

GOALS MASTERY

How to achieve your goals every time



THE FOUR STEPS TO ACHIEVING YOUR GOALS

4 Steps To Goal Achievement

There are four parts to creating goals that are achievable and long-lasting:

- **Clarity**
- **Story**
- **Strategy**
- **Execution**

Clarity

Before you can start with any goal, you need absolute clarity about what it is you want to accomplish. It's not *"I want to lose weight"*. It's *"I will lose 20 pounds by the end of 2020"*

Story

Why do you want to accomplish this goal. What's the emotion behind it? Emotion drives everything. If you can attach an emotional need to why you want to accomplish this goal you will always be able to find the motivation and drive to keep going.

You also need to know why you have not done this before. What's stopping you from achieving it? Are there any limiting beliefs? *"I'm big boned", "I've always been overweight", "I never have enough money to save", "I don't have the right qualifications"*

Strategy

What's your plan? How will you achieve it? Write down everything you can do that move you towards success.

Use smart questions: *What do I have to do to double the size of my business over the next two years?, Why do I have to do to make \$5 million in revenue next year?*

Execution

Without execution (doing) nothing will change

When are you going to start? What will you do today or tomorrow to get things started?

**WHAT DO
YOU WANT?**

How to achieve anything you want to achieve over the next ten years.

"Most people overestimate what they can accomplish in twelve months and underestimate what they can achieve in a decade!"

- Tony Robbins

On 31 December 2029 what would I like to have achieved?

What do I have to do to become the person I want to be?

What do I have to do to have the career I want?

What do I have to do to have the lifestyle I want?

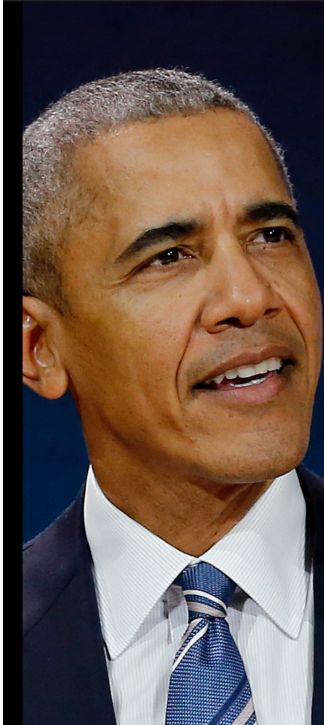
What are my goals for the next ten years?

What do I want to do, see, visit and experience over the next 10 years?

What do you want to do?



Who do you want to be?



What do you want to see



What do you want to have?



Where do you want to go?



When you do this exercise, be as clear as you possibly can about what you want and think about the reasons why you want to do them.

Example.

What?

I want to lose 10 kilograms in weight by the end of 2020

Why?

so I can enjoy a healthy life with my wonderful family and be able to stay active well in to my old age. / So I look fantastic on the beach this summer.

How?

- Go running/to the gym after work 3 times per week
- Start diet immediately.
- Get off the bus two stops before my regular stop and walk.
- Go for a 30 minute walk every lunch-time.
- Stop putting sugar in my coffee.
- Cut out alcohol
- Only have fruit as a snack - No more chocolate cookies!

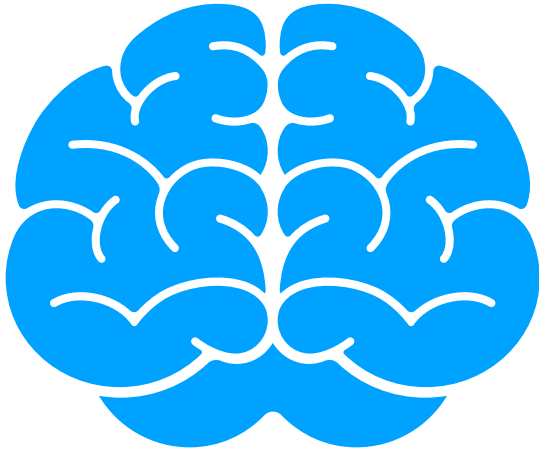
EXERCISE

Write down 2 to 3 goals you would like to accomplish in the next 12 months.

Now, write down the reasons why you want to accomplish these goals.

What three things could you do right now to start achieving those goals?

**THE SECRET
TO ACHIEVING
YOUR GOALS.**



Your brain will do whatever you ask of it

There's two parts of your brain involved in achieving goals.

Conscious Brain

This focuses on the here and now, your current environment, how you feel and what you currently think, see and do.

Sub-Conscious Brain

This is your intelligent brain. It analyses situations, solves problems and gives you the answers to complex difficulties and questions... eventually

It's all about the questions you ask yourself.

If you ask questions like **"Why can't I lose weight"** then your brain will give you all the reasons why you cannot lose weight.

However, if you ask a different question, you will get a different answer:

What do I have to do to lose weight? Now your Brian will give you all the ways you can lose weight.

THE GOAL ACHIEVEMENT FORMULA

The Goal Achievement formula

clarity + emotional reasons + action = success

When you know exactly what you want and you have a strong emotional reason for achieving it, you will persist and push until you achieve it.

Your **emotional reasons** will come from two areas: desperation or desire. Either you will be so desperate to change something or you will have such a strong desire, that nothing will get in your way from achieving it.

