

THE ULTIMATE GOAL SETTING GUIDE



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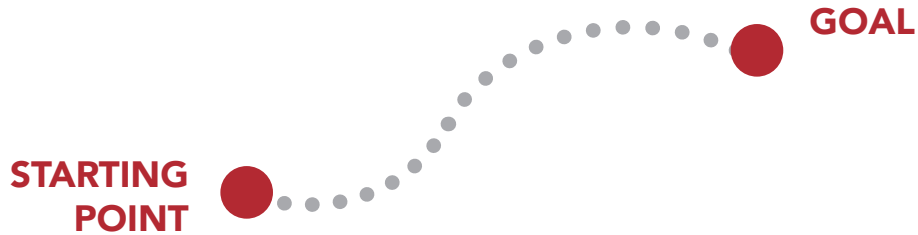





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*A journey of a
thousand miles
always begins with
one step.*

*Ancient Egyptian
Proverb*

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MAKE THIS YOUR BEST YEAR!

Welcome to The Ultimate Goal Setting Guide, and congratulations on taking the first step toward making this year your best year yet! The Ultimate Goal Setting Guide is a powerful tool designed to help you create a vision for the life you want and create the goals and action plans to get there.

It's About Choices, Not Resolutions

We all have dreams and aspirations and many of us even have a vision for who we want to be. However, most people fall short when asked if they have a plan on how to get there. Investing the time to formally establish goals and create an action plan to achieve those goals provides us with:

- | | |
|--|---|
| <input type="checkbox"/> A road map to make our dreams and aspirations a reality | <input type="checkbox"/> A clear destination to guide and focus our actions |
| <input type="checkbox"/> Increased control over where we want to go in life | <input type="checkbox"/> An opportunity and challenge to grow personally and professionally |
| <input type="checkbox"/> A system to guide our decision making | |

How to Get the Most from this Program

To get the most out of this program, you need to have an open mind, be honest about where you are in life and where you want to go, and be willing to have fun with the process. If you truly want to make meaningful and lasting change, you must recognize that this process in which you are about to embark on does not start and end today. It continues long after you complete the program.

Here is how to maximize your results from this program:

1. Take the time to complete all the activities and exercises outlined in this guide.
2. Implement your support system.
3. Take action! Start executing on your plan immediately and use your support system.
4. Review your goals twice a week, track your progress, and measure your results.

**Life isn't about finding yourself
...it's about creating yourself.
Let's get started!**

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DETERMINE YOUR STARTING POINT



Imagine yourself on a hike in the mountains, trying to navigate to a distant location. If you don't know where you are, it's nearly impossible to get to where you want to go. The same concept applies to our personal and professional lives. Determining Your Starting Point is all about understanding your current situation so that you can create the desire, willingness, and readiness to achieve your goals. If you understand your current situation, it's much more likely that you will arrive at the destination where you want to go.

A Quick Assessment

To help identify areas in your life that you want to change in the coming year, circle the number to the right of each Area of Life that best describes how satisfied you are with your current situation.

AREA OF LIFE	low ← LEVEL OF SATISFACTION → high									
Fitness	1	2	3	4	5	6	7	8	9	10
Nutrition	1	2	3	4	5	6	7	8	9	10
Overall health	1	2	3	4	5	6	7	8	9	10
Career path	1	2	3	4	5	6	7	8	9	10
Current job	1	2	3	4	5	6	7	8	9	10
Salary	1	2	3	4	5	6	7	8	9	10
Skills and knowledge	1	2	3	4	5	6	7	8	9	10
Personal finances	1	2	3	4	5	6	7	8	9	10
Personal relationship(s)	1	2	3	4	5	6	7	8	9	10
Family	1	2	3	4	5	6	7	8	9	10
Spirituality	1	2	3	4	5	6	7	8	9	10
Happiness	1	2	3	4	5	6	7	8	9	10

Based on the quick assessment above, what are the three main areas you would like to focus on in the coming year?

