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About the Author

Archie Vernon made most of his goals over the last few years. Before that, he'd thought it wasn't necessary because he was making a good income and enjoying himself.

He said, "Like most people, I was more interested in enjoying myself earlier. And, I did a good job of that!"

"But, the financial crisis and tightening job market started to bite." I realized that just coasting along wasn't enough any more."

"I needed to sort out everything and look to the future instead of staying focused on the short-term. It was more difficult to get my head around it than I expected."

"Some ideas sounded good and fairly simple, but didn't work as well for me. I adapted some ideas and gave up on others."

"Over time, I gathered some tactics which I was comfortable with. I had to invest some time and effort but the results were worth it."

"I want to help my readers learn from my experience (including some mistakes) and research so they can set and achieve most of their goals with less effort and stress than I did at first."

"I've kept everything simple and easy to follow. I've discussed how I handled mistakes and disappointments so they have minimum impact. It's important to realize these incidents can have hidden value which makes a great difference later on."

"I've discussed how to look at new opportunities and how to decide which have value for you and which are just distractions which cost you more than you get from them."

"Some of the most important things in the book are dealing with fear, doubt and what you need to do when things are going real well."

Archie said, "I believe that this ebook will help my readers to focus better on the most important things in each area of their lives so that they achieve more and enjoy the rewards they earn."

Introduction

Everyone has needs and wants which they believe would make their lives better. People have different ways of trying to get what they desire. They may just buy a lottery ticket or adopt a more positive attitude which they believe will attract more positive results in their lives.

These methods work for some people sometimes.

But, most of us realize that we probably need to put in effort and time, and possibly even make changes in our current way of life to have a better chance of success.

That's where goal-setting comes in. We make a plan and work out what we need to do to obtain the desired result.

We review our current circumstances and resources. Then, we plan what we need to do to achieve the result we want.

Dreams and Goals

A **dream** about a particular outcome can increase your desire for it, but it will not give you the result you want.

Goals are "Dreams supported by a Plan". They are the basis of every successful project. You can use Goals to help you improve almost every area of your personal and business activities.

Without a plan and a clear idea of exactly what you want to achieve, I guarantee that you will waste valuable resources, lose focus and probably fail to achieve even a small part of the results you have the potential to deliver for yourself, your employer and your family.

The moment when you finish putting your plan into your computer, tablet or on paper is when you start making your goal real and achievable.

The information here is based on the experience and achievements of the author and many other people from a wide range of backgrounds.

No-one can guarantee that you will get your first or every goal you aim for. But, we know that your plans will be improved by learning from our research

and experience. I'll show you what I learned about reducing the number and severity of my mistakes, but they cannot all be avoided.

I'll show you how you can get value from some and ignore many of the others.

I've kept the suggestions simple and easy to follow because that's how I like to be shown things.

I can't help you to get all you desire while avoiding any work, or gain instant euphoria without a special phrase.

This book is based on the real world. It will help you gain real results in less time and with less stress.

You will need to invest time, energy and other resources. But, it will be worth it.

Some goals may not be achieved despite your best efforts. But, you will learn to get value from them with a careful review which will help you to improve your results with larger goals in the future.

As you progress toward your Goals, please remember Goals must be:

- ▶ Important to us
- ▶ Within our ability
- ▶ Clearly defined.

Goals are not set in stone.

Circumstances change and so do we.

Dreams, Goals and Resolutions

Our thoughts are filled with dreams and goals. We believe that attaining them will make our lives better; more enjoyable and fulfilled.

This section gives you some ideas for selecting and focusing on those ideas which have the most potential for you right now.

Resolutions

Many of us make resolutions, mostly around the end of the year, fully intending to make positive changes in our lives to benefit ourselves and our families.

About 95% of all those resolutions are derailed before January is over.

Some are never taken seriously by the person who makes them. Others are not committed strongly enough to withstand the temptations (smoking, eating, etc.,) which they intended to curb.

Some people stick to their resolutions and some of those achieve their targets. But, the odds for success are low.

The basic reason is that our focus is on the cost of keeping going which rarely wins against the appeal of getting quick satisfaction from whatever we are trying to reduce our use of.

If we focus on the ultimate benefits of keeping our resolutions, we may get better results.

The real secret is to represent the goal in some physical form, make your mental image as clear as possible and put a timeline on when you will accomplish it.

