

Dr. Mercola's Ultimate Goal-Achievement Article Pack

Meet All Your Goals This Year!

- **How I Set My Goals**
- **Your Health Goals**
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How I Set My Goals

In reviewing hundreds of high achievers over the years, I have found that they all have one thing in common. They have taken the time to sit down and create a clear blueprint for themselves and their future lives. Even if they started the process of goal setting and personal strategic planning with a little skepticism, every one of them has become a true believer.

“Unfortunately, less than 3% of adults have clear written goals with plans on how to achieve them. This summary will help you be one of those 3%.”

Write Down Your Goals

Don't for a moment think that merely thinking about them will allow you to achieve the same benefit. It doesn't work. You simply must write them down.

Personally I had only done this once a year but earlier this year I became aware that a more frequent review would be more effective. And it was. It was absolutely extraordinary and I want to share the specifics of just how I did that.

Separate Your Goals

Rather than write one a list of goals and review it annually I created a very detailed goals list of the following:

- One Month
- Three Months
- Six Months
- Nine Months
- One Year
- Five Years
- Ten Years
- Twenty-Five Years

You may not want to have this comprehensive a list but I would strongly encourage you to consider it, especially the LONG goals. It makes no sense to achieve your short term goals if they conflict or are in no way related to your long term goals. You need to see the big picture here and understanding your long term objectives are the key.

You might want to commit AT LEAST four hours to developing this goal and maybe even an entire day. Don't worry you only have to spend this much time on it the first time. Subsequent reviews go very quickly.

Your Monthly Review - - An Absolute Requirement

So after you compile this it is VITAL that you implement the monthly review process. If you fail to implement this part of the process you will be seriously disappointed in your results. This is a critical part of the process.

After doing this for a few times you will actually be looking forward to this because of what happens in the next section.

Something Magical Happens

I am confident that you that will be as shocked as I was once I started this process. It just amazed me and has been absolutely consistent. You will simply be amazed at how many of your goals you are able to achieve.

The very act of writing them down and putting your focus and subconscious mind on them will help them manifest into reality.

What has shocked me is how many of my long-term goals, like the five and ten year goals that have been implemented in a few months.

So PLEASE PLEASE PLEASE you simply must commit to the monthly follow-up or you will be leaving out one of the most important keys to achieving success with your goals

Your Health Goals

I spent many months developing a free guide that everyone can use. Most people are not aware that it is on my site as it is somewhat hidden. If you have a health goal and need nutrition help then please go to my comprehensive free guide at:

Your Free Health Guide

<http://www.mercola.com/health>

To better serve everyone with where they are at in their health journey the above guide is broken down into the following levels:

- Beginner
- Intermediate
- Advanced

Whatever your goals are, plan them out thoroughly, on paper, and work on them every single day. This is the key to peak performance and maximum achievement.

The first thing to keep in mind is that **your goal must be congruent with your belief system.**

Your mind contains a cybernetic goal-seeking mechanism. Once you have programmed a thought or desire into your subconscious mind, your subconscious and your superconscious mind take on a power of their own that seems to drive and steer you to attainment of your goal, whatever it is.

An important tip in developing goals is to use the word "I" with each goal and write it in the present tense. Your subconscious mind responds only to commands that are personal, positive and in the present tense.

Step 1: ELIMINATE Negative Beliefs!

A desire is completely personal and comes from within. Your actions are usually based on fear or desire. If you are trying to implement lifestyle because you are fearful that you will stay sick

or never achieve the weight or health you would like, you are most likely going to fail. Fear is a powerful force but not one that can spur you towards greatness. Desire, though, is a burning that comes from within and has the power to change our very nature and core.

If you are in fear you will activate the powerful and universal law of attraction, except in the wrong direction. You will typically tend to manifest in your life precisely what you have been focusing your intention on - - just like a powerful magnet.

