



Make This Year

Your **BEST** Ever

Checklist

Goal setting is crucial to accomplishing great things in life. Like the oxygen to our dreams, goals are what take us forward in life. Without goals you lack focus and direction. Not only that, it also provides you a benchmark for determining whether you are actually succeeding.

This checklist will run you through the simple steps and strategies to achieve your life goals & sustain it long-term!

Module 1: The Truth about Goals

The common meaning of goal is something that any person wishes to achieve but only we ourselves can truly define our unique goals to ourselves.

So how do we perfectly set goals that will launch our work to success? Before trying to answer this question, we must first understand why so many have failed to set their goals.

10 Reasons Why People Fail at Setting Goals:

1. Not Realising the Importance of Setting Goals
2. Writing Only the Long Term Goals
3. Pre-Belief that It Won't Work
4. Writing Our Goals as Negative Statements
5. Generic Goals
6. Measuring results
7. Setting irrelevant goals
8. Setting unrealistic goals

9. Not having reasonable timeframe for achievement

10. Opinions of others

What is Goal Setting

After learning of the common mistakes of goal setting, it is easy to believe that we could achieve our goals as long as we could define the obstacles and the methods to succeed. However what most people have neglected throughout their journey of pursuing success is the sheer determination to sacrifice many other things along the way.

The sky is the limit. Everybody wants a gold medal. Not many are willing to train, eat and live like a world champion.

In other words, setting goals with only the future rewards in sight will not prepare us well mentally. To be the best, we must be able to bear all the costs to reach our goals.

Module 2: The Power Of Goal Setting

Goal setting, as we have heard many times, is the very first step in our efforts to achieve our dreams. Our dreams can never turn into reality if we just dream about it without any goals in mind.

To understand where our next few steps or goals towards reaching success, we should recognise these 6 essential reasons for us to set our goals in the right way.

1. Goals as the Force of Motivation
2. Goals as Visual Representations of Our Dreams
3. Goals to Track Progress
4. Goals as Promises to the Self
5. Goals as the Direction of our Focus
6. Goals to Develop Our Potentials

Module 3: Goal Crushing Techniques

After reading the previous chapter, you probably have a better idea that goal setting would have eased or improved the pursuit of our goals. After all, we hope that we would definitely be rewarded with our goals for whatever efforts we use. As a start to our long term ambitions, it will be best if we can set our goals in the perfect manner as suggested in the coming chapter.

Set Goals which are S.M.A.R.T.

Specific, Measurable, Attainable, Relevant and Time bound goals are goals which we refine based on the 'winner' goals from the goal competition before finalizing our goals. In such way, our meaningful and motivating goals will not be only temporary passion without concrete planning then.

Specific goals

Goals which are not clearly defined will not lead us to our desired destinations in life. If the goals are our destinations but we cannot specify them, we will probably lose our directions during our work even if we are presented with multiple methods to achieve our goals.

Measurable Goals

Goals which are immeasurable are those which are vaguely defined and hence, we will not be able to track our progress. Quantifying both our progress and goals and then comparing both can indicate our performance and success rate. Such indication could also be used as analysis for further improvements in our performance.

Attainable Goals

Setting goals which are realistically possible to achieve means building more success on top of another. In contrast, working on goals which are impossible or too challenging to achieve will only break our perseverance and determination in the long term. We will surely lose motivation if we cannot achieve any rewards we wish for despite our best efforts.

Relevant Goals

Concentrating on relevant goals does not only save us from unnecessary venture into other distractions. It also allows us to practise our best skills, expand our knowledge in particular subject and gain invaluable experience for future growth.

Time- bound goals

Deadlines, time limits or even day by day progress are some of the measures we can set for ourselves to ensure progress. Besides, setting goals with a certain time frame will help us anticipate delays and prevent any unnecessary delays.

Writing Your Goals and Keeping Up

Now that we have understood all the S.M.A.R.T goal setting concepts, we must not forget that we have to write our goals down and set reminders. To get these reminders to be more effective, we can set them on our phones or even place sticky notes in places like our work desk, on the refrigerator with the magnets or even on our TV.

Module 4: Reasons Of Failures

Letting anyone else judge our failures might never be as good as our assessment of our own efforts and our analysis of the results. This simply is because we learn best about ourselves as compared to anyone else. However, developing these self-learning habits does not have to be all about ourselves. We can also learn from the mistakes of others for our personal growth.

Other than the 10 reasons people fail at goal setting (discussed in chapter 1), the following are the 10 most common causes of failures that many of us have failed to address.

1. Disciplines and Habits
2. Lack of Personalized Planning
3. Lack of Actions and Motivation
4. Fear of Failure
5. Fear of Rejection
6. Accountability
7. Lack of Review of Work and Analysis of Results
8. Surrounded by Negative Vibes
9. Too Much Focus on the Goal Itself
10. Downplaying Your Achievements

Module 5: Goal Crushing Shortcuts

With the suitable set of skills and knowledge, now you establish the work you planned to achieve your goals. Along this journey, there are a few more ways other than the plans you have made to help you conquer certain obstacles especially those which are not work-related.

1. Visualize Your Goals
2. Being Accountable
3. Building Rapport with The Right People
4. Instilling Willpower in Ourselves
5. Tracking Progress, Analyzing Results & Making Adjustments
6. Conquering Difficulties
7. Learn from Failures
8. Celebrating the Wins

Module 6:

Short Term Goals and Long Term Goals

Both short term and long term goals are different not just in the length of time the actions take to accomplish them. We also differentiate whether our short or long term goals are 'stepping stone' goals.