Dreams

It's important to have dreams. A dream can be the source of a goal which could transform your life or even inspire a whole nation.

But, some become a negative force when the person with the dream retreats to their dream world instead of working out how to improve their real

environment. They waste time and energy without any hope of real improvement.

We must dream. But, then we need to make the next step and focus on using the best of the ideas which our dreams give to us.

We need to make them become real through setting and achieving our goals.

Dealing with Fear

Fear is part of our nature.

It helps our body to prepare and employ natural defenses against threats we have to deal with.

When fear takes more of our attention than it should, we start to lose confidence and become less effective.

I know many people who have been unable to deal with some problems because fear made them unable to deal effectively with the thoughts they have about the potential problem.

Keep in mind that everyone faces problems and many are unexpected. In those circumstances, some fear and doubt is natural.

You can reduce the negative effects of fear by reviewing each situation objectively and getting as much information as possible about it.

Knowledge is our first line of defense against being overwhelmed by fear and doubt.

Knowledge is a great antidote for any kind of fear. It will help you to avoid wasted worry and effort.

Instead of starting to tense up, ask yourself these questions:

- ▶ What is the most likely outcome of the situation?
- ▶ What is the worst possible outcome?
- ▶ What would be the effects on me/my family of that outcome?
- ▶ What can I do between now and when the problem surfaces to reduce or remove the impact?
- ▶ Do I need to do anything?
- ▶ If so, when should I act?
- ▶ Do I have the skills or experience to deal with the problem?
- ▶ Can I ask, or pay, someone else to handle the problem?
- ▶ Can I get help to prepare to deal with the problem?

This will help you to focus on the real challenge and its possible effects, so that you can deal more quickly with the important challenges.

You should make a version of that checklist which reflect your background, circumstances and desires. Then, work through it carefully.

I find that these questions can help eliminate many causes of worry and stress.

Good and Bad Targets

Even before we start to plan how we will achieve a highly desired goal, we must decide which are the best goals for us to target among all the available options.

With limited time and resources, and an enormous range of desirable items, opportunities and experiences being offered through all the different media, we can find ourselves distracted so it is difficult to decide which goals we should concentrate on.

Our minds are filled with dreams. Some people never get much past this stage and settle for a less successful and quieter life than they may have achieved.

You might have a strong desire for a particular goal, but your mind fills with fear and doubt which hold you back from even attempting to achieve it.

An honest review of your abilities and experience will help you to focus on those areas you are most likely to succeed with.

I know that some people have chosen something they like which is outside their previous areas of activity and become very successful.

But, those people have that idea solidly in their sights already. All I can do for them is give them some tips which may help them achieve their destiny in less time and with less hassles.

Most of us need to match the goals to our backgrounds, especially when we are just starting to set goals. When you have had some successes, you will probably have more time to investigate options which appeal to you but are outside of your experience.

Some small goals will not require a lot of reviewing. They are valuable experience and will build the confidence you need when you tackle larger projects.

Ask questions about the cost and time required to achieve your goal. Those costs may include giving up some other things you do so that you have the time, money and energy for your main project.

The Internet is usually the first step for checking anything today. But, there is more bad information than ever being pushed out every day. Some sites appear to offer information but are really just giving you disguised advertising and promotional material.

If you are looking at a career choice or different job within your industry, try to find people that do the job already. Buy them a coffee, attend their lectures or watch their webcasts.

Remember that technology is making rapid and dramatic changes to many types of work. Some jobs which have been highly desired are becoming obsolete.

Ensure the information you base your plans on is up-to-date. You can get current information in publications and websites which relate to the industry. You need to make a careful estimate of the time needed to achieve your goal.

If it is a long-term goal, your timeline should include some milestones which show where you will reach important points in your progress. These will help you judge your progress and reaching them will boost your self-confidence.

Check whether striving for your new goal will cause conflicts with any of your current commitments?

You may have to choose between them or perhaps delay your new project until you have completed other work.

You may feel that you do not have enough time or other resources available to handle the new project as well as doing your regular work to an acceptable standard.

Or, you may feel the new project is a good fit with your ability and the type of work you want to focus on.

The potential benefits might make you decide to reduce your involvement in some other activities so that you can get started.

Keeping on Track to Success

We all have times when we just don't have the drive to take another step. This section will examine some factors which can limit your success or stop your progress almost without warning.

