

ACHIEVING YOUR GOALS

5 Steps To Obtaining Your Dreams



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5 SIMPLE STEPS TO OBTAINING YOUR DREAMS



One of the biggest challenges that many people face is organizing their goals. This is not surprising, given the amount of work it takes to achieve a goal. However, there is no cause to worry; by following a few simple tips over the next seven days, you can ensure that you are on track when it comes to managing and achieving your goals.

Step 1: List

Use the space below to list your goals - both long and short term. Also include small goals. For example: taking control of your email, putting all of your letters and forms on your letterhead, etc. Writing them down is always better than trying to keep a mental list in your head.

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Step 2: Prioritize

Prioritize your goals by rating each of them on a scale of 1 to 5, with one being the most important to you and five being the least. Believe it or not, this will probably be the hardest step to do.

Most people find it hard to prioritize their goals because all of their goals are important. Even the smallest of things contribute to their overall success. So, how does one decide what should be done first, second, third, and so on?

First, attach a due date to each goal. Make sure when doing so that you are realistic about the timeframe in which you would like the goal completed. Setting an unrealistic timeframe will only bring disappointment and can cause you to lose sight of your dreams. Second, start to prioritize using the 1 to 5 scale. You may notice that some things you considered to be small goals are being prioritized with a 1 - that is completely okay. Just because a goal is small doesn't mean it is not a priority. Next, put all the 1's in one group or row—the 2's in another, and so on.



Now prioritize each of the groups or rows by tagging each goal with what will be done first, second, third, etc. If you are having difficulty tagging the items in each group, try using a chart (see example below). On a piece of paper, write your goals on the left-hand side. Across the top, list what factors are important to you when it comes to achieving your goals. Then rank each of those goals by factor and calculate the score. Totals will then determine or prioritize your goals. Don't rush through this section. Take your time so you can ensure that you will achieve your goals.

Here is a tip: Completing goals that are easy first helps you to build the confidence you need to work on the harder tasks. This also helps to shorten your list quickly.

Example:

Goal	Cost	Assistance	Excited	Total	
Facebook Page	5	5	4	14	1st
Write book	2	2	4	8	3rd
Design logo	3	1	5	9	2nd

Score: 5=No/Good to 1=Yes/Bad

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Step 3: Research

Now that you have all of your goals written down and prioritized, it is time to begin with, the research. Starting with goal number 1, search the internet for what is needed to achieve this goal. It is a good idea to also enlist the help and opinion of others in the same field as yourself or someone who has already done what you are trying to do. The internet is full of samples, templates, and the actual product or information that someone else has already put together. So, it is always a good idea to review the works of others. Personally, when I am writing a letter, creating a website, looking for new software, or trying to attack a task I have never done before, I always look for completed works on the internet pertaining to the goal I am trying to achieve.



When creating content for a business project, make sure you are not violating any copyright laws. Remember, words and images can actually be the property of someone else. Refer here to [this link](#) for more information about copyright laws.

While doing your research, remember to take great notes. One way of doing this, if most of your research is done online, is to use an application like [Google Docs](#).

Google Docs can be used with any browser and on Androids, iPhones, and tablets. Google Docs is free works great. If you are more comfortable having handwritten notes use the Goal Research Organizer on the following page to help, you keep your notes organized.

Each goal should have its own Goal Research Organizer sheet.

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GOAL RESEARCH ORGANIZER

Goal: _____

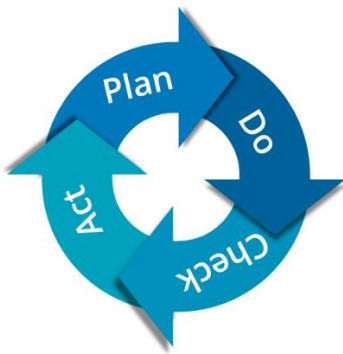
Due Date: _____

What are you looking to accomplish by completing this goal? _____

Research Notes:

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Step 4: Create An Action Plan



An Action Plan is a sequence of steps that should be taken in order for you to achieve your goal. So, now that you have done the research, it is time to create an Action Plan for each goal. The first thing you should do is place steps, which are similar, together. By doing this, you just might shorten the list of steps needed to accomplish your goal. Be sure not to eliminate any step that is required for you to achieve your goal. Next, place your actions in order. Last, give each action a due date. The last due date should correspond with the due date you set in **STEP 2**. If you

need to adjust the due date because of the time needed to complete your Action Plan, do so now. Use the worksheet on the next page for your action plan. The example below shows you how to use the worksheet.

Example:

Goal: Finish Basement Due Date: 7/30

Onus	Steps	Actions	Resources	Constraints	Due	Done
Esi	Find Contractors	Research contractor	Google	none	4/14	X
Dave	Setup Appts	Set appointments for Friday	Contractors	none	4/20	X
Dave & Esi	Interview contractors	Interview contractor & get quotes	none	none	4/23	X
Dave & Esi	Choose contractor	pick contractor	none	\$1200 price cap	4/25	
Esi	Order material	place online order for materials	none	\$750	4/30	
Dave	Get material	pick up order from store	none	none	4/30	
Esi	Call Contractors	Call contractors to start renovations	none	none	5/1	

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Action Plan

Goal: _____ Due Date: _____

Onus	Steps	Actions	Resources	Constraints	Due	Done

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Step 5: Add Action Plan Steps to Calendar

Adding your Action Plan steps to your calendar is one of the most important steps. These reminders will keep you on your toes, reminding you that a step is due soon. Most calendars have reminders, so the calendar or reminder app that works best for you. Depending on the task at hand, it may be necessary to set up a reminder a month, week, day, or minutes in advance. Sometimes it will be necessary to use them all.



Over the last seven days, you have completed the 5 Steps To Achieving Your Goals. Now it is time to do the work that will get you to the places you want to be in life - whether it is personal or for business.

[Tom Landry](#), ranked as one of the greatest and most innovative coaches in National Football League (NFL) history, has a great piece of advice to offer: “Setting a goal is not the main thing. It is deciding how you will go about achieving it and staying with that plan.” Now that you have outlined your plan stick to the course and start achieving your goals. You just need to do it. Best wishes.

If you are interested in a 1-On-1 Webinar with me to discuss, clarify, and/or help create your Action Plan, please [Click Here](#) to schedule an appointment. Enjoy your SUCCESS!