Setting & Achieving Your Goals

Excerpt based on

The Twelve Universal Laws of Success

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Planning Your Success

The goals you set for yourself should represent your vision and your deep desires in life. Whether you realize your vision depends on your ability to systematically and consistently attain your underlying goals. The most important element in attaining your goals is the formation and execution of definite, practical plans which work.

A success plan is an organized course of action
That allows you to produce desired results.

The desired result to be produced is the attainment of your goals and the realization of your vision. Producing results reflects your ability to organize your time, plan your work, and work your plan. To construct a great skyscraper requires an accurate blueprint that is diligently followed by the builders. This blueprint is a tangible representation of the vision of the skyscraper in the mind of the architect.

Your success plan is the blueprint of your own vision. It is a tangible representation of the ideas, thoughts and actions that make up your vision. If you diligently follow your success plan, you will get the desired results, attain your goals, and realize your vision.

Constantly monitor the productiveness of your plan. Evaluate the productiveness of your plan on a daily basis. If your plan works, double your efforts for even greater results. Do not waste time on a plan that does not work. If your plan does not lead you on a continuous, step-by-step journey toward your goals; replace it with a new plan. If the new plan does not work either, replace it with still another plan. Continue to monitor and evaluate your plan until you find one that works for you. Give each plan sufficient opportunity to produce desired results.

Pay special attention to your own efforts in executing each plan. Be sure to put in enough time and energy to give your plan a reasonable opportunity to work and produce desired results. Very often you will find that your plan is sound, but it requires more time, energy, expertise, and resources to make it work. Then, it is up to you.

Are you willing to increase your own commitment for your success? Or will you look for a plan that requires a lesser commitment of time, energy, expertise, and resources? The fact is, when you increase your commitment to your goals, you are looking toward success. But, when you accept a lesser commitment; you are heading for failure.

When your commitment is high, and you're willing to give even more, and yet your plan fails, ditch it and get a new plan. Give your best efforts to make each plan work. Don't be discouraged by temporary failure. Most people experience failure because they are not persistent in developing new plans to replace those that do not work.

What can you do to make a success plan, and accomplish the objectives of your plan?

The Nine Step Method to Make a Success Plan.

1. Purchase a daily planner.

Live by the book. Your planner should be the official daily record of your journey *on the path*—your success journey.

2. Write your vision, goals, and target dates in your planner.

3. List the actions necessary to accomplish your goals, and when they must be performed.

4. Write out a brief, but complete narrative statement of how you intend to achieve your goals.

This is your success plan.

Writing Your Success Plan

a. I must accomplish the following goals:
(list goals)_____

b. In order to accomplish (my goals,) I must do the following:
(actions)_____by (dates)_____

c. The most important things that must be done to accomplish my goals are:

(goal #1)_____ (actions)_____ - by (date) _____.

(goal #2)_____ (actions)_____ - by (date) _____.

d. The order of importance in executing the actions:
(action #1)_____first on (date #1)_____

(action #2)_____second on (date #2)_____

e. The tools, materials, resources, or supplies I will need to accomplish my goals are:
#1._____

#2._____

f. The necessary tools, materials, resources, and supplies will be obtained in the following manner:
#1_____on or before (date #1)_____

#2_____on or before (date #2)_____

5. **Revise, study, digest, and memorize your success plan statement.**

6. **Start right away doing the most important things first, then proceeding to lesser important ones.**

7. **Develop a daily timetable showing all actions to be performed and the dates they must be done.**

8. **Plan all actions that must be performed each day.**
   If you fail to perform an action on the day scheduled, move it over to the next day. Merge it in with the actions to be performed that day, in accord with its priority with respect to the actions already scheduled for that day.

9. **Monitor your efforts closely and evaluate your results.**
   Concentrate on your plan of action. Act on it. Follow your timetable. Do not think that only you can perform the actions in your plan. Have other people do things for you.
   Do not spend dollar time on penny jobs. Do all of the important things first and plan to succeed.