No Worthwhile Goal



After a lot of effort and some pain, you may start to feel that you have no path forward.

This frustration can cause you to become depressed and anxious. Over time, it will affect your health and relationships.

It is vital that you review your goals. You should discuss the current pressures and needs with your partner.

Review your situation and think about adjusting the goals you have set.

That may only require that you reword your goals so that they more closely fit what you really want to achieve. If your TV is cloudy, you clean the screen. If you can't visualize the target clearly, you will find it hard to keep motivated.

Perhaps your needs have changed. You may be working at a goal which is not as appealing to you any more.

You may need to give yourself some time away from your daily responsibilities. If you aren't getting any inspiration or enjoyment from daily life, you're not going to feel like applying yourself 100% to the next problem you face.

The Goal is too BIG!

Sometimes, a goal that seemed achievable when you started can start to overwhelm you. You may have to cut back, give yourself more time or cut the original goals into smaller pieces.

Nobody Climbs Mt Everest Alone.



Every climber that attempts any peak will have a plan like you have for your goals.

On major peaks, they will have a support team and may have to file their plan with the local authorities.

It is the same when the pioneers in their wagon trains going West started their long trek.

When you start your climb to your goals, you will need the support of those around you.

The more you are able to communicate and support them, the more they will be able to help you.

Through each stage of your journey, you need to check with them about any concerns they have and let them know what you are feeling yourself.

I know people that try to keep the problems they face away from their family because they don't want to upset them. The result is often that they cannot deal with the problem single-handed and the other members of the family are less able to help because they don't know anything about it until it may be too late.

The trails the wagon trains followed were littered with expensive furniture and other valuable items which the owners realized were too much of a drag on their progress to keep carrying.

As you proceed, you will find that you may have taken on commitments which get in the way of your main tasks. Some things may have to be put aside so that you can concentrate more resources on your main progress.

You know the help which the people around you provide, but many of us forget to acknowledge that. Sometimes, they don't say anything until the person has died. A British writer reminded his readers that it was important to give flowers to the living. Then, they can smell and appreciate them together and strengthen the bonds between them.

Failure is Not "The End"



Everyone experiences failure, great or small, in their personal and business activities sometimes.

Although we all have heard of examples like Thomas Edison, who produced hundreds of inefficient bulbs before getting one which had commercial potential and Abraham Lincoln, who had some political defeats before eventual success as one of the U.S.A.'s most inspiring

presidents, recalling their eventual success probably doesn't lessen the effect of our personal disappointments very much.

To properly assess the importance of a failure, always put the defeat in perspective.

What long-term effect will it have on you? Most will have no lasting negative effect unless our mindset keeps them popping up in our thoughts for months or even years to come.

Are you just worrying about how the incident might affect some people's opinion of you? That is an irrational fear when you don't know how the other people will react. Most people have too much going on in their own lives to keep tabs on your minor ups and downs.

Most people will soon forget the incident unless you make a big deal of it.

But, if you bounce back and then get on with your life, they are likely to notice and some will be impressed.

At some point, we realize that mistakes and defeats are inevitable.

A friend says, "I've learned some of my most valuable lessons from mistakes that I made. The most important one is probably that most are less destructive than the worry that I used to let them dump on me."

Reasons not to set Goals

Not everybody believes that writing out a list of goals and steps to get you to them is the best way to go forward.

I've heard many alternative views and these are my responses to the most common ones. I hope this will help any of my readers who are undecided about the value of goal-setting for them personally.

Sticking to a written plan makes life too regimented: Having a plan lets you organize your time and commitments so that you can avoid stress or missing social and family commitments. If you are not organized, it is your personal activities and commitments which are usually sacrificed so you can keep more pressing commitments.

That causes regret and friction with the people who are most important to you.

Remember that your plan is entirely under your control, so you can adjust it any way you want to if your circumstances or interests change.

I have everything planned in my head. Writing it down won't help me do any better: My experience makes me think that it would.

Putting my goals and a timeline on paper made it more "real" for me. Writing it down helped me to sort out important details that weren't fully clear before.

With the amount of information which we all have pushed at us each day, there have to be times when we forget some things. Writing them down helps us to understand each topic better and then we can remember it more clearly as well.

I'm young and just want to enjoy life for a while. I'll do that boring stuff later when I'm ready to settle down: I understand that feeling but setting goals doesn't stop anyone enjoying themselves. It doesn't take much time and helps you get more out of every day.