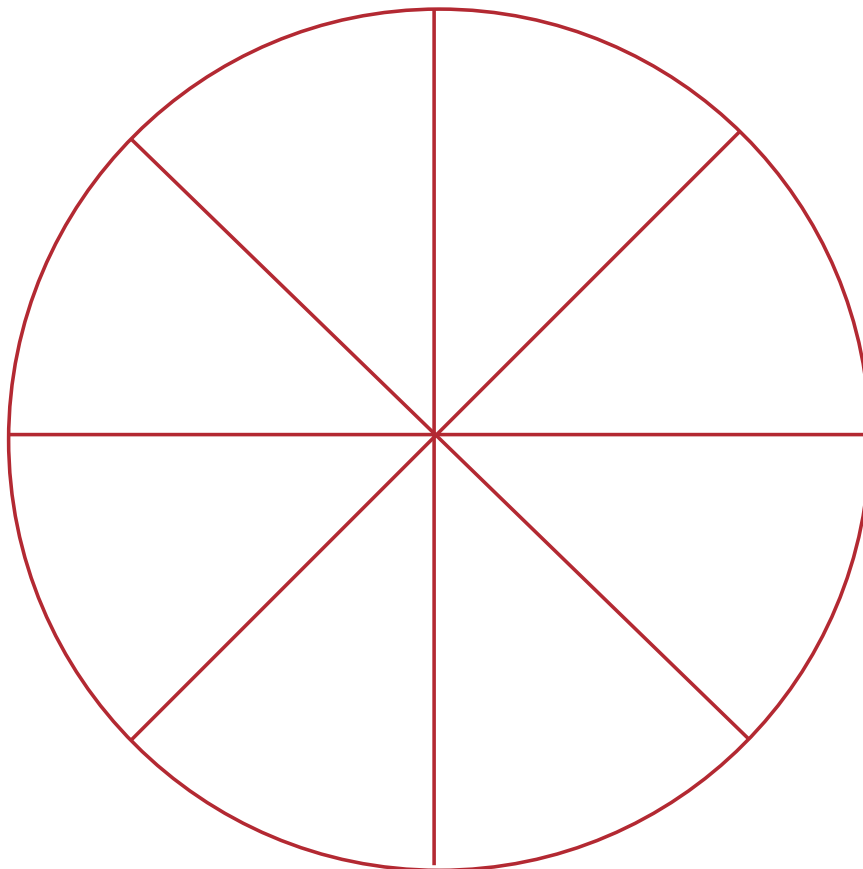
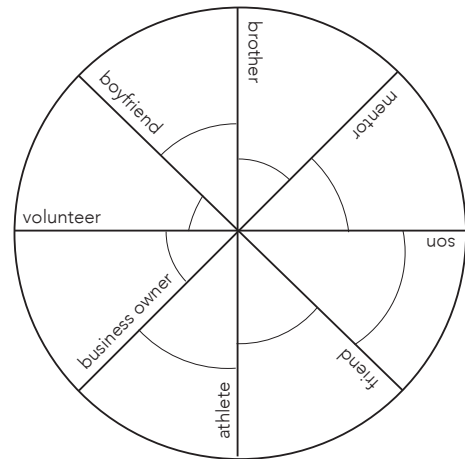
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THE ROLES THAT INFLUENCE YOUR DIRECTION

EXAMPLE:

Take a moment to think about the different roles you play in your life. You may be a father, mother, manager, supervisor, business owner, coach, mentor, volunteer, or team member. Write each of the roles you play in life in the outer ring of each slice of the compass below.

The goal of this exercise is to determine how satisfied you are in each of your roles. Imagine the center of the compass as "0" and the outer edge as "10". Now, rank your level of satisfaction with each role by drawing a line within each compass slice to create a new outer edge.



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The new perimeter of the compass represents the balance in your life today between all of the different roles you play. You may notice that some roles pull you in different directions than others, sometimes creating a conflict between different needs, values, and goals.

Reflect on the following questions:

What roles are most important to you and why?

In what roles do you need more focus or have the greatest need for improvement and why?

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ESTABLISH GUIDING PRINCIPLES

Everything in life is a choice. How do you make your choices? What are they based on?

When we are clear about what is most important to us, we can make choices that are aligned with what we want in our lives. Guiding Principles help keep us focused throughout the year and give us a foundation to determine the choices we make every day. It is through those daily choices that we build our lives.

Visualizing Success

Imagine yourself one year from now reading from your journal and reflecting back on how you lived your life. As you are reading your journal, you notice that everything in your personal and professional life went exactly as you would have liked. You lived by the values that were important to you, your life was balanced and focused on your highest priorities, and you achieved everything you wanted.

During that year, what did you value most? What were your top three priorities?

