



Setting & Achieving your Goals

A 6 Module E-Course

I have put together a course you can do with just email on “Setting and Achieving your Goals”. This course contains material that I use in one-on-one coaching and workshops, and has helped many people succeed in achieving their goals.

For whom: This course is suitable for anyone from 15 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 your thoughts and feelings play 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.....*

There is also another not so obvious benefit. This course teaches the basic life coaching skills, so you can use the material to help your kids, your staff, or anyone else you know learn the basics of how to succeed in life.

- It is a [six module E-course](#). I email you all the notes and information and exercises.
- The work you can do in your [own time anytime during the week](#), and should take between 2 - 3 hours a week to complete.
- While you are doing the course you have access to as much email coaching from me, as you would like.
- On completion of the course there is a certificate available

You need to register and pay before starting the programme.

Testimonials:

“Before doing this work I felt directionless and uninspired by my situation. I struggled to identify what I wanted and had no idea how to go about achieving my goals I did set for myself. I have managed to make significant breakthroughs in both the career and health aspects of my life. I have altered my career path to better suit my strengths and found the strength to quit the job I was unhappy in. I have gained the confidence to recognise and embrace a new career opportunity. I have also managed to turn my health around after an extended illness and am feeling generally healthier and fitter than I have in years. I have never felt in better control of my life,” ~ Sue, Architect

“This whole process opened my mind to how to get what I want in life. I would recommend going through the process.” ~ Lee, Divisional Head.

The outline of the 6 module 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.

Module 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

Module 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.

Module 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.

Module 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.

Module 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.

Module 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 for more information or to book for the course.

Below are some pages of extracts from the course to help you get an idea of what the course material is all about. The full course material is about 120 pages, each module being around 20 pages.

EXTRACTS FROM THE COURSE

Setting and Achieving your Goals

Welcome to this course on Setting and Achieving your Goals. After you have completed this course you will be excellent at setting and achieving goals. You will have learned the skills and techniques and the process to follow, to getting what you want in life in any area of life.

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

We talk about setting as well as achieving goals, because deciding on the goal you want to achieve and how you phrase it and write it down, plays a very important role in whether or not you will achieve it. In order to achieve a goal you first have to set one. And in order to make it easier and more likely you will achieve it, there is a specific way to set the goal.

In this first module we will look at how to decide on and then write down a goal. Examples of well-written goals are provided for you to have a look at and if you want me to read through your goals or make any comments then just email them through to me. While talking about how we write goals we also talk about the psychology and neurology behind setting goals. The human brain is designed to set and achieve goals. It is something, that unless we are ill (physically or mentally) or have some brain injury, we would do automatically. Look at a new born baby or a young child. Normally no one needs to struggle to get them to walk and talk and achieve goals. They just do it. And they carry on and persevere until they have achieved that goal, and then they move onto the next. Our brains, even as adults, are like that. We are designed to set and achieve goals. We like setting and achieving goals. We get a lot of satisfaction and reward, and we grow in confidence from achieving goals. Unfortunately by the time we are adults, there are a lot of limiting

thoughts, doubts, fears and excuses that we have learned, which for the most part represent our being scared of failure or rejection or looking silly, which get in the way and stop us chasing our dreams.

We all have dreams about what we want to do in our lives. We have dreams about how we want our lives to be. Even if you don't think you have, or are not aware of any dreams, look deep inside, and you will see that at some stage you have had dreams of how you wanted your life to turn out. Maybe someone crushed your dreams. Maybe you were told you were expecting too much or you were not up to such lofty ideas. If you have dreams the chances are very good that those dreams are exactly what you are meant to achieve. To achieve your dreams you break the dream down into step-by-step goals that you need to achieve to fulfil your dream.

So goals are normal, goals are natural, and goals are the way we accomplish anything in our life.

Once you have written your goals, there is a values exercise to do. If your values do not align with your goals then you need to rethink your goals. Your brain is designed to move towards activities that get your values met. This happens at a conscious and sub-conscious level. Mostly we are not even aware of it. We just find that there are some actions we avoid and others we love to take. These are based on our values. Once you know your values (and values can and usually do change over a lifetime) you want to check that achieving your goals will result in your values being fulfilled.

Once you have written your goals down and are happy with them, you are going to make a contract with yourself to see them through. When we make a contract with ourselves we are making something a project and so we are more inclined to see it through. You will even get to name your project. Everything in life is challenging, including seeing through all the actions that will result in you achieving your goals. Make achieving your goals important. Put achieving your goals on project status and give the project a name. You are worth it. Your dreams are worth it. Having what you want in your life is worth it.