Smart Goals

Setting goals can involve life-changing decisions or minor ones.

One popular way of evaluating goals of any type is the S.M.A.R.T. criteria which are used to evaluate many aspects of business performance.

S.M.A.R.T. is an acronym for Specific, Measurable, Achievable, Realistic and (subject to a) Time Limit.

Specific: The more clearly we define our goal, the more chance we have of attaining it. If you say, "I will be rich within five years", your statement is far too vague.

Exactly what do you mean by "rich"? Your subconscious cannot engage in your plan unless you say something like, "I will have \$200,000 clear of all commitments by the 14th February, five years from now".

That way, you set very clear parameters that you can focus on. Checking your goal and its supporting plan against the rest of the criteria will give you more to think about.

Measurable: We need to be able to measure the result of our effort and make checks on how we are progressing. If the target is not clearly defined, we won't be able to properly focus on it.

Attainable: A goal that is not in line with the resources which we can put into achieving is likely to fail. Checking this point before we start gives us a chance to adjust the goals or make more resources available for attaining it.

Realistic: If we set too many goals or some that are beyond our reach because of outside factors, we could miss most of them.

Time-limited: It is very important to set a time limit for each of our goals.

If someone is ploughing a field, as well as completing the ploughing, they must finish while they still have enough time to complete their other work.

We need to set a time limit so we can measure our actual progress and possibly adjust our level of effort to ensure that we get the best possible results.

Preparation

This is a vital step in our progress toward achieving any goal.



Many people don't realize its importance. Their focus is on the more interesting parts of the task and they find the preliminary detail work boring.

But, the old saying is true, "Failing to plan is planning to Fail!"

When you have achieved some goals, this part of the process will be something you look forward to because it will improve your results and help you to avoid costly errors.

Information

Gather as much verified information about the task as you feel you need. If you start a project, allow time to verify the information you have. It will save you effort and stress going forward.

Don't try to store all the information in your head. Your subconscious certainly is capable of retaining it but you will get better results by storing the data in a computer or a notebook.

Focus your mind on applying the information as best you can. Henry Ford said that knowledge is only worth whatever you can use it for. He didn't bother to remember lots of facts.

There was a button on his desk which he used to summon experts that got a few dollars an hour to answer his questions. Mr. Ford got much more because he could make good use of the information.

Time

It's fairly common to underestimate the time you will need to do a new project when you begin.

Your enthusiasm and energy level are probably high. Always build in some leeway so that you don't put yourself or others who are involved under unnecessary strain.

One way to save time on most projects is to not wait until everything is perfect. Waiting for all the aspects to align often becomes an excuse for procrastination.

Take Responsibility



It's important that you accept personal responsibility for your progress toward your goals.

Other people may have important roles, but you are the one with the greatest potential benefit.

When something goes wrong, it is possible that other people may have caused the failure.

But, if it is your goal, you will have to sort out the problem and decide how you can move forward again.

It is up to you to get yourself back on course and moving on.

Setting Goals

Establishing goals is the first step on your journey through a more successful and enjoyable life.

Your written, specific goals will make you more aware of how much time and effort you use for activities which don't help you get closer to your goals.

Other activities may be enjoyable or things you feel you should do. You don't have to give up on them, but reducing your involvement will give you more time for the tasks which are most important to you.

When you put all your various activities into a structured plan, you will actually enjoy these other activities more. You won't feel guilty or stressed about the time you spend on them.

It is important to explain why you are making these changes to people that have done these things with you. They may feel you have lost interest in sharing time with them when you are just making the changes because of the time your new challenge will take.

Keep your family informed about the changes and why you are making them. They can be very supportive and help you to get the best results with minimum stress all round.

If you keep the details to yourself, it can cause strain on your relationships. Sharing your challenges with your family can also give you more incentive to complete or even exceed the goals you set for yourself.

What's Holding You Back?

When we set a goal on paper, the work is just beginning.

We have already reviewed other possible goals and measured them against our long-term needs, current resources and made our selection.

We've sorted out how we will fit the demands of this project into our current routine and put up the timeline for its completion.

We've discussed it with those members of our family that need to be involved.

But, have you looked for factors in your environment which might make your progress much harder than it need be?

Some things which you need to plan for are listed below.

Improving Your Mindset

Change can be stressful for everybody that is affected, even when it is likely to produce wonderful benefits for you or those you most care about.