How did you feel and what were the results when you focused on what was most important to you (e.g., in control, fulfilled, challenged, loved, secure, etc.)?

Writing Your Guiding Principles

Each of your guiding principles should include the following three statements:

I believe that.....and I am committed to.....so that I can.....

Here are some examples:

I believe that family is my most important priority, **and I am committed** to building a relationship with every immediate family member **so that I can** grow, share, and experience life with them to the fullest.

I believe that living a balanced life will enable me to be a better person, friend, family member, athlete, and business owner, **and I am committed** to taking care of myself physically, spiritually, and mentally **so that I can** live a long and prosperous life fully enjoying every moment, person, and being in it.

I believe that life should be lived with passion, **and I am committed** to traveling and exploring, climbing, meeting new people, and serving others **so that I can** experience everything that life has to offer and share in its beauty.

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WRITING YOUR GUIDING PRINCIPLES

Reflecting on your answers to the questions in the Visualizing Success section, write three powerful and passionate guiding principles that will help give your life direction and meaning and establish the foundation for your goals.

GUIDING PRINCIPLE 1:

I believe that

GUIDING PRINCIPLE 2:

I believe that

GUIDING PRINCIPLE 3:

I believe that

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“

Whatever you do, you need courage. Whatever course you decide upon, there is always someone to tell you that you are wrong. There are always difficulties arising that tempt you to believe your critics are right. To map out a course of action and follow it to an end requires some of the same courage that a soldier needs. Peace has its victories, but it takes brave men and women to win them.

- Ralph Waldo Emerson



PRIORITIZE HEALTH & WELLNESS

Considering our health is perhaps the most important aspect of this program; if we don't take care of ourselves, we won't be our best in our relationships, work, or any aspect of our lives.

Take a few minutes to journal about your current health and wellness state. Just write what comes to mind.



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HEALTH AND WELLNESS IDEAS & BRAINSTORM

Reflecting on the Health and Wellness ideas I wrote about on the previous page, what key Health and Wellness areas do I want to focus on in the coming year?

Where can I find support to achieve my health and wellness goals?

What other health and wellness ideas do I have for the coming year?



ACHIEVE FINANCIAL FREEDOM

Financial freedom looks differently for different people, and we all deserve to be financially successful. But we first need to know what that looks like. The goal for this section is to create a plan to achieve financial freedom – whatever that means to you. For some it will be to get out of debt. For others it may mean to save for their children's education or retirement. It may be to purchase a new house or even to live without financial stress. Perhaps it is a combination of many things.

Take a few minutes to journal about your current financial health. Just write what comes to mind.



REFLECTING ON YOUR FINANCIAL FREEDOM

What does financial freedom mean to you?

What short-term and long-term goals do you have that require you to save (e.g., buying a new home, purchasing a new car, saving for your child's college education, etc.)?

What current obstacles hold you back from obtaining the financial freedom you deserve (i.e., personal beliefs about wealth, excessive debt, loss of job, too many expenses, etc.)?

Below are some actions you might take to make progress toward your financial freedom. Which ones apply to you?

- ☐ Create a budget.
- ☐ Keep your budget visible and monitor it each week and month.
- ☐ Save a minimum of \$1,500 in an emergency fund.
- ☐ Create a plan to pay off debt.
- ☐ Save 6-9 months of living expenses in a cash equivalent account.
- ☐ Meet with a financial planner to create an investment strategy.
- ☐ Refinance your home.
- ☐ Save 15-20% of your household income.
- ☐ Determine exactly how much money you will need for retirement.
- ☐ Contribute to a 401k, IRA, and/or other retirement accounts.
- ☐ Open a college savings account for your child/children.
- ☐ Make extra payments to eliminate mortgage debt.



A FINANCIAL BRAINSTORM



What actions will you take this year to make progress toward your financial freedom? Feel free to use the Sample 6-Step Personal Financial Plan on the next page



SAMPLE 6-STEP PERSONAL FINANCIAL PLAN

STEP 1

Create a budget and post the budget in a central location where I can review it each week.

STEP 2

Build an emergency fund of no less than \$1,500. What actions I will take to build this fund?

Actions:

Target Completion Date:

STEP 3

Pay off my debt.
a) List debts

Debtor

Amount of Debt

b) Create a plan to pay off your debt by starting with the smallest debt to build momentum, then switching to debt with the highest interest rate. Consider actions to eliminate your debt such as cutting expenses, changing your spending habits, getting a part-time job, and selling items on craigslist.