If you find yourself focusing on your health problems or any other negative aspect of your life I would suggest you immediately visualize a red horizontal line going right through your mental picture and yelling as loud as possible CANCEL!!

Then put your intention and focus on what you want, this way you will positively activate the law of attraction in your life.

Step 2: Develop Positive Beliefs

If there is any doubt in your mind that you may not be able to achieve something, you don't give it your all. In fact, you may very well just set it aside. In order to fully achieve anything, you must believe it is possible at a cellular level. Make your goal of following the diet obtainable.

To tell yourself that you are starting today and that you are going to follow it 100%, may work for some. But it certainly never worked for myself, or the majority of the patients I have worked with and counseled. You also want your goal to be challenging. To say that you are going to cut out fried foods when you only eat fried chicken on Sundays when you are at your mother-in-laws is obtainable, though not very challenging.

But if you have a hectic schedule and are an "eat-on-the-run" person, setting a goal of eating 3 meals per day along with protein every 2 hours is challenging along with obtainable. Set short-term goals that are leading up to your **long-term** goal of eating optimally.

Step 3: Write It Down.

Having a goal of eating optimally, weighing a certain amount or getting a raise is not a goal if it is not in writing. Until you put it in writing, it is a fantasy. Once your goal is in writing, it is concrete. I would encourage you to write out your goal in 2 ways.

The first way is to put it in detail. Be specific on what your life will be like when you have met this goal. Let your imagination run wild. If your goal is eating optimally, write in detail what your meals will look like and what you will be able to do with all the energy you now have.

Then, put this in an envelope to read when you need encouragement and motivation. The second way I encourage writing it down is in one sentence that capitulates what that goal is. For instance, you may write "I choose only foods that add life and vitality to my organs and cells and hydrate myself with clean, pure water." Take this sentence and write it on several post-it notes. Place them in your car, at your office, on your bathroom mirror and one by your

bed.

Before retiring for the night, read your sentence a few times and then spend 1-2 minutes visualizing what that is like.

I have tried this for many goals and have found this quite successful as I detailed earlier in this report I will detail the specific strategy I use with my life goals that has rewarded me with enormous benefits.

Seek to put in as much detail as possible with as many senses involved as if you were creating a film. The more details you can put into the picture the more likely you will be able to successfully achieve the goal.

Step 4: List Of All The Ways That You Will Benefit

This is similar to what was recommended above. The reasons why you set your goal are the forces that will move you in the direction of the goal. The reasons may include having more energy, looking better, feeling great, or fitting into a dress I like. Reviewing this on a regular basis will assist in keeping you motivated.

Step 5: Analyze Your Position, Your Starting Point.

This will provide a starting point, a baseline, to measure your progress. If you are doing this to lose weight, weigh yourself and write down where you are. If you are doing this for lowering cholesterol or blood pressure, have your cholesterol or blood pressure measured and write down where you are.

Step 6: Set A Deadline.

If your goal is to obtain a certain weight, blood pressure, or cholesterol, set a deadline. These are tangible goals. Setting a deadline programs it into the cells to achieve that goal by a certain time, if not sooner.

However, if your goal is intangible, such as optimizing health, do not set a deadline. If you set a deadline on an intangible goal, such as optimizing health or demonstrating unconditional love toward your self and others, the date you set will be the first date your cells are programmed to actually start demonstrating that quality.

If you do set a deadline and fail to reach it, set another deadline.

Step 7: Make A List Of Obstacles That Stand In The Way

After listing all the possible obstacles that you can think of, re-list them in order of difficulty to overcome. The one you list first is your "rock" that you must climb. The obstacles you list may be internal or external. An internal obstacle would be a belief that you have about yourself or an attitude. "This program is too difficult" and "I don't have time to prepare foods" are examples.

If you have internal obstacles, especially if they are high up on the list. An external obstacle is something outside of yourself such as a spouse who brings you chocolate or friends who like to eat out at Italian restaurants.

