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The 7 Step Goal Setting Process

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A book to support you on your journey
of creating, setting and achieving
your goals and dreams in life



The 7 Step Goal Setting Process

By Adrian Hanks

Being able to fully engage in a process to explore, discover, create, plan, and then reach towards achieving some personal goals or life dreams, is, quite often, way beyond many people's thought process, understanding or belief. Much of the time, our old belief systems and thoughts prevent us from achieving the very things that we would like most in our lives.

This is a constant battle that many people face and experience every day of their lives. Sometimes it is conscious, but much of the time it is played out on the sub-conscious level. I call this the '**Want/Can't Have Conflict**'. This battle occurs when our knowing self; our 'soul' if you like, wants and wishes for one thing and our sub-conscious mind constantly works at closing down and challenging and stopping us from achieving and receiving what we really long for.

It goes something like this: **Your Wish is** '*I really would like to earn \$3,000 a week*' – **Your Sub-Conscious mind says** '*You don't deserve it!*'

When we learn to break out and move beyond these beliefs and limitations we can learn to reach and achieve our goals and dreams much more easily. Finding some professional support and help to move through these old beliefs, barriers and blockages is a big part of the process of moving forward. I believe it is almost always essential to seek some professional support through some sort of coaching or mentoring if our goals and dreams are to become realities for us.

Having someone (or several people) supporting us through these sometimes difficult and challenging times can be what makes the difference between reaching our dreams or not. Some personal or group motivational and inspirational coaching is a good way to seek and use support. Finding the right person or persons to work with is just as important as finding the right plan or strategy. If you follow through with this goal setting process, you will see that it is an essential part of the whole process. If we do not find the right 'match up' with the right person, or persons, our efforts can often be all in vain.

As adults we can go through life in a kind of slumber; a kind of day dream, watching television and reading glossy magazines and seeing all the 'Hollywood lifestylers' glitzing around in silk suits or dresses, driving around in sleek cars and living in mansions worth millions of dollars. These wishes are generally a wild dream (and illusion) for the majority of people.

On average, the working man (or woman) in the Western world, earns between \$40,000 and \$80,000 (Australian dollars) a year (based on an average wage of \$25 - \$50 per hour, with a 40 hour working week). In less affluent countries it is far, far less. For instance, in South Africa out on the rural properties, farm workers are paid less than \$1 per hour.

It does not matter where we live, or what we earn, we will never get to live a more abundant and dream lifestyle if we stay in a certain social or monetary tier (or belief system). Every day, millions of people dream of moving out of their current tier or system or lifestyle and doing something more with their lives; like becoming richer, more famous or more glamorous. The people in the gambling industry have learned to understand the psyche of human beings and feed off this dream and make trillions of dollars every year.

Much of being ‘stuck’ in a certain mind-set or conditioning or belief system is from what we have been raised and/or taught to believe. How often do we see and hear young people speaking and dreaming of their future dreams only to be told that they will not ever reach them because they are too this, or too that, or not this, or not that. Even the most loving parents are often guilty of this. When we have not reached our own dreams in life, it becomes difficult to praise or support other people to reach theirs. As we become more aware and conscious ourselves and learn to use techniques to change our conditioning and patterning, we can then start to support others to do the same; especially our children.

Changing our Mind-Set – and our Set-Minds

Trying to stay focused and positive is not always an easy thing to do; especially if praise and support has been lacking in our lives. Overcoming the negative talk in our minds and changing our subconscious mind-set is undoubtedly the most powerful tool that we can apply to help us to move on to working towards reaching our dreams and goals. This is where working with a good experienced coach can help. A good coach (and/or counsellor or psychotherapist) can really help us to move on. Belief in oneself is one of the keys to successfully achieving our goals and dreams and a good coach can help us to start, and complete, this process. Having a coach who believes in us is important; but more than that, we will need to learn to believe in ourselves!

I use several techniques to help and support people and one of these is to create and use **The Honouring List**. I ask the person, or persons, that I am working with, to start their own Honouring List, and to write down a list of things that they can honour about themselves. I ask people to write down **10 things** straight away and then add 10 more to the list every day. Try this for yourself and you will get a sense of how much you really honour yourself. Keep doing this exercise every day for at least 2 or 3 weeks and see what it does for you. You may find this a challenge to do, however, stay with it and put in some effort, as it is really worthwhile to do this exercise.