Actions:

Target Completion Date:



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STEP 4

Save 6-9 months of living expenses. What action will you take to save?

Actions:

Target Completion Date:

STEP 5

Invest 15-20% of your household income into re-tirement accounts (IRAs, 401K, etc.). What action will you take to save?

Actions:

Target Completion Date:

STEP 6

Determine your other financial priorities and take action to achieve them.

List your financial priorities. They may include saving for a new home, purchasing a car with cash, saving for your child's education, paying off your home early, contributing to a charity, etc.

1.

2.

3.

4.

5.



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PRIORITIZE

Create a plan to achieve the priorities. What action will you take?

Actions:

Target Completion Date:

Actions:

Target Completion Date:

Actions:

Target Completion Date:

Actions:

Target Completion Date:



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ENHANCE YOUR CAREER

When we have a career that is meaningful, work no longer becomes just work. It gives us a sense of purpose, and allows us to serve others in a way we never thought possible. The intent for this section is for you to be intentional about enhancing your career – whether you are in a career transition, love what you currently do, or are interested in starting a business.

Take a few minutes to journal about the current state of your career. Just write what comes to mind.



Are You in Career Transition?

What personal qualities do you bring to the work environment (i.e., artistic, adaptable, conscientious, personable, patient, detail oriented, resourceful, persistent, flexible, creative, etc.)?

What functional skills do you bring to the work environment (i.e., technical design or programming, sales skills, customer service experience, negotiation skills, language skills, etc.)?



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Embark Into Your Career Future

Imagine yourself on a Monday morning feeling fresh, energized, and enthusiastic at your ideal job. As you go through the morning ritual of getting ready for work, notice how you are dressed, notice how you travel to work, and notice what you do or who you interact with along the way. You really enjoy your work, and it is worth the time and effort it took you to get this job. You find this work challenging and rewarding. As you get into work, what do you notice about your space? Do you have an office? Are there other people working with you? How do you begin your day? Picture yourself working throughout the day. What have you been doing? What skills and abilities did you use that you really enjoyed? Look around you and notice any other information or insight you would like to bring back from your ideal job to incorporate into your work today.

Journal about this experience, using the questions contained within it as a guide. Use the back of this page if more space is needed.



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Where am I in my career development? Am I in the right industry? Company? Should I be within the same or different functional area?

What personal interests do I have? What am I most passionate about in life?

Brainstorm about possible careers that may combine your personal qualities and functional skills (from previous pages) and interests/passion.

How do I need to “re-tool” myself in order to be working in the job, industry, or field of my choice?

What people resources are available to me (e.g., networking groups, mentors in jobs I would like, professional associations, etc.)?

What material resources are available to me (e.g., library, books, videos, career development inventories, employment agencies, etc.)?



Happy with your Current Career Path?

What can I do to expand my network internally and externally (i.e., networking, Linked-in, professional associations, etc.)?

What can I do to expand my skill set (i.e., technical skills, leadership development, professional reading, professional associations, one-on-one coaching, finding a mentor, etc.)?

What do I want from my career in the next 3-5 years?

What personal career goals do I have for the next year?

What support structure can I put into place to achieve my one-year career goals?



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Interested in Starting a Business?

What actions will I take to research different business opportunities (i.e., review key websites, look at franchising opportunities, partner with others etc.)?

What actions will I take to create a business plan (i.e., look at the Small Business Administration website, get guidance from SCORE, find a coach, utilize resources at the Small Business Development Center, etc.)?

What skills do I need to develop prior to launching my business (i.e., marketing and sales skills, technical skills, communication skills, etc.)?

How will I finance my business (i.e., will continue to work part-time, will get venture capital, will seek angel investors, etc.)?



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Other questions to consider:

- What will be the legal structure of my business (sole proprietorship, partnership, LLC, corporation, non-profit, etc.)?
- What other legal considerations do I need to research (i.e., registering a name, getting a tax identification number, handling state and federal taxes, etc.)?
- Who is my target market and how will I reach them?

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EMBRACE A BOLD AND AUDACIOUS ATTITUDE

To truly create and align goals with your wildest dreams and aspirations, you have to embrace a bold and audacious attitude. This attitude is one that squashes that little voice inside your head that says things like, "I could do this but..." or "That always happens to me...." These conversations that continually track inside your head build up in your psyche as baggage, are self-defeating, and have a negative impact on your ability to achieve your goals.

