

## **Goal Setting Pdf Guide**

**Major Goals are not something that can be put on someone's to-do list or on their smartphone. Major goals must be accompanied by a written plan.**

**Yes and the components of this written plan are;**

- **Set your first major goal through an “Evaluation Process”**
- **Develop a “Strategic Plan”**
- **Create a “Tactical Plan”**
- **Set “Deadlines” for completing your tactical plan**

**Understanding the necessity and connection of the Strategic Plan to the Tactical Plan is crucial to the success of every major goal! It's the difference between success and failure!**

**Remember, we're trying to achieve something that's very important to you.**

**We're talking about life changing goals that require a written plan to be successful! This is the only way you can be assured of achieving any goal!**

**"Evaluation Process"**

**Develop a complete list of all the things in your life you would like to change or achieve! Write down everything that comes to mind. For example; your job, your career, your education, your location, your appearance, a vacation home, a trip to Paris, your friends, your habits, your self-confidence, your self-esteem, etc.**

**After your list is complete, you'll begin a prioritizing process.**

**Now begin ranking each item on your list, in order of importance to you, with number one being the most important.**

**Then put the prioritized list away for 2 or 3 days.**

**Then go back over your list to be sure you're satisfied with your initial rankings.**

**When you're totally satisfied with your rankings, your #1 item becomes your first goal to achieve!**

**Now you can proceed to the remaining three segments of the plan.**

**The Strategic and Tactical plans must be in lock-step with each other.**

**In other words, for every "strategy" you write, you must also write several "tactics" which will allow you to achieve each strategy! (Understand this thoroughly!)**

**Read and understand the previous statement thoroughly!! This is crucial to achieving any goal! This is the heart and soul of successful goal setting!!**

**Strategies are clear concise short statements which state "How" you're going to achieve something, in this case, your goal! Write as many strategies as you think necessary to complete the goal!**

**Tactics are detailed statements which show every step you must take to achieve each strategy. Understand this connection completely!!**

Now we'll show you a "Sample Plan" which clearly demonstrates everything we've talked about so far. This is a simplified plan for demo purposes only, but your plan can be as detailed as you like.

## **Goal Setting Plan (Example Only)**

**GOAL Earn \$90,000/year within the next 2 years**

### **Strategic Plan**

- A) Finish getting my accounting degree at my local community college.**
- B) Visit colleges in my area to get the approximate cost for the accounting courses and books I'll need.**
- C) Check with my current employer to see if they will offer financial aid.**
- D) Review with my family for possible conflicts of interest.**
- E) Meet with my current employer to explore promotion possibilities within the company after getting my degree.**

### **Tactical Plan**

- A) 1. Explore all local colleges and community colleges in the area to see which one has the necessary courses which would allow me to get my degree within the next 18 months.**
- 2. Also check all online courses for costs, and which might have accelerated accounting courses that would allow me to finish sooner than 18 months.**

**B) 1. Establish a 4-day timeframe for investigating total costs at the various colleges in my community.**

**2. Weigh all the pluses or minuses of going to a community college vs. an online course, since the online courses can be taken at any time of day or night and might even be cheaper.**

**C) 1. Make an appointment with the Personnel Manager to discuss reimbursement, full or partial, for college or online expenses.**

**2. When visiting the colleges find out if they have any financial aid packages or if they know of any government programs with grants or monies available.**

**D) 1. Discuss in detail, with my spouse and children, my full intentions of how I intend to help myself get promoted to earn more money for the benefit of the entire family.**

**2. Try to resolve any family issues that arise, to be certain I can achieve my goal without hurting the family in any way, since I may be in school 3 or 4 nights a week for the next year or more.**

**3. If obstacles arise, try working on some new strategies and tactics but don't give up on the goal! Remember, you can change the strategic or tactical plan at any time, but not the goal!!**

**E) 1. When I get within a month of achieving my goal, have another sit-down with my current Boss and the Personnel Mgr., and let them know how I've progressed.**

**2. Make sure my resume is completely up to date and ready for transmission to other companies if promotion within my own company is not looking good.**

**The fourth and final segment of the plan segment is, you must establish “Target Dates” for the completion of each item in the Tactical Plan.**

**When you complete every tactic, you will have achieved your goal! Read this again! It’s the key to the goal setting process!**

**Please pay particular attention as to how the Strategic and Tactical plans are linked together.**

**In this particular example plan we have written Five Strategies, A through E.**

**Then we wrote tactics to support each strategy and referred to these as tactics “A” to “E”, to match each strategy letter.**

**However, you might need to write 2, 3, 4, or more tactics for each strategy because the tactical plan must be very detailed.**

**These details are the “key” to the success of your goal!**

**Understanding the linkage between these two plans is crucial to the successful completion of your goal, and every goal for that matter!!**