



# Setting & Achieving your Goals

## A 6 Week Online Course

I have put together an online course, with the same type of material that a full-3-day workshop or 10 session coaching programme on "Setting and Achieving your Goals" would contain.

**For whom:** This course is suitable for anyone from 13 years of age and older.

### After completing this course you will be able to:

- *Build a habit of successfully setting and achieving goals*
  - *Know how to write down goals such that it is much easier to achieve them*
  - *Understand the psychology and neurology behind goal achievement*
  - *Learn how to motivate yourself when your motivation is flagging*
  - *Understand the role of your thoughts and feelings in achieving goals and know how to change them to work for you*
  - *Deal with fears, excuses and doubts that stop you from achieving your goals*
  - *Know what to do to get moving again when you feel stuck*
  - *Understand how your values influence motivation and how anti-values contribute to self-sabotage*
  - *Understand how to ask the right questions to move you forward*
  - *Overcome procrastination*
  - *And more.....*
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- It is a [six-week online course](#). Each week beginning on Monday and on the three subsequent Mondays I will email you notes and information on setting and achieving your goals. There will also be work for you to do. This work will be exercises as you would do during a workshop or coaching session.
  - The work you can do in your [own time anytime during the week](#), and should take between 2 - 3 hours a week to complete.
  - During the course of the programme - which means up until one month after the last session has been emailed to you, you can [email your queries, comments, issues, etc., to me, to which I will reply as if in a workshop or coaching session. Feel free to email anything as often as you need to. You can send an unlimited number of emails to me while you are busy with this online course.](#)
  - Once a week when I email out the notes, exercises and self-coaching work for the week, I will also [collate the queries, comments and issues](#) that everyone who has ever done the course has sent in, together with responses, and email them to everyone signed up for the course. No names will be mentioned so people can remain anonymous. However you will get the benefit of the questions and comments from others who have done, or are currently doing the course.

You need to register and pay before starting the programme. You can start the programme at any time.

### The outline of the 6 week programme is as follows:

**This whole course is designed to create new habits of setting and achieving goals. The process you follow is specifically designed to develop new habits. Just by going through the course and doing each step you will develop new habits that make you excellent at setting and achieving goals.**

**Week 1:** How to set and write down goals in any area of life you choose to set goals. Examples of well-written goals in different life areas. The psychology and neurology behind writing goals so they are much easier to achieve. Identifying your values and aligning goals with your values. Making a commitment/contract with yourself to see your goals through to the end. Identifying fears, excuses and doubts around achieving your goals

**Week 2:** Understanding your fears, doubts and excuses that stop you from reaching the goals you have set. Overcoming your fears, excuses and doubts that get in the way. Challenging your limiting thoughts and learning new positive and empowering thoughts that help you achieve your goals. Building confidence. Using visualisation. Anti-values and understanding how you self-sabotage. Taking steps towards achieving your goals.

**Week 3:** Defining milestones and action steps. Developing the plan. Resourcing yourself for success. Understanding the role of, and implementing rewards. Identifying obstacles and actions to overcome obstacles. Examples of different milestones and action steps for various types of goals. Understanding the payoffs for not achieving my goal and dealing with the real consequences of these. What skills, knowledge, and qualities do I need to reach my goal? And how to get these. Taking more steps towards achieving your goals.

**Week 4:** Managing the plan to achieve goals. Understanding the role of thoughts and feelings in achieving certain results. Managing mood states for peak performance. How to motivate yourself at any time. Getting the environment and the people around you right for the achievement of your goals. Measuring and monitoring progress to keep you going. Taking more steps towards achieving your goals.

**Week 5:** Managing the plan to achieve goals. Weekly check in sheets to keep you on track and identify what is making it difficult to keep on with taking the actions needed. Understanding the importance of asking the right questions, and some right questions to ask yourself each week that will help you identify what is stopping you and get you to move forward. Overcoming procrastination. What to do when you feel stuck. Taking more steps towards achieving your goals.

**Week 6:** Managing the plan to achieve goals. Understanding how change works. Celebration and reward. Changing habits. Templates for weekly actions for the rest of the year to keep you on track and ensure you reach your goals. General tips from people who regularly achieve or exceed their goals. Taking more steps to reach your goals.

Contact: [penny.holburn@live.co.za](mailto:penny.holburn@live.co.za) for more information or to book for the course. You can start the course at any time.