Transforming to a bold and audacious attitude is all about understanding how we limit ourselves, recognizing those limitations, and making a commitment to squashing that negative inner voice every time we hear it.

Exercise: Your Inner Voice*

Think about your inner voice when you are faced with challenging situations and place a check next to them in the left column. In the right column, create an empowering and positive message you can use in its place.

YOUR CURRENT NEGATIVE VOICE	REWRITE TO A POSITIVE VOICE
<input type="radio"/> I won't be able to do it	
<input type="radio"/> I don't have the experience	
<input type="radio"/> I am not good enough for that	
<input type="radio"/> I don't deserve this	
<input type="radio"/> I will look silly	
<input type="radio"/> They are doing it again to me	
<input type="radio"/> This always happens to me	
<input type="radio"/> I am being discounted	
<input type="radio"/> Bad things always come in threes	
<input type="radio"/> Things will only get worse	
<input type="radio"/> I should have known better	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	

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At the root of those inner voice messages is the need to control our environments and get approval from others. Look at your self-talk messages above and put a C next to those that reflect your need for control and an A next to those that characterize your need for approval. (Some may have both an A and C).

In which area are you most vulnerable to negative self-talk – approval or control?

How can you reduce your need for control or approval?

Exercise: Challenging Your Negative Self-Talk*

Consider a difficult situation you are currently facing or a goal you would like to achieve in the next year which is triggering powerful emotional responses in you. The situation could be a recent layoff, change in financial situation or relationship status, the opportunity to take on a new role or position or to start a business, the opportunity to change careers or to leave for school. Reflect honestly on the negative self-talk you have been experiencing.

What is actually true about the situation?

What is untrue?

What is the worst thing that could possibly happen?

How likely is that outcome?

How would you handle the worst possible situation?

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What is more likely to happen?

How would you like to think and act if you could magically control the situation?

*modified from Self-Governance, Emotional Intelligence and Diversity Institute

Exercise: Building Awareness

Reflecting honestly on your life, in what ways do you limit yourself, personally and professionally? Do you have fear around money, relationships, promotions, success? Do you sabotage yourself in any way at work, at home, with your family, in your relationships or with your finances?

I limit myself personally by

I limit myself professionally by

*No one can make
you feel inferior
without your
consent.*

Eleanor Roosevelt

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Creating a Pattern Interrupt

Being aware of how you limit yourself is the first step. Squashing that inner voice that continuously plays inside your head is the next step. To do that, we use a tool called the Pattern Interrupt. The Pattern Interrupt is simply an alarm that goes off in your head that triggers a reaction every time you become aware of that limiting inner voice.

Here is an example of a Pattern Interrupt:

When you hear that self-defeating and limiting inner voice playing inside your head:

1. Change your state: take three deep breaths, make a radical body movement, or yell something out loud.
2. Ask the question: "Does that voice serve my best interests?"
3. Visualize success – speak and feel the opposite of what you are hearing inside your head. Use the positive self-talk messages you created above.

The Law of Self-achievement

With a bold and audacious attitude, you can live by the Law of Self-Achievement which says, "The only person who can tell you what you can or can't achieve...is you." Once you recognize that you can achieve anything you allow yourself to envision, you are ready to start the goal setting process.

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Exercise: Living by the Law of Self-achievement

Make a commitment right now to squash that negative inner voice that limits what you can achieve.

1. Identify the actions or Pattern Interrupt you will take next time you hear that negative inner voice.
2. Call your home, office, or cell phone number and leave yourself a voicemail. In your message, remind yourself of your Pattern Interrupt.
3. You will then be able to erase the message after:
 - You are confident that you have gained an awareness of how you limit yourself.
 - You have changed your behavior so that every time you hear that inner voice you trigger your Pattern Interrupt.

“

**Do not go where the path may lead, instead go
where there is no path and leave a trail.**

- Ralph Waldo Emerson

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ESTABLISH YOUR GOALS

SMART GOALS



Each goal should be written in a positive tone and should be as specific as possible.



Each goal should be precise, using dates, times, amounts, etc., so that you can measure your results and know exactly what you have achieved.



Goals should be written in the form of an action statement.