Long Term Goals

Long term goals usually take longer than one month to achieve as they need time and planning. These long term goals that we set might sound bizarre or even unrealistic when we set them but as we set a particular timeline to it, they won't be impossible. As there are many factors and steps taken to achieve these goals, they usually take up to a year or longer to achieve.

Short Term Goals

Short term goals might not take longer than a year to achieve, depending on the nature of the goal itself. These goals are often easier to complete than the long term goals.

Stepping Stone Goals

Stepping stone goals enable us to create progress towards a greater, often long term goal. Since the duration taken to accomplish such stepping stone goals may vary depending on a multitude of factors, they cannot be characterized as short or long term goal.

We must constantly remind ourselves that most, if not all, of the stepping stones are crucial to our achievement of the long term goal.

Therefore, we can infer that failing to accomplish any of our stepping goals means jeopardising our progress or even our opportunities to reach our long term or even lifetime goal.

Goal Length

The goal length for us to achieve our goals mainly depends on ourselves despite experts' suggestions on the timeline we should follow. All these usually are down to our own resources and willpower to succeed. We have to instil in ourselves the mindset that it is possible for us to defy limits like time.

Definitely, along our progress, we will lose motivation and next, productivity. Therefore we start questioning if the length of time we set to finish our stepping stone goals is suitable for ourselves.

Module 7: Balancing Your Life

Setting goals in these aspects in our life is as equally important as the other goals we have set out to achieve. By spending less time or effort in these aspects, our progress in work might also be affected. It will be an inevitable challenge to balance all of them as we will be too busy for everything but every positive progress in any part of our lives will surely strengthen us to create further improvements in other aspects.

1. Health

Practising a healthy lifestyle will improve the quality of our lives and those around us. It will not just increase productivity but also prolong our life. However busy we are, we tend to maintain a nourishing and healthy diet (special occasions are exceptions!), exercise sufficiently and get enough sleep. It would be a waste of our efforts to achieve our lifetime goals if we are not healthy enough to enjoy the sweetness of our victories longer.

2. Family and Friends

Talk to your family more often. Arrange a date with your loved one. Take the children for a trip. Discuss a topic with your fellow enthusiasts. Have a drink with old friends. Make new friends at the park. Do voluntary work or charity at the old folks'. Send Christmas gifts to the orphans.

The idea of a healthy social life benefits ourselves as it keeps us from depression and social isolation which could impact our health at a serious level.

Other than our social needs, being involved in positive relationships caters to our emotional needs. When we surround ourselves with people who do not only understand our needs to love and to be loved, we also gain social support to help us recover from our losses in our lives.

3. Spending Time Alone

Overworked and feeling that you have given all your time to everyone else except yourself are symptoms that you should allocate some personal time to relieve the stress and to reflect on the main aspects of your life. One's social life is never complete without time for only the self.

By spending some time alone, we will not feel demotivated when we continue to pursue our goals. In fact, this type of self time allows us to be happy and invigorated for further challenges. This is also an opportunity for us to reward ourselves when we have achieved a goal. Travel the world, take up a new hobby, expand our knowledge in a certain field, or even just playing video games are several ways to revitalize ourselves.

4. Finance

Money is the root of all evil. That only applies when it is in the wrong hands. On an interesting note, many of us finish our primary and secondary education without ever being aware of the crucial aspect of personal finance in our lives. Only in college or university that we start to realise that the financial control over our lives is key to survival in the society.

However, being aware of the good practices to control your finances and actually practising them are the factors that decide whether money is **really** the root of all evil. After all, it does reflect on our credit scores. Here are the 10 good habits to maintain healthy personal finance:

Chapter 8:

Successful Mindset Conditioning

Ultimately, the reality that we live in has restricted us from expanding beyond our limits. Our beliefs or mindset that reality has imposed so many obstacles on us must be changed.

First, we need to understand that we are able to exceed our limits while we improve ourselves in the pursuit of our goals or before we start to pursue them. Then, we will be able to conquer our self-limiting beliefs and defeat any obstacles in our lives.

Words DO Have Impact on Our Lives

We could start by changing the words we use in our daily conversations or discussions and writing. By exchanging certain words or reconstructing our sentences, we can definitely change the perception on our lives.

Talking to Your Own Mind

The ability to understand, accept and take actions is really not as simple to every one person as this sentence might suggest. The mind cannot always judge what is best for the person himself. Therefore, we should improve our awareness of new information, skills, knowledge and any sensation that could enhance our lives.

Associating Pain to Our Beliefs

Challenging and then breaking old beliefs can inflict certain discomfort or even pain to ourselves but we should keep ourselves mentally healthy by understanding our emotions and our reactions to changes. Anticipating such reactions will ease our adaptation to the differences in our lives.

Shaping and Empowering our New Beliefs

Once we have established the awareness of the way we think and the change we need, we need to justify our beliefs with constant results and if the results are positive outcomes, our change will be successful and our new beliefs will be further strengthened.

Self-doubts, worries, anxieties and fears are constant emotions we cannot avoid in our ways to change whereas only the outcomes of our efforts can defeat such emotions. Otherwise, we must recover from setbacks to establish another new change which will propel us towards another success.

Conditioning until Success Becomes Second Nature

Change is inevitable. But why change when you are already successful enough? More often than not, we can view success in multiple angles of perspectives. If you're in an excellent financial condition, then you can start focusing on other aspects in your life.

While it is true that nobody can be as successful in every aspect, it remains a challenge to have a balanced and successful life with our family, friends, business, the society and future generations.

So why stop when you can be successful in more than one aspect in our lives?