

## Exercise – Defining Your Goals

### Exercise 1: Brainstorming Your Goals?

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Use this exercise to help you determine the best goals to tackle. This exercise can be used as a part of a workshop or to help you set up a goal in single-step.

The best way to determine which goals are best for you is to take a long, hard look at your life as it is today. Ask yourself:

- Which aspects of my life are too stressful?
- What makes me unhappy? Or What would make me happy?
- Do I feel as though anything is lacking?

Next, think about what you could do to fix those things. Then, translate those steps into goals that are SMART.

As you identify possible goals for yourself, write them in the space below.

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## Exercise 2: Selecting Your Goal

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Once you have thought through several goals, select one as an example that we will use throughout the workbook. Complete the following information for the goal you have selected to work with.

**Name of the Goal:** \_\_\_\_\_

**Description of the Goal:**

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**Target Complete Date:** \_\_\_\_\_

### Type of Goal:

A non-recurring goal is a goal that you do not track progress on a regular basis. An example is that you want to travel to Greece.

A reoccurring goal is one that you do a certain number of repetitions per week. It is a type of lifestyle change. An example is that I would like to exercise 3 times a week.

Non-reoccurring

Reoccurring

**Category of Goal:** Select one of the following categories if your goal is non-reoccurring. If you have a reoccurring goal, the category is Lifestyle.



Education



Family / Social



Health / Fitness



Career / Work



Financial / Security



Mental / Spiritual

**Reasons Why My Goal Is Important:** List as many reasons why your goal is important to accomplish. Use the following questions to help you list the reasons. What will happen if you do not succeed? What could happen when you do succeed? Why did you choose this goal?

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**Goals Steps:** To help achieve and track the goal, some goals are best broken down into smaller steps. If your goal is a vacation, one step would be to estimate the costs and another might be to contact a travel agent. Use the following area to list your goal steps and a brief description

Step Name	Step Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Barriers to Success:** List as many barriers that might keep you from reaching your goal. This will help you to identify techniques to overcome the barriers to success. Use the following space to list barriers.

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**Support Network:** Now that you have listed your barriers, think of anyone or anything that might help you to succeed or help to break down the barriers to your goal. Use the following space to list your support network.

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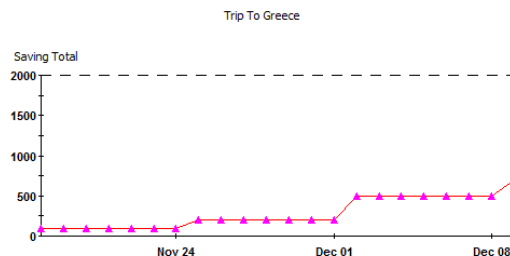
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**Track Your Progress:** A key to helping you succeed at accomplishing your goal is to track your progress. Not all goals can be tracked using a chart, however many of them can be. Complete the following information to set up a chart for tracking. An example would be if you wanted to save money for your trip to Greece, your chart might look like this:

**Chart Example**  
 Chart Title: Trip to Greece  
 Label for Data: Saving Total  
 Current Value: 0  
 Target Value: 2000



Now you complete your chart data if a chart is going to be used for tracking

Chart Title: \_\_\_\_\_  
 Label for Data: \_\_\_\_\_  
 Starting or Current Value: \_\_\_\_\_  
 Ending or Target Value: \_\_\_\_\_

**Goal Reward:** A reward will always help you to be motivated to accomplishing your goal Use the space below to list your reward.

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**Goal Image:** As well as a reward, an image of could help you to be motivated. Think of a picture that you have or could find to motivate you. List what image you are thinking of and where it is located. You will be able to have this image displayed with your goal.

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## Exercise 3: Using single-step to Define Your Goal

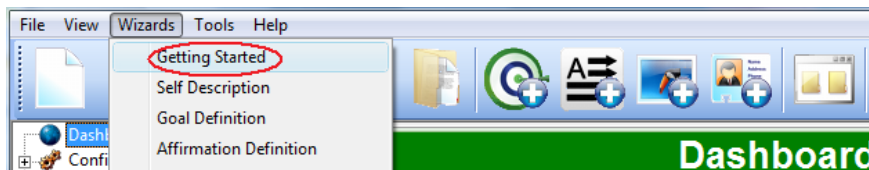
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Now that you have completed Exercise 2 to define some initial elements of your goal, you can use your completed exercise to easily put your goal into single-step. To complete this exercise, it assumes you have already loaded single-step software. If you have not done this, go to the single-step website to download.

[www.single-step.com](http://www.single-step.com)

Once you have purchased single-step or downloaded a trial version, use the following navigation methods to access the easy to use Goal Definition Wizard.

If you are just starting out and have not created a file in single step:



If you have created an initial starting file use the Goal Definition Wizard:



Now that you have entered your goal(s), you will want to learn more about the following addition success aides that you can set up for each goal:

- Affirmations
- Visualizations
- Contemplations
- Self Description
- Goal Ritual

Each of these can be found in Help or the Quick Reference Card that can be down loaded from single-step. If you are completing this exercise as part of a Goal Setting Workshop, you will learn more about each of these in the next sections of the workshop.