It is easy to feel discouraged when things don't go as smoothly as you expect after you make significant changes to your routine.

These suggestions can help you to get through early upsets and maintain your enthusiasm when you strike bumps or even worse on the road to successful completion of your goals.

We Don't have to be Perfect!

Almost nothing we do or create is perfect. If we wait for everything to be perfect, we'll never start or achieve much.

One of the most common excuses for procrastination is that "it's not quite ready". Most movies and even high-tech products are often released to some markets and the feedback is used to make changes to them before they go into general release.

The companies know that some small or even large flaws won't be discovered until some customers get to try the products. The experts can miss some problems because they know what "should" happen.

Failure is not the end!



Maybe one of your goals was to win a sales competition, and put your best efforts into getting there. As the month progresses, you see your figures are better than they were. You use some mental imagery about how you will feel the day you reach your target to keep you energized. When you don't win, you feel like you failed. But, your figures were probably better because you were more focused than usual. And, you showed you were capable of more than you thought. You probably learned

things which will give you better results every month.

Know Exactly what You Want!

The more clearly you define your goals, the more you will achieve.

We saw that "rich" is vague in an earlier example.

Happy is another term which can cause problems. If a small child plays up in a store, the parent may bribe them with a treat. That makes the child happy for a few minutes, but doesn't do its diet any good and will cause more problems each time they go shopping in the future.

Adults are also seeking happiness in a packet. The experts say that instant gratification from a hamburger or chocolate tempt many of us to break our diets.

When we define what we want to be happy, we can improve our lives just by aiming a bit higher.

Health Tips

Many goals we make relate to changing our diet, exercising more and getting more fresh air and social time.

When you make significant changes to your usual routines, there may be negative results. Please make sure that you check any parts of it which might affect your health.

Discuss everything with your doctor before you make changes to your diet or buy any supplements or expensive equipment.

This is especially important if you have any medical conditions or are taking any prescribed or over the counter medicines regularly. Sometimes, sudden changes to these arrangements can have unexpected consequences.

Get Enough Sleep

Don't try to squeeze a new activity into your regular routine by reducing your nightly sleep time. Most adults need about eight hours of quality sleep each night, including weekends, so that our bodies can rest and recuperate from the effects of the previous day.

That sleep should be as uninterrupted as possible. Trips to the toilet or other interruptions can have a significant effect on how well we are prepared for the next day's challenges.

While many people think of sleep as lost time between our waking hours, it is when our bodies are repaired.

Students of any age need their sleep to ensure that anything they learned the previous day is properly stored in their subconscious so it can be retrieved when needed.

Keep distractions in your bedroom to a minimum. Do your work and watch your TV in other areas. These activities may interfere with your ability to get proper sleep and relaxation.

Improve Fitness Quickly

Many people can improve their health and get more benefits from exercise

they do if they follow these simple steps to breathe properly and improve their posture.

These things are usually drilled into school children but few understand their importance. Even if we did sit up straight under the teacher's eye, we forget much of that after we leave school.

The good news is that we can quickly improve in these areas and you will probably notice some benefits after just a couple of weeks!

Better Breathing

Although we all have plenty of practice, few people are breathing as well as they can.

This is because we take it for granted that we do it well until we are shown the right way and actually feel the difference that some simple adjustments can make.

As well as importing more oxygen for our body to use, good breathing helps to remove more impurities and may also help to reduce some of the effects of colds and other illnesses.

Most people who do any form of meditation focus on the way they breathe as part of that. I feel that the relaxed feeling they get from meditation is partly due to the higher level of oxygen in their system.

Find about twenty minutes when you can be alone and turn off or leave your cell phone with someone you trust for that period. After you know the procedure, you can often do it in less than twenty minutes. But, you'll need that long when you are just starting.

Loosen your clothing if necessary and either sit or lay down.

Keep your back straight and place both your hands on your belly below the rib cage.

Draw a steady breath in through your nose and imagine that you are following the air as it is drawn down into your chest. If you are breathing correctly, you will feel a little pressure under your hands as your belly rises.

But, most people only make fairly shallow breaths and won't feel anything there.

They are making as much effort as the good breathers to draw in oxygen but their lazy approach is wasting much of that effort and their body is starved of oxygen to some extent.

Wait for a count of three before you start to exhale through your mouth. Then, imagine that you are following the impurity-laden air up from your chest through your throat and out through your mouth.