Step 8: Identify The Additional Resources You Need

There are multiple resources available on many subjects. If there is an area you are pursuing, research it and empower yourself with all of the information you can. Successful people are those who obtain and have information. Arm yourself with knowledge on why a desired weight is more beneficial. Know why too high of a cholesterol is dangerous.

Go and research information on the danger of eating sugar. Know why blood sugar metabolism imbalance is dangerous. Setting a goal and going after it without knowing why you are going after it is a sure-fire way of stopping short of your goal.

Step 9: Make a List Of People Who Might Be Helpful

This list may include family, friends, co-workers, your doctor and whomever else you deem appropriate. You are going to require the help and encouragement of others in achieving any goal. Although you want to be careful in selecting only those who you know will support and encourage you in the fullest.

Unfortunately, there are people out there who seem to sabotage others, especially when it comes to trying to lose weight or achieve better health. Educate the people you select on the reasons you are working toward your goal.

If you present it well, they may even decide to join you and then you will be really supported and held accountable!

Step 10: Make a Plan

Write out in detail the entire plan: what you want, when you want it, why you want it, and from where you are starting. List the obstacles to overcome, the information you will need and the people you need to help you. Use steps 1-9 to help with this.

Step 11: Actively Use Visualization - - The More the Better

Visualization is amazingly powerful. What you see is what you get. And what you eat provides the energy that enables you to become what you want. Picture yourself sitting at a table and only selecting foods that add life and health to the body.

Visualize yourself participating in activities that also add life and provide energy. Picture how good you will feel when implementing the dietary recommendations. Imagine life with health. Take time each day for this. As recommended in step 3, do this at night before retiring while reading the sentence you created.

Step 12: Stay the Course

As they said in Apollo 13: "Failure is not an option."

A lot of the patients I work with at times become frustrated but they do not give up. I have become frustrated at times also with eating optimally and making healthy choices, but I have **NEVER** given up. When you realize how important food choices are to your core being, you will want to persevere.

Surround yourself with those who are choosing wisely and who care enough about you to hold you accountable. We all have days, or weeks, where we slip. The important thing is that you realize this, admit it and get back with the program.

Step 13: Be VERY Clear About Your Goals

Clarity accounts for probably 80% of success and happiness. Lack of clarity is probably more responsible for frustration and underachievement than any other single factor.

You could say that the three keys to achieving your goals are "Clarity, Clarity, Clarity." Your success in life will be largely determined by how clear you are about what it is you really, really want.

The more you write and rewrite your goals and the more you think about them, the clearer they will become about them. The clearer you are about what you want, the more likely you are to do more and more of the things that are consistent with achieving them. Meanwhile, you will do fewer and fewer of the things that don't help to get the things you really want.

Two Vital Keys for Health Independence

There are two great principles for achieving health success. The first Principle is what we call the law of attraction. The law of attraction says that you are a living magnet.

It says that your thoughts create a force field of energy that radiates out from you and attracts back into your life people and circumstances in harmony with them. Any thought you have, combined with an emotion, positive or negative, radiates out from you and attracts back into your life the people, circumstances, ideas and opportunities consistent with it.

How to Attract the Health You Desire

Many people feel that this is perhaps the most important of all mental laws. It says that if you have **a very clear idea in your mind of your desired goal**, to become healthy, and you can hold that idea in your mind on a continuing basis, you will inevitably draw into your life the resources that you need in order to achieve it.

Every person who has become healthy or successful has become healthy and successful as a result of holding the idea of health and success in their mind long enough and hard enough, until they drew into their lives the resources they needed to accomplish it.

Your World Reflects Your Thoughts

The second principle is called the law of correspondence. This mental law is very powerful. It says, "as within, so without." It says that your outer world is like a mirror that reflects back to you what is going on in your inner world.

And this law of correspondence says that **everything that happens outside of you corresponds to something that's going on inside of you**. When we say that your outer world is a reflection of your inner world, we mean both at a conscious and at a subconscious level.