Then we conclude this module with identifying some of the fears, excuses and doubts that come up when we think about going for our goals. If there were no fears, excuses and doubts, you would most likely have already achieved your goal. So what is in the way? What has stopped you from achieving this goal to date?

Setting Goals

You may know exactly what you want to set as goals. However before you make the final decision, I would invite you to consider all the areas of your life: Financial, Career/Vocational (if you are a full time student then that is your vocation, if you are raising children and are a full time stay at home mum or dad then that is your vocation), social, family, physical health, mental health, personal development, spiritual. Consider how happy you are with each of these areas. Then consider if you want to set goals for any of them.

Financial:

Career/Vocation:

Physical:

Mental:

Personal Development:

Social:

Family:

Spiritual:

For each of the above categories, rate how happy you are on a scale of 1 -10 where 1 means that area of your life is really awful and 10 means you cannot imagine how it could be better. Then decide if you want to set goals for any of the areas. When you are setting goals, you can set goals for up to 3 areas, depending on how big the goals are. For physical, the goals often are about keeping up with a fitness or eating plan and so just require you to adhere to a plan. So these goals can be fairly easy to action. And it is very possible to have another goal, such as a career or financial goal together with the physical goal that you can achieve. A social goal may also be about putting in place a plan and then sticking to it. For example a social goal may mean meeting 3 new good friends over the year and attending/hosting two social functions each month. In addition to this goal, you can have and achieve goals in other areas of your life. If you are trying to set goals to study, get promoted in your career, fix your finances and move house, as well as find the partner of your dreams;

that could be way too much for one year. So think about the number of goals you want to set and what each entails. And decide on a sensible number of goals.

The following are some examples of goals you might want to have. Note that goals are quite specific. “I want to be wealthy is not a goal”. It is too vague. If it is a goal you must be able to say if you have achieved it or not. Other people must also be able to determine if you have achieved your goal or not.

Examples of types of goals you could set:

- I want to finish my degree
- I want to pay off all my debt
- I want to weigh 70 kgs
- I want to be able to run a 21 km half marathon
- I want to be earning R60k a month
- I want to have paid off my house
- I want to have three more new very good friends
- I want to be promoted to manager this year
- I want to find a new job as a..... this year
- I want to play soccer for my club A team
- I want my blood pressure down to 120 over 80
- I want to be able to afford and take a three-week vacation to Greece without incurring any debt
- I want to find someone for an intimate relationship
- I want to manage my anxiety and depression well

Etc.

Now write down what some of your ideas are for goals.

Identifying fears, excuses and doubts

When I get clients to write down their goals, and in fact when I also write down my goals, there is a combination of excitement and nervousness. As we write down our dreams and plans, so, in the back of our minds, all the reasons why we may not make it start to come up. The excuses jump into our heads. The fears we have start to emerge. All the doubts we have about ourselves and even others, make themselves known. And this is often the time when people abandon their goals. They give up. They let the excuses, fears and doubts get the upper hand. And suddenly that goal is no longer something they are prepared to go for.

As you go through the process of writing down your goals you will have excuses, doubts and fears rearing their heads. I don't want you to forget about them. Burying your worries and fears only means that they will surface later on, and sometimes in a more malignant form. I want you to write them down. Write down every thought that comes up relating to why you feel you cannot, or will not, or should not, reach those goals. All you have to do is write them down and then go back to working on the material in this module. As we go through this course we will learn how to deal with the limiting and negative thoughts, fears, doubts and excuses you have identified so they don't stop you from reaching your goals.

There are many examples of the types of things that people write down as fears, excuses, and doubts (FEDs). They will depend on the life areas in which you have set goals. Examples:

- My family were always poor and so I will also always be poor.
- I do not have a tertiary education and so I will never make a lot of money
- I am too old to find a new job
- I don't have the qualifications needed for that job
- I am too old to get fit now
- It is too risky to start my own business
- No one will ever love me
- I am bad at managing money

The more you are aware of your excuses, fears, and doubts, the more you are able to challenge each one. Remaining unaware of what is holding you back is only going to continue to hold you back. You cannot deal with something you don't acknowledge. Once you know what is in the way – what holds you back – you are half-way to solving it. Later on in this course we are going to look at how you challenge your fears and excuses, and how you get past self-doubt when we deal with negative and limiting beliefs. To be successful in life you need to become conscious (aware) of what holds you back. And mostly it is what you tell yourself, your thoughts and beliefs.