

GOAL SETTING, ACCOUNTABILITY



The following downloads explain what to do, but it's this download on which you'll write down everything about your GOAL.

First read the WHAT, WHY and WHEN downloads.

1/You need to identify exactly WHAT is it you want, and you need to be specific.

Written positively, in the present tense, and if it's already been achieved, write down exactly WHAT you have achieved.

2/Write down WHY you want to achieve this goal.

3/ Write down the date before WHEN you want to achieve this goal. You need to write down a date so that you have a set deadline.

WHAT, WHY, WHEN



1/WHAT do you want?

Whatever it is that you want to achieve you must be very specific about it? WHAT DO YOU WANT?

The same applies when You are instructing a team or an individual-
The WHAT is expected of them must be specific
so that there is NO room for confusion

2/WHY do you want it?

The reason WHY you want to achieve the goal is as important as the WHAT.

The WHY part of the goal becomes the emotive driver-the passion attached to achieving the goal.During the journey of pursuing your goal there will be times when the challenges and obstacles arise. It's during these times that you need to look at the **WHY** part of the goal because, if the **WHY** is big enough, directly connected to your needs, values or principles, then the passion will be there to continue.

If it is not big enough, then distractions, procrastination and discontinuing the pursuit will probably occur.

If the **WHY** is not big enough and you're considering giving up on your goal, then you need to re-visit WHAT is it you want to achieve.

re-evaluate, re-assess and change the WHAT, but don't give up on your goal as this can set a precedent

A leader is always able to answer WHY
a team has been given specific instructions and
WHY they need to follow through with it.

WHAT, WHY, WHEN



3/ **WHEN** do you want it?

A date **WHEN** you wish to achieve the goal needs to be identified.

It's important to write down **WHEN** you wish to achieve the goal as not only does it become an objective, but it becomes a measurable objective- You can monitor your progress.

Life is busy and another reason to determine a date **BEFORE WHEN** the goal needs to be achieved is that it needs to fit into your (busy) life along an achievable timeline.

Be as realistic as possible with your timeline.

Don't set a date far in the future just to add extra time and don't set it too soon which could result in adding too much pressure.

TAKING THE FIRST STEP



- . One of the reasons many of us give up on our goals is that we're not sure how we're going to get to the end result.
- . The secret of getting started is not to worry about getting to the end result but rather to identify the first step needed, setting a date when you'll begin, having the courage to take the first step and then committing to seeing out the end result.
- . You now have the WHAT, WHY, WHEN of your goal..What next?

Decide what is the 1st thing that is needed to happen to get the journey started. Now that you have established the first step-put a plan into place to further your journey.

WHAT NEXT?



01

Put Into your diary what you're going to do and when you're going to do it. Communicate this clearly with yourself.

02

Motivate yourself to keep going even if the goings get tough.

03

Monitor your progress.

04

If things aren't working out , adjust your plan.

05

If you lose interest and give up-how can you hold yourself accountable?

06

If you carry on till the end- pat yourself on the back and reward yourself.