You can make improving your breathing a small goal so that you remember to do a few minutes practice for at least a few minutes each day for a week. Just breathe in but draw the air down a little more strongly so that you feel pressure under your hands on your belly. The three second wait will help. Don't rush your exhalation of the air.

Although your better breathing won't be habitual until you've been doing it consistently for about two weeks, you should find that you won't drop back if you miss a session after the first full week.

Posture Pointers



You probably have not thought about how you sit in a chair or your posture when working on your computer. Everybody knows the rules on those printed cards in many offices. But, many people still have bad posture and that really can encourage the development of serious problems in your bones and circulatory system.

Some of the most important tips are to:

- ▶ Keep your arms relaxed and level.
- ▶ Keep your back straight.
- ▶ Use the adjustments available with your chair. If it doesn't provide the necessary support, it really is worth getting a different chair which does.

- ▶ Your screen needs to be well-lit but glare of the screen is bad for you.
- ▶ Adjust the size of text etc., on your screen so that you can read it easily. If you have any concerns, get an eye test.
- ▶ Don't work for more than thirty minutes without getting up and walking around for a few minutes.
- ▶ Your lower and upper sections of your legs should make right angles at your knees and your feet should be flat on the floor unless you prefer to have them on a small platform.
- ▶ If it isn't comfortable, it probably isn't healthy either!

Problems with Your Goals

If you have had problems when you tried to make and manage personal or professional goals before, this section will be a great help for you.

Setting goals is basically an easy process.

But, many people have problems with it.

I've been fairly successful with goal setting for a few years. But I've had some of my goals fail before then.

So, I want to share some points which may help you avoid some mis-steps and the disappointment which comes from that.

Goal Setting Needs Commitment

The first point is that achieving goals involves effort and commitment.

It's a learned skill and some failures are likely. But, as any rider will tell you, you learn something from every spill that will make the next attempt more likely to succeed.

I've included some pitfalls which other people have shared with me and tried to give some workable suggestions for each which will help you deal with them.

Of course, everyone's background and situation is different, so you will have to adjust the tips to fit your particular needs and abilities.

Goals must be Specific

Whatever the size of the change you intend to make, you need to have it so clear in your mind that you can write it in a simple sentence.

That sounds easy but there's a catch. Most simple statements aren't specific enough for your subconscious to help you deliver on them.

Without the help of that 85% of your mind, you are unlikely to achieve much, however hard you try.

"I want to be rich" is a dream, not a goal. "I will have my own home worth \$X,000 within Y years" is better because all the relevant factors are specific.

Of course, you still need to set up a plan about just how you will get from your current situation to achieving that goal in the specified time.

If you cannot see any way to do that, you need to adjust your targets. If you don't, your own silent thoughts will sabotage your efforts to reach a goal which you don't really believe in.

Starting with a small goal can be a good strategy. You will not have to invest as much time or other resources.

You will learn how much effort you need to make changes in your self-talk, what sort of challenges are most difficult for you to handle and what hidden qualities you have for dealing with problems that arise.

Successfully completing the first goal, or even making significant progress toward it, will give your self-confidence a boost.

That will help with your bigger goals and also improve your interactions in personal and business areas.

Lack of Results

Our modern world is full of quick-fix solutions, get rich overnight schemes and wonder drugs that are supposed to fix everything from bad breath to bad social skills.

We're conditioned to expect quick results.

When that doesn't happen for us, we may blame the method, the person that recommended it or ourselves.

Usually, the problem is that we thought we would need less time to get the promised results.

Learning a new skill or changing ingrained habits always takes time and effort.

Some people will find that they don't get the same results as others or it takes them longer to get any results at all.

That explains the poor record many people have with their New Year resolutions and other commitments.

The only thing which works almost every time is to choose goals which you can strongly commit to and stick to them even when some disappointments occur.

There isn't a pill or scheme which will get you there without your personal commitment and effort.

Keeping Focused on Your Goals

When we set major, life-affecting goals, we need a strong commitment to long-term action.

The achievement may take years, so we need to find ways to encourage ourselves during that journey.

Images



This is a method of staying motivated, which has worked for many people. Get a picture which represents your main goal.

Some make it personal by putting themselves in the picture. You might take a short trip to the area where you want to eventually live and bring back some inspiring pictures, or even use a software program to add yourself to a stock picture from a tourist brochure.

