Cheatography

Goal Setting and Planning Cheat Sheet by tcraig941 via cheatography.com/121949/cs/22529/

Your Goals Should Be:

In Harmony with your dominant thoughts and each other.

Challenging to the degree that there is perhaps a 50% chance of success with the current parameters (not impossibly easy, but not superfluously easy either).

Varied consisting of both tangible and intangible horizons, on short term and long term axes.

Planning Model

1a. Purpose	Define the "why". This must happen before any other step in the process to provide clarity, drive motivation, create criteria, and define success.
1b. Principles	Define the core values and standards that provide boundaries to planning. Creates "in-bounds" and "out- of-bounds" clarity.
2. Envisioned Outcome	Define the "what". Determine what the outcome looks like manifest in the real world. You can't hit a target you can't see.
3. Brainstorm	Once you know the "why" and "what", you can focus on the "how". Go for quantity over quality.
4. Organize	After ideas have been expressed, patterns will begin to emerge. What must occur? In what order? Identify significant pieces, sort by components, and detail to the required degree.
5. Determine Next Actions	Within the structure of the plan, next action must be defined and assigned for each moving part. This includes concrete steps to completion as well as next steps in the planning process.

12 Steps to Goal Setting (cont)

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3. On Paper	Write it down! Just in setting your goals to paper, you begin to make them real.
4. Benefits	List every conceivable reason as to why achieving this goal would be beneficial to your life
5. Starting Point	Analyze the starting point. Be brutally honest and thorough in creating a complete picture of where you're at.
6. Deadline	Set a deadline! Be aggressive in setting your initial deadline and flexible in updating it as things progress and change.
7. Obstacles	Make a list of every obstacle on your path to success. Identify the biggest obstacle (Limiting Step) and take every action to mitigate it.
8. Additional Information	Identify all of the information, resources, training, or skills you will need to be successful.
9. People	Make a list of every person who could help you on your path to achieve this goal.
10. Plan	Make a plan and commit it to paper. This plan can and will evolve and change, but giving yourself a starting structure is critical to taking action
11. Visualize	Use Visualization to build the desired outcome vividly in your mind and use this image to motivate you.
12. Commitment	Make an unbreakable commitment, in advance, to NEVER give up until you achieve your goal. If you cannot do this, it is either a goal not worth achieving, or you are not being honest with yourself about achieving it.

12 Steps to Goal Setting

1.	Develop intense, burning desire to see the outcome
Desire	manifest in the real world.
2.	Develop the unshakable belief that you are capable of of
Belief	achieving what you envision.

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