Visualize Your Goals Clearly

If you consciously believe that you have the ability to achieve your goals and you can hold a picture of those goals clearly in your mind long enough and hard enough, eventually your outer world will correspond with it.

Three Reflections of Health

There are three places where we see this law of correspondence. First of all, your outer world of people will correspond exactly with your own attitude.

You will always see your attitude reflected back to you **in the faces and the behaviors of the people around you**. If you have a positive, optimistic attitude, people will respond to you almost immediately, even before you open your mouth, in a positive and cheerful way.

Relationships Show You Who You Are

The second area where we see the law of correspondence is in your relationships. Your relationships will always mirror back to you exactly the kind of a person you are.

When you are happy and optimistic and at peace, your relationships will be happy and harmonious and loving. But when your thinking is disrupted or negative for any reason, consciously or unconsciously, this will be immediately reflected in your relationships.

Inner and Outer Wealth

The third place you see the law of correspondence is with regard to your health. Your external world of health will be a mirror image of your inner world of preparation.

The only part of the equation that you can control is your conscious thoughts, and if you can keep your conscious thoughts on what you want, on your images of health, eventually your external world of reality and experiences will reflect it back to you.

Action Exercises

Here are two things you can do to apply these principles in your financial life:

First, guard your thoughts carefully. Whatever you think about, combined with the emotions of desire or fear, you will attract into your life. Be sure that you are attracting what you want by continuing to think only about what you want.

Second, keep feeding your mind with new information, ideas and pictures of the person you want to be and the life you want to live. By creating this inner attitude of mind, you change the outer aspects of your reality.

Your Belief Becomes Your Reality

By Brian Tracy

The Determinant of Your Success

Perhaps the most powerful single factor in your financial success is your beliefs about yourself and money. We call this the Law of Belief. It says simply this:

- **Whatever you believe, with feeling, becomes your reality**
- **Whatever you intensely believe becomes your reality**

That we have a tendency to block out any information coming in to us that is inconsistent with our reality.

What Successful People Believe

What we've discovered is that successful people absolutely believe that they have the ability to succeed. And they will not entertain, think about, or talk about the possibilities that they'll fail. They do not even consider the possibility of failure.

Positive Thinking Versus Positive Knowing

You always act in a matter consistent with your beliefs. The most important belief system you can build is a prosperity consciousness where you absolutely believe that you are going to achieve your financial goals.

We call this positive knowing versus positive thinking.

Positive thinking can sometimes be wishing or hoping. But positive knowing is when you absolutely know that no matter what, you will be successful.

The Foundation of Willpower

Another principle related to your beliefs is willpower. We know that willpower is essential to any success. Willpower is based on confidence. It's based on conviction.

It's based on faith. It's based on your belief in your ability to triumph over all obstacles. And you can develop willpower by persistence, by working on your goals, by reading the biographies of

successful people, by listening to audio programs, by reading books about people who've achieved success.

The more information you take into your mind consistent with success, **the more likely it is that you will develop the willpower** to push you through the obstacles and difficulties you will experience.

Beat the Odds on Success

Remember that success is rare. Only one person in one hundred becomes wealthy in the course of a lifetime. Only five percent achieve financial independence.

That means that the odds against you are 19-to-1.

The only way that you're going to achieve your financial goals is if you get really serious. To succeed, you must get serious. You must get busy. You must get active. You must get going. Remember, everything counts.

Resolve to Achieve Greatly

Self-mastery, self-control, self-discipline are essential for anyone who wants to achieve greatly. And control over your thoughts is the hardest exercise in self-mastery that you will ever engage in.

See if you can talk and think about only what you desire and not talk or think about anything that you don't want for 24 hours.

Then you'll see what you're really made of. It's a hard thing to do but with practice, you can reach the point where you are thinking about your goals and desires most of the time. Then, your whole life will change for the better.

