

# Goal Setting

WORKBOOK



**SHOPLAND  
COACHING**

SUCCEED AT BUSINESS AND AT LIFE

## GOAL SETTING

**Statement of a desired result within a given time frame**

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Goal setting is an essential practice that helps us focus on what we want to achieve and develop a plan to make it happen. Setting clear and achievable goals can help us stay motivated and make progress towards our desired outcomes.

Setting goals provides a sense of direction and purpose. When we have a clear goal in mind, it's easier to prioritize our time, energy, and resources towards achieving it.

Goals also help to measure progress and provide a sense of accomplishment when they are achieved. This is important to celebrate.

Effective goal setting involves defining clear and specific objectives, understanding the resources required to achieve them, and developing an action plan to make progress towards them.

**“By setting your dreams and goals on paper,  
you set in motion the process of becoming  
the person you most want to be.”**

**- Mark Victor Hansen**

Goal setting is an important practice for anyone looking to achieve success in their personal or professional life. By setting clear, specific, and achievable goals, you can stay motivated and focused on what matters most.

## GOAL SETTING

### Tips to help you set and achieve your goals

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1. **Start with the end in mind:** When setting goals, it's important to think about the result you want to achieve. What does success look like? Be specific and use measurable criteria to define your goals. This will help you track progress and adjust your plan as necessary.
2. **Break down large goals into smaller milestones:** It's easy to get overwhelmed when facing a large goal. Breaking it down into smaller, achievable milestones can help you stay motivated and see progress along the way. Celebrating small wins can provide a boost of motivation to keep going.
3. **Make your goals SMART:** Specific, Measurable, Achievable, Relevant, and Time-bound. By setting SMART goals, you can ensure that they are well-defined and achievable within a specific timeframe.
4. **Write them down:** Research has shown that people who write down their goals are more likely to achieve them. Writing your goals down makes them tangible and provides a reminder of what you're working towards.
5. **Share your goals with others:** Sharing your goals with friends, family, or colleagues can provide accountability and support. When others know what you're working towards, they can provide encouragement and help you stay on track.
6. **Stay flexible:** While it's important to stay focused on your goals, it's also important to be flexible and adapt to changing circumstances. Re-evaluate your goals regularly and adjust your plan as necessary.

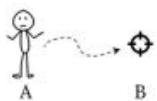
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### GOALS - OBSTACLES - OUTCOMES

An outcome is a positive result that is gained along the journey of achieving your goal.

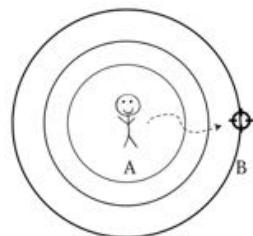
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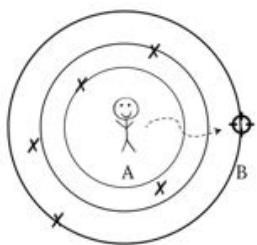
When we focus on a linear path to get from A to B, and we get off course, we get discouraged and possibly give up on the goal.

Linear

When we focus on the growth to get from A to B, and we get off course, we have an expansive view to continue toward the goal.



Growth



Growth

When we learn to grow from A to B we also begin to see the positive outcomes along the way. These positive outcomes reinforce our growth and allow us to gain confidence that we can achieve our goal.

During the process of goal setting, if you figure out what are the positive outcomes, you have something that is even stronger for you to focus on and that will help you to overcome the obstacles.

When you start to consider obstacles, it can seem hard and a little more "work". This is bound to happen as you are actively looking for what "might" challenge your future vision. You are intentionally exploring and discussing what might otherwise have thrown you off track. When you are doing the hard work ahead of time you are intentionally being preventative rather than reactive.

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Limit your goals to just a few major goals at a time.  
You must be laser focused on achieving the goals.

What are the important goals your business needs to reach?  
List three goals that you want to achieve within the next year:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Make each of these goals SMART. The more defined your goal is upfront, the better chances you have in achieving it!

S – Specific | M – Measurable | A – Achievable  
R – Relevant | T – Time-bound

When setting goals, it's important to think about the result you want to achieve. Be specific and use measurable criteria to define your goals. Break down large goals into smaller goals. Breaking it down into smaller, achievable milestones can help you stay motivated and see progress along the way.

“You must have long range goals (vision) to keep you from being frustrated by short term failures.”  
– Charle Noble

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### 30/60/90 DAY PLANNER

Keep this plan visible for you to see and review weekly.

My goals for the next \_\_\_\_\_ days are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*START DATE*

Goal #1 – Tactics	Due Date	Who
_____	_____	_____
_____	_____	_____
_____	_____	_____

Goal #2 – Tactics	Due Date	Who
_____	_____	_____
_____	_____	_____
_____	_____	_____

Goal #3 – Tactics	Due Date	Who
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### Ensure your success:

- Keep accountable to getting tasks done in a timely fashion.
- Don't get distracted, keep striving to accomplish them.
- Don't beat yourself up for missing deadlines, readjust and keep moving forward.
- Celebrate Success!! While achieving a goal might seem small, the long-term impact is considerable.

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### NEED HELP WITH GOAL SETTING?

If you have any questions, reach out to receive a complimentary 30 minute call to review your workbook.

You can book a call at:

<https://calendly.com/shoplandcoaching/30min>

🌐 <https://shoplandcoaching.com>

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### Our Vision

To become the leading provider of emotional wellness and leadership development services, shaping the way companies approach and invest in the growth of their people.