

The

Fulfilling
GOALS
Workbook

© Neal Anderson 2011



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FULFILLING GOALS

Welcome to the fulfilling goals workbook. Whether you are seeking to make changes at work, in your life and relationships or to tap into inner motivation to achieve high performance, this book is for you.

Completing the exercises on the following pages can help you identify, set and achieve your goals.

WHY SET GOALS?

The flow of life is unique and special to each of us. In all areas of work and life, our experience is a constant series of events one after another that sometimes happen by design, and sometimes seem to happen without planning. Whether we intend to or not we are always working towards a goal of some sort.

Every goal is the end result of a sequence of small steps. Each step is a particular event that moves us closer to whatever we focus on. No matter what we are doing at any one time, our actions will always yield results. Whatever behaviour we engage in, **results are guaranteed.**

Are you getting the results you want? Creating goals or outcomes that are “well-formed” can help you to focus on ensuring what you do will lead to the results you want.

The steps in this workbook will assist you to create a detailed representation of your goals in your mind. This process ensures you focus on what you want rather than on what you don't want. Rather than focussing on problems, excuses or explanations, your attention will be on what to do and how to do it.



USING THE WORKBOOK

This workbook is laid out in 3 sections to make it easy to complete. Many people have found that completing each section one at a time is most helpful, especially when there is time to reflect on what you have already written.

PART 1 – LOOKING FORWARD

This section is about remembering how you have achieved goals in the past and taking stock of all your goals now and in the future.

PART 2 – SETTING AN INTENTION

All world class performers recognise that the ability to focus on what you want will help you achieve your goals. This section brings your goal to life.

PART 3 – BUILDING MOTIVATION

Changes only happen when you take action and this section is dedicated to helping you build motivation to help you achieve your goals.

WORKING WITH A COACH

I use this book with clients in my own coaching and therapy practice and since the first edition of the workbook over 50 people have completed it and offered feedback on how useful it is. Let me know your thoughts and success stories.

If you can, I recommend discussing your answers with someone else, perhaps a coach or mentor. For most people, hearing themselves say out loud what they have thought about and written down really increases their motivation to get what they want. When you are ready, take a deep breath, relax, and enjoy the next step in achieving your goals...

PART 1

**LOOKING
FORWARD**

TAKING THE FIRST STEP

The Chinese philosopher Lau Tsu is often quoted as saying “the journey of a thousand miles begins with a single step”. In fact, it doesn’t matter whether you are setting off on a journey of 1000 miles or to the end of your garden path, each step will take you closer to your destination.

“You don't have to be a fantastic hero to do certain things - to compete. You can be just an ordinary chap, sufficiently motivated to reach challenging goals”

EDMUND HILLARY

Can you remember a time when you did something and you felt you could do anything?

Perhaps it was tying your shoelaces or riding a bike for the first time; it could be passing an exam or gaining a qualification. What was a successful and special achievement for you? Think about that time now and remember the first smallest step you took towards that goal.

- **MY SUCCESSFUL ACHIEVEMENT WAS**

- **THE FIRST SMALLEST STEP I TOOK**

Even the biggest goals began with a simple first step. Learning to drive starts with phone call to book a lesson, passing an exam starts with choosing the course. When looking back from the place of having achieved your goal the first steps can be easier to spot.

This workbook will help you consider a goal from the viewpoint of a successful future and help you plan the next step to get you there.

YOUR INNER MOTIVATION

By connecting to positive experiences from your past, you can build motivation for your goals in the present. Remember a time when you believed in yourself.

THINK BACK OVER YOUR LIFE TO A TIME WHEN YOU DID SOMETHING AND YOU KNEW YOU COULD DO IT. WHAT DID YOU DO OR BELIEVE TO MAKE THAT HAPPEN?

WHAT DIFFERENCE WOULD ACHIEVING YOUR FUTURE GOALS MAKE TO YOU?

BEING IN THE RIGHT STATE

Before you embark on the process of setting your goals take a few moments to get yourself in the right emotional state. Can you remember the best way for you to get in a positive frame of mind and be energized and motivated?

Spend a few moments considering what makes you feel good. Even better, do it!



- **Play a game**
- **Take a brisk walk**
- **Jump up and down ten times**
- **Stand up and have a big stretch**
- **Play your favourite song (loudly) and sing along**
- **Think of something you enjoy doing, remember it fully**
- **Go outside, look at a pleasant scene, take some deep breaths**

HOW I LIKE TO GET IN AN ENERGIZED AND MOTIVATED
FRAME OF MIND...