Action Exercises

Here are two things you can do to build a belief system consistent with the financial success you desire:

First, continually repeat to yourself the words, pictures and thoughts consistent with your dreams and goals. Whatever you repeat often enough, over and over, becomes a new belief.

Second, set a goal for yourself to think and talk only about the things that you want for the next 24 hours. This will be one of the hardest things you ever do. But if you can keep your mind on what you want and off of what you don't want for 24 hours, you can begin to change your entire future.

Apply the 80/20 Rule to Everything

by Brian Tracy

The 80/20 Rule is one of the most helpful of all concepts of time and life management. It is also called the Pareto Principle after its founder, the Italian economist Vilfredo Pareto, who first wrote about it in 1895. Pareto noticed that people in his society seemed to divide naturally into what he called the "vital few," the top 20% in terms of money and influence, and the "trivial many," the bottom 80%.

The Great Discovery

He later discovered that virtually all economic activity was subject to this Pareto Principle as well.

For example, this rule says that **20% of your activities will account for 80%** of your results. 20% of your customers will account for 80% of your sales. 20% of your products or services will account for 80% of your profits. 20% of your tasks will account for 80% of the value of what you do, and so on.

This means that if you have a list of ten items to do, two of those items will turn out to be worth as much or more than the other eight items put together.

The Greatest Payoff

Here is an interesting discovery. Each of these tasks may take the **same amount of time to accomplish**. But one or two of those tasks will contribute five or ten times the value as any of the others.

Often, one item on a list of ten things that you have to do can be worth more than all the other nine items put together. This task is invariably the one that you should do first.

The Most Valuable Tasks

The most valuable tasks you can do each day are often the hardest and most complex.

But the payoff and rewards for completing these tasks efficiently can be tremendous. For this reason, you must adamantly refuse to work on tasks in the bottom 80% while you still have

tasks in the top 20% left to be done.

Before you begin work, always ask yourself, "Is this task in the top 20% of my activities or in the bottom 80%?"

Getting Started

The hardest part of any important task is getting started on it in the first place. Once you actually begin work on a valuable task, you seem to be naturally **motivated to continue**. There is a part of your mind that loves to be busy working on significant tasks that can really make a difference. Your job is to feed this part of your mind continually.

Managing Your Life

Time management is really life management, personal management. It is really taking control over the sequence of events. Time management is control over what you do next. And you are always free to choose the task that you will do next. Your ability to choose between the important and the unimportant is the key determinant of your success in life and work.

Effective, productive people discipline themselves to **start on the most important task** that is before them. They force themselves to eat that frog, whatever it is. As a result, they accomplish vastly more than the average person and are much happier as a result. This should be your way of working as well.

Action Exercises

Make a list of all the key goals, activities, projects and responsibilities in your life today. Which of them are, or could be, in the top 10% or 20% of tasks that represent, or could represent, 80% or 90% of your results?

Resolve today that you are going to spend more and more of your time working in those few areas that can really make a difference in you life and career, and less and less time on lower value activities.

The Indispensable Quality

by Brian Tracy

Dare to Go Forward

Winston Churchill once said, "Courage is rightly considered the foremost of the virtues because upon it, all others depend."

Courage is the chief distinguishing characteristic of the true leader.

It is almost always visible in the leader's words and actions. It is absolutely indispensable to success, happiness and the ability to motivate other people to be the best they can be.

Follow Through on Your Vision

In a way, it is easy to develop a big vision for yourself and for the person you want to be. It is easy to commit yourself to living with complete integrity. But it requires incredible courage to follow through on your vision and on your commitments. You see, as soon as you set a high goal or standard for yourself, you will run into all kinds of difficulties and setbacks.

Refuse to Compromise

You will be surrounded by temptations to compromise your values and your vision. You will feel an almost irresistible urge to "get along by going along." Your desire to earn the respect and cooperation of others can easily lead to the abandonment of your principles, and **here is where courage comes in.**

Stick to Your Principles

Courage combined with integrity is the foundation of character. The first form of courage is your ability to stick to your principles, to stand for what you believe in and to refuse to budge unless you feel right about the alternative. Courage is also the ability to step out in faith, to launch out into the unknown and then to face the inevitable doubt and uncertainty that accompany every new venture.