They should be achievable, but they should still stretch and challenge you. Take note of the obstacles, but do not limit yourself. Your goals should push you slightly out of your comfort zone. Do not let the fear of failure take over, and remember to embrace a bold and audacious attitude.



Every goal should have a target date assigned to it.



With an understanding of your current situation, guiding principles to help steer you in the right direction, and a bold and audacious attitude, you are ready to establish the goals that will help you generate the life you desire and deserve.

Remember, goals provide us with a clear vision of our desired destination. So, as you begin to think about your goals for the coming year and beyond, try to break free of the status quo. Challenge yourself. Think back to the Law of Self-achievement, and recognize that the only person who can tell you what you can or can't achieve...is you.

What makes a SMART goal?

As you begin to define goals that resonate in your personal and professional lives, it is important to pay attention to their format. Your goals are statements that provide purpose and direction toward which all of your plans, activities, and support structures will point. Each goal should be action oriented, simple, concise, and understandable. It should tell you precisely what will be achieved and by when.

George Doran (1981) developed a simple format to guide people in developing their goal statements. His method is commonly known as S.M.A.R.T. t

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Establishing Your Goals Using the Results-Purpose-Priority™ Format

The Results-Purpose-Priority™ (R-P-P) format is a simple but powerful technique we developed for generating impactful goals. With the R-P-P format, each of your goals consists of a **Results Statement**, a **Purpose Statement**, and a **Priority**.

The **Results Statement** describes the result you want to achieve and should be written using the S.M.A.R.T technique.

The **Purpose Statement** is the reason why you are committed to achieving the goal. It starts with the phrase, "I am absolutely committed to making this happen because..." This statement should reflect your passion and excitement about achieving the goal, as it will serve as a source of direction and motivation throughout your journey.

Assigning a **Priority** to your goals will help make them more manageable and provide focus. After all, if everything is important, nothing is.

Here are a few examples to help you visualize what your R-P-P Goal should look like:

Poor example: This year I will save more money.

Good example: I will save \$20,000 by December 31st, and my net worth will be \$100,000. This goal is about tracking toward my financial freedom and creating the abundance that I deserve so that I can continue to live life on my own terms and spend my time how I choose and with whom I choose. ☑

Good example: By December 31st, I will take at least one overseas vacation and at least one long-weekend trip per quarter. I am absolutely committed to making this happen because to live a balanced life full of passion and adventure I must break through the everyday routine, reach out, go beyond, meet new people, and discover new things. ☑

Get passionate about this part of the journey. Get excited about the reasons behind each of your goals, and get fired up to start tracking toward your desired destination.

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Goal Setting Instructions

STEP 1

Review your notes from the sections of this guide. Write a Results Statement for your Health and Wellness goals, Personal Finances goals, Career Enhancement goals, and other goals. Your other goals might be related to relationships, spirituality, balance of work/home life, and more.

STEP 2

For each of your goals, write a passionate Purpose Statement indicating why you are committed to achieving the goal.

STEP 3

After you have listed all of your goals, go back and prioritize each of your goals by indicating a number 1-4 in the space to the left of the Goal Statement.

STEP 4

Wait until you get to the next two sections of the guide prior to completing the table underneath the goals.

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Health and Wellness Goals

I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

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I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

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Financial Freedom Goals

I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

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I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

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Career Enhancement Goals

I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

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I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

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Other Goals

I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

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I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

I am committed to:

I am absolutely committed to making this happen because:

Action Item:	Completion Date	Support Needed

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CREATE YOUR PERSONAL ACTION PLAN

Congratulations on establishing your goals! That is a huge step toward personal growth and success in the coming year and beyond.

The next step in our journey is to create the Personal Action Plan. Creating a Personal Action Plan for each goal is just as important as establishing the goal itself. While the goal provides us with the destination, the Personal Action Plan provides us with the road map to get there. More specifically, our goals identified what we wanted to achieve and the passionate reasons for achieving them. The Personal Action Plan defines the steps we will take to make our goals a reality.

Your Personal Action Plan

After completing your goals, you may feel a bit overwhelmed. However, with a Personal Action Plan that outlines the action items you will take and a target completion date, those overwhelming goals will not only become manageable, but they will become attainable. You see, success is simply a series of small steps that we take on a consistent basis. The Personal Action Plan lays out those small steps and provides us with the action items we need to take. The Personal Action Plan is effective because it is directly tied to the outcome we want to achieve.