Where focus goes, energy flows.

WHAT DO YOU WANT TO ACHIEVE IN THE NEXT DECADE?

"Most people overestimate what they can accomplish in twelve months and underestimate what they can achieve in a decade!" -

Tony Robbins

What word will be your theme for the 2020s?

- Health
- Wealth
- Career
- Family
- Education

Examples

- On 31 December 2029 what would I like to have achieved?
- What do I have to do to become the person I want to be?
- What do I have to do to have the career I want?
- What do I have to do to have the lifestyle I want?
- What are my goals for the next ten years?
- What do I want to do, see, visit and experience over the next 10 years?

**THE NEXT
STEPS.**

WHAT WOULD YOU LIKE TO HAVE TIME FOR EVERYDAY?

We all have things we would like to be able to do everyday but very few of us get the chance to do it.

In this section, write down all the things you would like to have time to do each day.

Think in terms of:

- Exercise
- Writing a journal
- Meditation
- Spend quality time with partner / kids
- Working on your side project
- Meet with friends
- Reading / self-development
- Drawing / painting

	M	T	W	T	F	S	S
<i>Exercise</i>	✓		✓		✓		✓

In the left-hand column write what you would like to spend time doing and then put a check in the the boxes for the days of the week you would like to do it.

Now, at the side of each activity, write in how much time you would like to spend doing each one per session

On the next page you will find a blank weekly calendar. After shading out your work times, add in the times each week you will do the activities you identified above.

In the time slots below first shade out the times you are at work excluding lunch times. For example if you work 9:00 AM to 5:00 PM, and take 12:00 PM till 1:00 PM for lunch, shade out 9:00 AM to 12:00 PM and 1:00 PM till 5:00 PM.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
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BRINGING IT ALL TOGETHER.

Now you should have a long list of tasks that you will need to complete on a regular basis. The best way to manage these tasks is to put them on your calendar. To schedule them. Remember...

What goes on your calendar gets done.

When you schedule your activities on a weekly basis you stand a much better chance of completing them. Tasks such as exercise should be regular—they should become routine. This means you should set up your exercise times on your calendar as fixed recurring events.

Scheduling your family and social time will probably be variable, so you need to be scheduling these on a weekly basis.

Finally, life is not constant. There will be a lot of new inputs coming at you every day. You should be collecting these somewhere where you will see them when you need to see them.

The best way to do this is using your mobile phone. Your phone is with you everywhere you go. Use your phone's built in notes or to-do list app. Develop the habit of collecting commitments, tasks and errands in there.

On the next page you will find a clean weekly calendar.

Use this blank calendar to schedule in the tasks that you will commit to doing every week. Things like:

- Exercise
- Family time
- Me-time
- Working on your personal projects
- Self-development time
- Daily planning time
- Journaling time

In addition, take a look at the list of things you will have to do to achieve the things you want to achieve over the next ten years and see if there are any things you can schedule on your calendar to get a great start on them.

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P.A.C.T - PATIENCE, ACTION, CONSISTENCY AND TIME

There are many reasons someone becomes successful. There's luck — being in the right place at the right time — there's talent, and then there's sheer hard work. But with the many different reasons, there are four things that all successful people have and they are:

- **Patience**
- **Action**
- **Consistency**
- **Time**

or P.A.C.T. As I like to call it.

Let's imagine you want to start your own business. You are not going to be making a significant income overnight. It takes time to build the business, the customers, the community and the presence. **You need to be patience.**

And of course, if you are not taking action. If all you are doing is talking about it, thinking about it and even worse... "planning" your business, nothing is happening. **You have to take action!**

And that action has to be consistent. It's no good spending all of one weekend designing a website and then doing nothing for six months. It's not enough. You need to be committing every weekend for the foreseeable future to making your business a success. **Your actions have to be consistent**

And finally, you have to allow enough time for you business or idea to grow. There's no such thing as an 'overnight success'. It takes time—often years—for you to turn your business idea into a sustainable success. **Make sure you are allowing enough time to grow your business**

Whether you are growing a business, developing a following on social media or an exercise programme, use the chart on the next page to write down what success means to you. What action you will have to take to make it a success, how often you will you need to do it and for how long.

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THE PACT COMMITMENT CHART

What does a successful outcome look like to you?	What milestones can you use to measure your road to success?	What action steps will you need to take to achieve the success you want?	How frequently per week/month will you need to take these action steps?	How long will you need to make it happen?

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What do you want?

Having a goal is important, it gives us the the motivation and drive to move our lives forward. However, if you are not finding the time to make that goal happen, then you are never going to achieve it.

The world is designed to pull you off track. It's designed to stop you from achieving the goals you want to achieve and it is full of distractions. If you want to build an amazing year and decade you need to get focused on what is important to you. **Not what is important to other people.**

What matters is what you want. What you want for:

- **Yourself:**

- **Your family:**

Write down a sentence or two about what you would to accomplish for these seven areas of your life.

- **Your Friends:**

What would you like each area to be like?

- **Your career:**

For example:
I want to set an example to the people around me. To be an inspiration and to help people build a life they want to live.

- **Your lifestyle:**

Be confident and use strong emotive words

- **Your whole life:**

- **Your health:**

Notes.

Notes.

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