Avoid the Comfort Zone

Most people are seduced by the lure of the comfort zone. This can be likened to going out of a warm house on a cold, windy morning.

The average person, when he feels the storm swirling outside his comfort zone, rushes back inside where it's nice and warm.

But not the true leader.

The true leader has the courage to **step away from the familiar and comfortable** and to face the unknown with no guarantees of success. It is this ability to "boldly go where no man has gone before" that distinguishes you as a leader from the average person.

This is the example that you must set if you are to rise above the average. It is this example that inspires and motivates other people to rise above their previous levels of accomplishment as well.

The Attack of Alexander the Great

Alexander the Great, the king of Macedonia, was one of the most superb leaders of all time. He became king at the age of 19, when his father, Philip II, was assassinated. In the next 11 years, he conquered much of the known world, leading his armies against numerically superior forces.

Lead the Action

Yet, when he was at the height of his power, the master of the known world, the greatest ruler in history to that date, he would still draw his sword at the beginning of a battle and lead his men forward into the conflict. He insisted on leading by example.

Alexander felt that he could not ask his men to risk their lives unless he was willing to demonstrate by his actions that he had **complete confidence** in the outcome. The sight of Alexander charging forward so excited and motivated his soldiers that no force on earth could stand before them.

Action Exercises

Here are two things you can do immediately to put these ideas into action:

First, set big goals for yourself and force yourself out of the comfort zone by acting boldly - even when there is no guarantee of success. Go boldly where no one has ever gone before.

Second, resolve to act quickly and decisively when you are confronted with a difficult or dangerous situation. Dare to go forward. Practice audacity in all things.

Acting with courage builds your courage and confidence higher and higher.

Achieving Your Goals

Becoming a True Believer

Be amazed at **the incredible power of goal setting and strategic planning**. You will accomplish far more than you ever believed possible if you develop a detailed, written road map to get where you want to go.

The Definition of Happiness

Happiness has been defined as, "The progressive achievement of a worthy ideal, or goal." When you are working progressively, step-by-step toward something that is important to you, you generate within yourself a continuous feeling of success and achievement.

You feel more positive and motivated. You feel more in control of your own life. You feel happier and more fulfilled. You feel like a winner, and you soon develop the psychological momentum that enables you to overcome obstacles and plow through adversity as you move toward achieving **the goals that are most important to you**.

Determine Your Values

Personal strategic planning begins with your determining what it is you believe in and stand for-your values. Your values lie at the very core of everything you are as a human being. Your values are the unifying principles and core beliefs of your personality and your character.

The virtues and qualities that you stand for are what constitute the person you have become from the beginning of your life to this moment. Your values, virtues and inner beliefs are the axle around which the wheel of your life turns. All improvement in your life begins with your clarifying your true values and then committing yourself to live consistent with them.

Fuzzy or Clear?

Successful people are successful because they are very **clear about their values**. Unsuccessful people are fuzzy or unsure. Complete failures have no real values at all.

Building Self-Confidence and Self-Esteem

Values clarification is the beginning exercise in building self-confidence, self-esteem and personal character. When you take the time to think through your fundamental values, and then commit yourself to living your life consistent with them, you feel a surge of mental strength and well being.

You feel stronger and more capable. You feel more centered in the universe and more competent of accomplishing the goals you set for yourself.

Action Steps

Here are two things you can do immediately to put these ideas into action.

First, decide for yourself what makes you truly happy and then organize your life around it. Write down your goals and make plans to achieve them.

Second, begin with your values by deciding what it is you stand for and believe in. Commit yourself to live consistent with your inner most convictions - and you'll never make another mistake

Making Your Dreams a Reality

There is no such thing as unrealistic goals, only unrealistic time frames.

