like trying to build a skyscraper without first taking the time to map out the blueprints. Without blueprints the construction process will be slow, frustrating, and extremely expensive. The same also applies to your goal; if you don't take the time to make plans, then accomplishing your goal will be slow, frustrating, and expensive. The cost may not always be in monetary value, but in time wasted, broken relationships, etc. Make plans so that you can begin to create the future you want now.

10 - Be organized

"In this world no one rules by love; if you are but amiable, you are no hero; to be powerful, you must be strong, and to have dominion you must have a genius for organizing." - John Henry Newman

If you are to have dominion over your own life you must be organized; and to truly be organized you must be organized in each and every single way of your life. If your physical surroundings are cluttered then so will be your mind. So be sure when you sit down to do planning or accomplish a task that your workspace is spotless. If there's papers that you can't do anything about then put them on the floor temporarily and get to work.

11 - Use Leverage

"Give me a lever long enough and a fulcrum on which to place it, and I shall move the world." - Archimedes

Leverage is the ability to exert minimal effort for maximal achievement. An example of this is "OPK" or in other words, other people's knowledge. One of the greatest ways to use leverage is to seek a mentor. By doing this you save yourself time and money by eliminating the trial and error stage and instead begin seeing results. By creating a mastermind group you leverage several other's knowledge along with their resources and networks helping you reach even more people that could potentially help you reach your goal.

12 - Motivate Yourself to be Disciplined

"Desire is the key to motivation, but it's determination and commitment to an unrelenting pursuit of your goal - a commitment to excellence - that will enable you to attain the success you seek." - Mario Andretti

Think of reasons to accomplish your goal rather than excuses not to do them. As you do the tasks that you hate but bring you closer to your goal you will feel more satisfaction, accomplishment, and peace in your life. It will be difficult at times to keep pushing forward, especially if you do not see results immediately; keep going anyway. A great way to do this is to remind yourself of why you want to accomplish your goal and to always keep the end in mind.

13 - Accountability

"When performance is measured, performance improves. When performance is measured and reported, the rate of improvement accelerates." - Thomas S. Monson

This is why participating in a mastermind group can be so beneficial; it gives us someone to report to who will not only encourage our progress, but hold us accountable for what remains to be done on achieving our goals and related indicators. Remember, the more accountability, the greater the results.

14 - Autosuggestion

"Your ability to use the principle of autosuggestion will depend, very largely, upon your capacity to concentrate upon a given desire until that desire becomes a burning obsession." - Napoleon Hill

Autosuggestion is a process by which an individual trains the subconscious mind to believe something, or systematically schematizes the person's own mental associations, usually for a given purpose.

One way of utilizing autosuggestion is by simply writing down a few statements such as, "I earn \$100,000 per year" on an index card, and carry that card at all times. Whenever the moment arises -- first thing in the morning, before retiring to bed, on break at work, etc-- begin reciting what you have written on the card with conviction and an inner belief that what you are saying (have written on the card) about yourself is true!

Keep the statements positive and in the present tense because the subconscious mind sees in pictures. For instance, if you were to say, "I am debt free," the subconscious would only see "debt" and therefore would focus on obtaining more "debt." A positive, present tense autosuggestion for this idea could be, "I am financially independent" or "Money flows to me easily."

15 - Take Action

Do not wait; the time will never be "just right." Start where you stand, and work with whatever tools you may have at your command, and better tools will be found as you go along. - Napoleon Hill

Often times we say that we will accomplish our lifetime goals after we accomplish some other less important goals. Remember, there is never a better time than right now to do something, no matter what it is. America did not gain its freedom by waiting for the "right time", and neither will you. Why not begin today on making a better life for yourself and loved ones?

16 - Failure is Not an Option

"In achieving your goals, you may run into roadblocks. Don't let that stop you, go around, over, or under. If you are committed to your goal you will find a way." - Catherine Pulsifier

By deciding from the very beginning that failure is not an option you set yourself up for success. Use your desire and drive to accomplish your goal; imagine how wonderful your life will be with the completion of your goal. Or perhaps contemplate the opposite: how unfulfilled and stressful your life is without it. Regardless of the method of motivation, you must never quit trying to reach your goal.

17 - Stay Positive

"Life's ups and downs provide windows of opportunity to determine your values and goals. Think of using all obstacles as stepping stones to build the life you want." - Martha Sinetar

Despite all the previous steps that you've followed to prevent any roadblocks from showing up on your path to success you will still inevitably run into them. But I have one piece of advice for you: don't get discouraged. Recognize that every set back and obstacle is an opportunity for improvement and learning. Recognize the benefits of being where you are right now: whether it's learning how to budget or live a healthy lifestyle; there is a positive to every situation.

18 - Reward Yourself

"Reward yourself. Not just the end goal do we celebrate. But each and every little milestone you complete along the way are successes within themselves." - Author Unknown

It is important to reward yourself a minimum of once a week for a job well done. Not only do you get to see the fruits of your labor by doing this, but by taking the time to relax you become more effective and excited about life. Your rewards do not have to be anything tangible; it can be taking time off work, taking a walk around the park, or enjoying a luxurious bubble bath. The possibilities are endless and deciding on how to reward yourself is half the fun.

19 - Evaluate

"Even if we fail, we can evaluate what we have tried, see what we have done wrong, modify our method of attack - and try again." - John Cusworth

Whether you achieved your goal or not is unimportant, but what is important is to take time to reflect back on all the things that you did to get as far as you did. Ask yourself, "What did I do right?" and "What could I have done better?" By honestly answering these questions you will already be much further ahead on your next major goal than you were on your previous one, and you will begin to find that each major goal you set will become easier and easier to obtain until it becomes almost effortless.

20 - Make Changes

"The definition of insanity is doing the same thing over and over again and expecting different results." - Albert Einstein

After you've honestly evaluated yourself it's time to make changes. Sometimes they're small and easy adjustments, other times it can be painfully difficult. But if you desire to keep progressing and live a more fulfilling life, then changes must be made constantly.

Conclusion

"I am not what happens to me. I choose who I become." - Carl Jung

You now have been given the tools and knowledge necessary to do anything. This life is yours and yours only to do what you will with it, no one can decide for you; you are the master of your own destiny. Decide now to be successful and go be successful. Best of luck.

"If you can dream it, you can do it." - Walt Disney

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