

# Using Your Goals

First Thoughts:

In 20 words or less, write down what you think you should do once you have written the goals – what comes next?

*Read the following and **Highlight** or Underline the most important points.*

Let's go back to the boat analogy. Imagine this time when you board the boat and they tell you that you are the captain, they also give you the destination. This time you know where you have to go. But instead of doing something about making it happen, you just go and sit on the deck and throw bread to the seagulls. What will happen? Obviously the boat goes nowhere unless you actually do something about making it start moving in the right direction.

If you could be the captain or in charge of ANYTHING, what 3 things would you most like to be the boss?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

So how do you actually use your goals? What do you do with them? After you have written your goals, you then need to do two things.

- **Review them regularly** to remind yourself of what you want to achieve and to simulate your mind to think of other possibilities.
- **Start taking specific actions** that will help you achieve your goals, in particular your short-term goals.

So how often should you review your goals? Some people like to look at them each morning when they first wake up and each night when they go to bed. Other people write the main goals onto a small card and look at it a few times during the day or place it somewhere, like a mirror, where they will see the card regularly. Some people find

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that once a week is enough for them to review their goals. Other people review the short-term goals daily and look at the long-term goals only once every month or so. You will probably need to experiment to find what works best for you.

There are also lots of different approaches to taking actions on your goals. Some people take out their goals every Sunday night and write into their diary specific steps they will take to work towards achieving those goals. Others write a fresh to-do-list every day listing all the tasks they'd like to complete that day.

Some people just pick one specific action to do each day that will bring them closer to their goal. That may not sound like much, but over 365 days it certainly adds up.

*In your own words, write down the 3 most important points or the 3 points most relevant to you from the reading above.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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*Which methods do you think you'd prefer to use to manage your goals? Circle your preferred method in each section.*

## Section 1: Writing out your goals

Method 1. – Write all your goals out onto an index card you can carry easily.

Method 2. – Type your goals up onto a page you can print out and change easily.

Method 3. – Write your goals out on a note card.

## Section 2: Reviewing your goals

Method 1. – Read through (and maybe tick off) ALL your goals each morning or night.

Method 2. – Review the most important or urgent goals each morning or night.

Method 3. – Put your goals somewhere where you will see them every day.

## Section 3: Planning actions on your goals

Method 1. – Each morning, look at your goals then write a list of what to do that day.

Method 2. – On Sunday, review your goals for the week and write actions to take in your diary.

Method 3. – Each night, look at your goals and write a to-do-list for tomorrow.

## Section 4: Keeping track of your goals

Method 1. – Each night, check off or cross out any goals you achieved that day.

Method 2. – Each week, review your goals and cross off any you have achieved.

Method 3. – Each morning before you plan your actions, cross off the completed ones.

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## Goal Setting Activity

*Let's set another goal for this year.*

Think of a sport or extra-curricular activity or hobby you are playing or doing this year and describe it in the space below.

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Write a goal for what activity you'd like to achieve in that activity this year. Make sure the goal follows the SMARTIES rules.

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List 5 specific actions you could do to achieve this goal and WHEN you will do each action.

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_

Explain how you will remind yourself to take action on these goals.

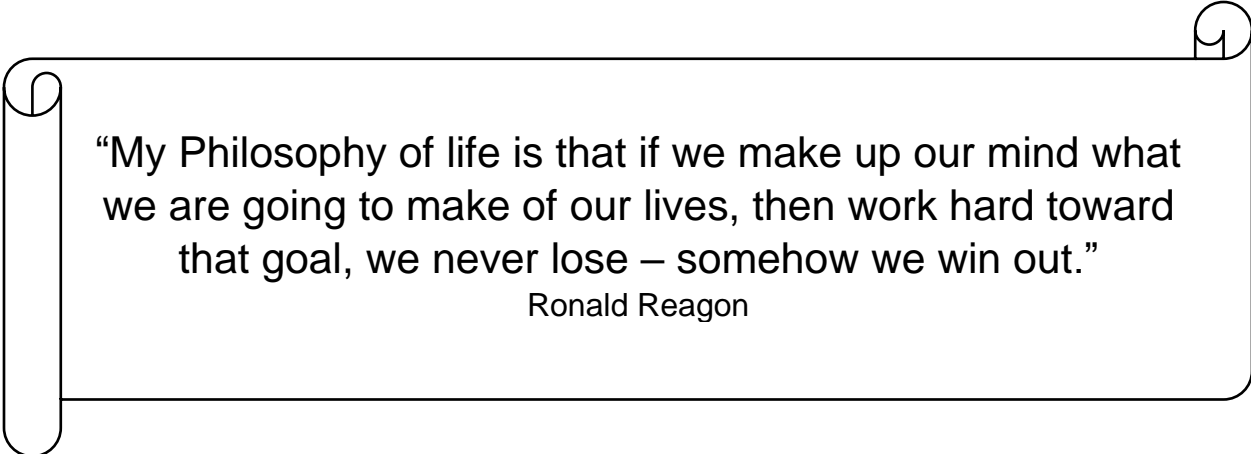
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“My Philosophy of life is that if we make up our mind what we are going to make of our lives, then work hard toward that goal, we never lose – somehow we win out.”

Ronald Reagon

To illustrate or explain the quotation above, either draw a picture or cartoon or write a short story or a poem that expands upon or shows the ideas in the quotation.