Some experts believe fully that 80 percent of all problems in personal and business life come from a lack of clarity with regard to our objectives and goals.

The word "goals" can be intimidating--it can feel so overbearing that it keeps people from beginning the process. This is why it is helpful to pretend you are a kid again when you are thinking about your goals. What kid do you know who doesn't have a million things he or she wants to do?

Many people will tell you to write down your goals but not have 100 as your target number of goals—however, you can't have too many goals. Here's why:

- Goals have different gestation periods. Some are accomplished quickly, some take many years.
- When we reach a goal, it loses power and importance for us. We need plenty more to keep our conscious and subconscious mind at work!
- The rule of the universe is abundance. Since you can have almost everything you really want, why settle for less?

Do your goals have to be accomplished tomorrow? Next week? This year? Of course not! Your goals can be added to, subtracted from and achieved as you move through life.

Create Your Own Dream List

Let your mind float freely. Imagine that you have no limitations. Imagine that you have all the time, money, all the resources, intelligence, all the education, all the experience and all the contacts in the world. Imagine that you could do, be or have anything in your life.

Write down everything you would want in your life if you had no limitations whatsoever on your potential, as if you have had no fear of failure at all.

It is helpful to imagine that whatever you write down you are guaranteed to receive. Be sure to decide what you want before you limit yourself in advance by thinking of all the reasons why it is not possible. Put the word possible aside for now and just allow yourself to dream.

You might also imagine that you had just been given a check for \$10 million (tax-free). How would you change your life? What would you buy?

It might help if you also consider the following two questions:

What makes you unhappy? "In what situations in my life, and with whom, am I not perfectly happy?" Force yourself to think about every part of your day, from morning to night, and write down every element that makes you unhappy or dissatisfied in any way. Remember, proper diagnosis is half the cure. Identifying the unsatisfactory situations is the first step to resolving them.

What makes you happy? In looking over your life, where and when have you been the happiest? Where were you, and what were you doing?

Goal Guidelines

Here is a checklist to ensure you're using a successful framework to set your 100 goals:

Your most important goals must be yours. Not your spouse's. Not your child's. Not your employer's. Yours. When you let other people determine your definition of success, you're sabotaging your own future.

Your goals must mean something to you.

Your reasons for charting a new course of action give you the drive and energy to get up every morning. Your goals must be specific and measurable. Vague generalizations and wishy-washy statements aren't good enough.

Be very specific!

The more details and precise adjectives and timing you insert the more likely it will occur. Please be sure to use as many features as possible.

Write down your goals in positive terms. Avoid saying I will not be. Your subconscious is very specific and it filters out the negative and will attract like a powerful magnet all the negative things you write down.

Your goals must be present tense. Avoid saying I will have. Write down your goals as if you had your dream today and right now. This will help keep time from sabotaging your achievements.

Your goals must be flexible. A flexible plan keeps you from feeling suffocated and allows you to take advantage of genuine opportunities that walk in your future door.

Your goals must be challenging and exciting. Force yourself to jump out of your comfort zone to acquire that much-needed energy and edge.

Your goals must be in alignment with your values. Pay attention to your intuition and your gut feelings. God gave you these feelings for a reason, please be sure to honor them. When you set a goal that contradicts your values, something inside will twinge.

Your goals must be well balanced. Make sure you include areas that allow time to relax, have fun and enjoy.

Your goals must be realistic. Be expansive, but don't be ridiculous. If you're four feet tall, you'll probably never play in the NBA.

Your goals must include contribution. Unfortunately, many people get so wrapped up in pursuing their goals that they don't have time in their lives to give something back to society. Build this into your goals program.

Writing Your Goals Out

If you're working in a journal or on a sheet of paper, number the lines from one to 100. Turn on some relaxing music. Sit back and relax. Close your eyes. Take a deep breath. Now, open your mind to ALL the possibilities. Limitations and restrictions have NO place in your life anymore. They don't exist.