The most powerful images are often those of our family.

Seeing their pictures will remind you of the most important reasons you are putting in the effort to reach those goals.

Milestones

Lay out a timeline with some markers for when you will need to reach short-term goals along the way.

Take a Break

Make sure that you fit as much personal time with your family and friends.

Maintaining those connections are important because any problems there will take away a lot of the glitter from reaching your goal.

Record Your Journey

Success Journal

A Success Journal is like a diary except that you use it to record your experiences, lessons and successes on the way to your major goals.

If you already keep a diary, you will probably see the potential value of having one for your goals.

If this will be your only diary, you may decide to start using a regular diary as well when you start to get some inspiration from the Success Journal.

Keeping this information in one special place can help because you may have a problem and know that you had something similar happen earlier. It will be easier to find if you put it all in the success diary.

Gratitude Diary

Another type of diary which some people find very helpful for inspiring them and helping them to deal with worry and stress is a Gratitude Diary or Journal.

They use it to record whatever they are grateful for each day.

They may note an extra-nice sunrise, a helpful neighbor (or even a stranger), or anything else which makes them feel happier or more content. It's your diary and you can put in whatever affects you in a positive way.

Although there is much that is sad in our world (as most of the media reminds us at every opportunity), your diary will remind you that there's much more goodness and inspiration. You will always have some near when you want to be reminded.

You might wonder if you would benefit from using a Gratitude Diary. I believe that it will help anyone that gives it a sincere trial.

Problem People

Most people you know are well-meaning and unlikely to try to derail you on your way to your next goal. But, you need to be careful.

Avoid negative people: Sometimes, we have to deal with people that know all the negatives about every situation.

We may have friends that have negative attitudes and expectations. It's easy to mix with them because their views turn off more enthusiastic people fairly quickly.

But, we are likely to take on some of their views and that can make it harder to make our goals real or even progress in our work.

I don't suggest that you drop these people, especially if they've been your friends for a while.

Just be aware of the effect they may have on your own attitude and make sure you talk positively when you're around them. Maybe they will take your attitude over time.

Find Positive Friends: The best antidote is to make sure we interact mostly with people that have a positive attitude.

That's where you'll find helpful feedback and suggestions which might make your ideas even better.

Accountability Partner: Your progress with your path to your goal can be greatly helped if you have a friend who is also working toward their own similar goal.

It usually works best when the person is not a member of your immediate family. A close connection like that can bring with it other issues which can affect the quality of the feedback you can share with each other.

On important point is that you probably don't have to be located close to each other, depending on the particular type of goals you are working towards.

If you are unable to meet and discuss your progress, problems and plans, you can connect by phone (even an internet service like Skype).

You can make one call each day or two, depending on the amount of discussion required and time you have available.

Each day, you each state what your target is for the next 24 hours. Then, you can discuss anything relevant which can be useful.

At the next call, you each report what you achieved. You should each be supportive, not over-critical when the other person is telling you what they planned and the results they got.

You will find that the desire to not let yourself down or feel that you might be wasting the other partner's time will encourage you to make your targets.

And, they will help you when you don't because they are going through the same experience themselves.

Inspire Your Children

When your goals start to materialize, people will notice.

The greatest benefit for me has been to see how children start to improve their own self-confidence when they are supported by their parents but allowed to try things for themselves.

A lot of our potential for success as adults is based on the support and encouragement of our parents or other people with influence over us when we were growing up. If they shared a negative view of the world with us, we likely believed them and let that color our attitudes and actions.

Negative parents do their best but cannot inspire anyone to make the most of their natural talents and ability.

This can damage a child's self-image so they have a hard time socializing or joining in class discussions.

But, positive support can have kids trying hard to excel at anything they like and to follow their dreams.

It takes some courage for parents to loosen their control of their children.

The adults know about many things which can go wrong.

But, by encouraging their children to explore their world a little more, they will help the children to develop confidence which will help them for the rest of their lives.

You Deserve Great Success!



I hope that you will find the path to your next goal smooth and interesting.

If parts get a bit bumpy, I hope you'll refer back to this book for help and inspiration.

You cannot reach the end of this path – there are always new challenges and opportunities.

Each goal you reach will lead to more challenges and inspiration.

I know you will use your knowledge and success to help other people to **Set and Get Their Goals!**

Archie Vernon 2013

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