Achieving Your Goals

Successful living depends on your ability to identify what you want, your vision for yourself, and then go after it. Once you determine your life vision and your long range goals, you can set annual, monthly, weekly, and daily goals that will lead you to your long-range goals.

Formula for Achieving Your Goals

1. Set a goal for one year.

Write each goal where you can see it many times a day. Place copies of your written goal in your wallet, on your mirror, on the door of your refrigerator -- anywhere that you will see it often during the day. Read your goal over at least three times per day. Be sure to include the date you wish to accomplish your goal in your written statement.

2. Determine what must be done to accomplish your goal.

Write down each and every thing that must be done to guide you to your goal. Be very specific and detailed. List the things that must be done in the order of their importance. Write the date each activity must be started, and when it must be completed.

3. Set monthly goals that will lead you to your full--year goal.

Make the list of things that must be done to accomplish your full-year goal and arrange them by date to be started and date to be completed. Review this date/priority list and write down what must be done each month to guide you to your full year goal. The items listed for each month become the basis for your monthly goals for each of the twelve months of the year.

4. Determine what you must do to accomplish each monthly goal.

Focus on your first month's goals. Organize the items necessary to accomplish your first month's goals by date to be started and date to be accomplished and priority.

5. Set weekly goals for the first month.

The list by date and priority of the items necessary to accomplish your first month's goals become the basis for your weekly goals. Analyze this list by date to be started, date to be completed and priority of importance. Considering the dates to be started and dates to be completed, write out the most important things to be accomplished each week of the first month. Focus on the first week of the first month.

6. Determine what must be done to accomplish the goals of the first week of the first month.

Analyze the first week's goals in great detail. Determine each and every action that must be performed to accomplish your first week's goals. List the actions by priority and date to be performed and date to be accomplished.

7. Set daily goals for the first week of the first month.

Based on the list of things to be done to accomplish your weekly goals, set daily goals which will lead you to your weekly goals.

8. Determine what actions must be performed each day to accomplish your daily goals.

List each day's required activities in the order of their importance. Do the most important things first.

9. Keep a record of your achievement.

Cross off each item on your daily list as you complete it. Try to complete everything on your list for each day. If you do not complete everything on your list for a particular day, carry the items not completed over to the next day and merge them in with the things to be done that day.

10. Learn from past failures, but do not let them slow you down.

If you find that you are not accomplishing the daily tasks you set for yourself, do not be discouraged. Analyze each day's activities and determine what is slowing you down. Devise a plan to improve your performance and implement it right away.

11. Avoid wasting time.

Time cannot be repeated or replaced. The main obstacle to completing each day's activities is improper use of your time. Each moment you should ask yourself, ***"What is the best use of my time right now?"*** Then, act accordingly.

12. Repeat this procedure without fail.

Repeat this weekly routine for each week of the first month, revising and improving as required. Evaluate your performance at the end of each week and resolve to do better. Follow the same procedure for each month of the year. Constantly revising and improving your performance, you will grow in faith and self-confidence.

13. Stick to your goal until it is accomplished.

A winner never quits, and a quitter never wins.

Whether you attain your goals or not is in your hands. If you refuse to accept failure, no matter what, you will succeed.

"If you think you are beaten, you are.
If you think you dare not, you don't.
If you like to win, but think you can't
It's almost certain you won't.

If you think you are outclassed, you are.
You've got to think high and rise.
You've got to be sure of yourself,
Before you can ever win a prize.
Life's battles don't always go
to the stronger or faster man.
But soon or later the man who wins,
Is the man who thinks he can." —C. W. Longnecker

Your Daily Mission!

Start each day with a positive mental attitude. Visualize and focus on your goals. Carefully make your plans. Write them down in detail. List the things that must be done each day to accomplish your goals.

Use every hour of every day to execute your plans effectively to produce desired results. At the end of each day, ask yourself the daily question:

Did I do everything I could today,
To make tomorrow the way I want it to be?

When you can answer the daily question in the absolute affirmative:

Yes, I did everything I could today, with all I had to do it with,
To make tomorrow the way I want it to be!

You are well on your way to the success and achievement you seek and deserve in this lifetime.