As you begin to visualize EVERYTHING you want, write your goals down. Start each goal with "I am" or "I will." Ask yourself questions like:

- What do I want to do?
- What do I want to have?
- Where do I want to go?
- Where do I want to live?
- How many homes do I want to have?
- What contributions do I want to make?
- What do I want to learn? From whom? Where?
- Who do I want to spend my time with?
- How much do I want to earn, save and invest?
- What's my ideal net worth?
- What will I do for fun and optimum health?

See if you can write down your goals in 20 minutes. Think like a kid... ask, ask, ask, ask! If you need more time, take it, but keep going! You may want to be the president of your own company or get a 4-year free-ride scholarship to the university of your choice. But you may also want to learn to swim or write a book.

As you write your goals, don't go back and read them. If you do so, you'll probably find that you begin judging every goal--and yourself for wanting them. Just write ... then say to yourself: "This is so. I'm predicting and announcing it to myself."

Do it NOW! Change Your LIFE!

Unfortunately, for some it's not quite that simple--if it were we'd all be living abundant, fulfilled lives. We'd all be floating around on Cloud Nine, happy as we could possibly be. So, what's holding us back? What's stopping us from living the lives we desire? Is it our jobs? Our parents? Our spouses?

We could point fingers all day long at the people in our lives who are not allowing us to do what we really want to do, who are keeping us from our dreams, but they're not really the problem. The truth is WE are the problem. The most challenging obstacle to overcome in our journey to successful living is ourselves. We are our own worst enemy.

The good news is that we can change--we can become our own best friend and greatest ally. How do we do make this happen? By changing the way we think about ourselves and believing that we deserve the best life possible.

The law of self-fulfilling prophecy says that you get what you expect. So why not create great expectations and the highest vision possible of yourself and your world?

Prioritizing Your Goals

To prioritize, find one goal on your list that would have the greatest positive impact on your life if you accomplished it. Here are some steps to help you find that goal:

- 1. Write a time frame beside each goal--one, three, five or 10 years.**
- 2. Then, prioritize each of your four sections (one, three, five or 10 years).**

For example, if your goals are to become a yoga instructor, take a dance class, hire a personal assistant, and remodel your office ...

First you would decide which of these first two goals is the most important to you. This is often charted on what we call a tournament chart--as teams win and proceed in stair-step fashion, you begin to see who will be playing against whom. Goals are much the same way--you whittle them down until you make a decision for one in favor of the other.

As an example:

- #1 Start an exercise program
- #2 Take a dance class

You choose #1--Start an exercise program.

Now, decide which of these two goals is the most important to you:

- #3 Hire a personal assistant
- #4 Landscape the back yard.

You choose #3--Hire a personal assistant.

Out of those two winners, choose which goal you'd like to do first. Start an exercise program or hire a personal assistant ... and the winner is hire a personal assistant!

You simply decide which goal is most important, then this goal moves to the next "round." Repeat this process until you end up with the Final Eight Goals, then your Final Four Goals, then your Final Two Goals ... You've now got a complete prioritization chart of what you first want to accomplish, working backward to your lower priority goals you still want to accomplish in this first year of ACTION.

3. Now, write two or three concise action steps for your Final Four. What are the three highest priority steps you need to take in order to set this goal in motion? Write them down.

Then, start by focusing immediately on the highest priority goal.

Take that highest priority goal and write it down. Decide to focus on and direct all of your attention to one goal at a time, because you can only achieve one at a time. In my wallet, I carry around my highest priority goal written down on a 3x5 index card. I look at it no less than three to five times a day as a constant reminder of my highest priority goal.

There are five main reasons why we don't ask for what we want:

1. Ignorance
2. Limiting and Inaccurate Beliefs
3. Fear
4. Pride
5. Low Self-Esteem

Your belief determines your action and your action determines your results, but first you have to believe.