The 3-Step Personal Action Planning Method

The Personal Action Planning Method is a fast and simple 3-step process.

1. Brainstorm about all of the action items that you need to complete to accomplish your goals (use the notes section if you need to).
2. Group similar action items to keep your plan as simple as possible.
3. Sequence your action items and assign a target completion date. Make sure that you identify at least one simple action item that you will complete today!

Sample Personal Action Plan

Personal Goal 1: Save \$20,000 by December 31st.

Action Item:	Completion Date	Support Needed
1. Setup a meeting with a financial planner to review my portfolio.	Today	Meet with a financial planner.
2. Review retirement planning tools	1/21	
3. Set-up an automatic transfer from my checking account into my money market account for \$500 per month.	2/1	
4. Review my portfolio monthly.	Monthly	

THE ULTIMATE GOAL SETTING GUIDE

BUILD SUPPORT AND ACCOUNTABILITY

Let's face it; we all need help along the way. As part of your plan to achieving your goals, it is critical to build a support structure that will help keep you accountable and on track throughout the year. Your support structure may consist of actions you take as an individual, daily rituals or assistance from other people such as friends, coaches, therapists, doctors, financial planners, nutrition therapist, etc. Utilizing all of the resources that are available to you will produce the most effective support structure and one that keeps you accountable and on track over time.

Build Support and Accountability Instructions

1. Review the "Tips for Building a Support Structure" below.
2. Go back to each of your goals and identify one way to build support and accountability.
3. Document your support structure in the "Support Needed" column of each goal.

Tips for Building a Support Structure

Keep your goals visible. By physically keeping your goals in a place where you will see them every day, you will be reminded of what you want to achieve and of your passionate reasons for achieving them.

Review your plan twice per week. Getting into a routine where you review your goals at the beginning and end of each week will help you measure your progress and adjust your plan as needed.

Share your goals with someone you know. Once you verbalize your goals to someone else, you are effectively making a commitment to achieving them.

Get an accountability partner. This could be a friend, co-worker, or family member with the same or similar goal. Having an accountability partner will help provide you with the motivation you need to stay on track.

Find a coach or mentor. Typically a coach or mentor is someone who isn't as close to you personally as a friend or family member and can provide you with the objectivity that is needed to truly keep you on track.

Join a support group. Support groups of any kind are typically comprised of people who are working toward the same outcome. If you want to complete your first marathon, find a running group. If you want to stop smoking, find a 12-step recovery group. If you want to learn more about investing, find an investment club.

Hire an Expert. We all have day jobs, so it may make sense to hire someone with point expertise. For example, you may want to consult with a financial planner to help with your financial goals or a nutrition therapist to help with your health and fitness goal.

Take Immediate Action Now!

It is extremely important to build momentum right now. Before you leave the scene of this program, take one action toward achieving your goals. It may be as simple as making a phone call to a financial planner, setting up a meeting with a nutrition therapist, or making a dinner date with a spouse or significant other. A small step right now will go a long way tomorrow.

THE ULTIMATE **GOAL SETTING GUIDE**



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About the Author

Sal Silvester is one of the top experts on leadership transformations across organizations and throughout careers. He is founder and president of 5.12 Solutions Consulting Group, a firm that supports leaders and teams through grounded, real-world practices and techniques. Their cloud-based coaching platform, Coachmetrix, is the first of its kind to optimize and measure leadership development and coaching ROI.

Sal's passion and expertise for working with teams and leaders is reflected in his coaching, writing and speaking keynotes.

Sal is inspired by affecting positive behavior change that extends beyond the conference table to the kitchen table. He is a leadership thinker and blogger, and author of Ignite! The 4 Essential Rules for Emerging Leaders and Unite! The 4 Mindset Shifts for Senior Leaders. He is also co-author of a book with Marshall Goldsmith titled Stakeholder Centered Coaching.

Sal's unique perspective has been nurtured through his experience over the past 25 years as an Army Officer, an executive at Accenture, and founder of 5.12 Solutions and Coachmetrix. He is a graduate of the US Army Ranger and Airborne schools and has led and managed teams in the desert of Kuwait, the mountains of Turkey, and in the offices of many clients. Sal was selected to the Denver Chamber 100 and a semi-finalist for the Ernst & Young Entrepreneur of the Year Award. He is an avid rock climber and mountain biker, and has competed in six marathons and is an Ironman Triathlon finisher.