Reaching our Goals and Dreams in Life by Adrian Hanks

There are many factors and many different exercises that we can find and use in the process of changing our mind set to help us to reach and achieve our goals and dreams. Some of the key factors that I have identified in my own journey of achieving goals and dreams are; consistency, open mindedness, patience, decisiveness, drive and passion, self-belief and self-honoring and motivation, as well as finding and using support from others.

Each one of these key factors I found to be essential in helping me to achieve many of my goals. Every day I spend some time focusing on what it is that I want or am wishing for and I try to put all the things into place that are required to get me what I want or wish for. Spending time on my mind-set is, by far, the most crucial and most powerful thing that I do. I have set up several systems, exercises or routines for myself to support me in this and I try very much to stay focused on these as much as I can.

From my years of working with this I have now created something for other people to follow and use and offer one day goal setting workshops to give people a good taste of how to create, set and work towards achieving their goals throughout the year. Here are a few group photographs from some of the workshops.



If you would like to explore, discover, visualize, create, plan and finally reach your goals, here is a process that you can use. It is called '**The 7 Step Goal Setting Process**'.

The 7 Step Goal Setting Process

Take your time with this process, and remember that the more you focus and hold your vision, the more likely the results will emerge. Each step in the process is important and each one rides on the back of the previous one, so try not to skip any of these steps.

First of all, have a look and read through all of the 7 steps before you do anything else. Do not attempt to start anything just yet; just glance over the steps and see that it is ONLY 7 STEPS, no more. See and acknowledge this for yourself and tell yourself – ‘It is only 7 steps’. Tell yourself that you can do this. Tell yourself that by following the 7 steps you will be able to create, plan and achieve some positive goals.

I have found that by breaking down the process into these easy to follow steps, it makes the whole process seem easier than might be first imagined (in the limiting beliefs of our sub-conscious mind) and it gives people a sense of moving forward step by step, bit by bit.

Step 1 - Setting your goals

The first step (Step 1) is to **name your goal or dream**. What is it that you are wishing for? What is it that you want? Once you have named this for yourself, you are ready to move forward.

However, this first step is not as simple as it may seem and you may need to do a bit of a mini-process to get you into the swing of things. Oftentimes people are not sure and clear about what it is that they really want. So, before you rush into the process, please take some time and try to be clear about what it is that you really want. Spend some time imagining, visualizing and dreaming and allow your imagination to widen out into the whole Universe. Look and see every imaginable thing that might be out there.

It is a bit like ‘window shopping’ except you will be looking in every window that is in the Universe. You will be wandering with your mind’s eye to see every possible gift, opportunity, goal or dream that ever existed. It is very important to let the old limited belief systems and limitations fade away for a while.

Setting your personal goals and achieving them will take commitment, support and lots of follow through. It is one thing to make plans and set your goals, it is quite another to actually follow through and achieve them. The aim of this process is to offer you some useful and practical insights and skills in how to achieve your goals.

The first task then, is to look at all of the areas of your life where you would like to make some changes and set some new, or bigger, goals. Look at the list below and make some comments next to each of the headings that relate to you and your goals. You can add extra aspects of your life if you think of any more. Once you have made some notes, re-read them and tune into the ones that stand out the most for you.

Physical

Emotional

Mental

Spiritual

Sexual

Intimacy

Health and wellbeing

Vocation/Work

Financial

Social

Family

Relationships/Friendships

Community

Creativity/Artistic

Rest and Relaxation/Meditation

Sport and Recreation

Study

Holiday/Time out

Step 2 - Write down your personal goals and dreams

Write down your goals and dreams. This is important. By **writing your goals or dreams** you stamp them into the world; you set the intention and start the ball rolling, so to speak. Write down your goals and dreams and be decisive and clear about them, know what it is that you want and make it clear by writing them down. The writing you just completed in Step 1 may help you to choose your goals more easily.

A good way to put your goals down on paper is to use the template that I have added below. I would advise that you write down a **maximum of 7 goals** to work with at any one time. As you learn to bring this work more and more into your life, then you can do more at once if you wish to. By going steady to begin with, you are more likely to start, follow through and succeed with your goal setting process.

If you are using the template below, number the circles from 1 to 7 (there is no specific order to follow) and in each of the circles write the goal that you would like to achieve.

Examples might be

Lose weight, Get a new job, Get fit, Have a holiday, Start a new business, Write a book, Move house, Live overseas, Play Golf, Earn \$100,000 per year.

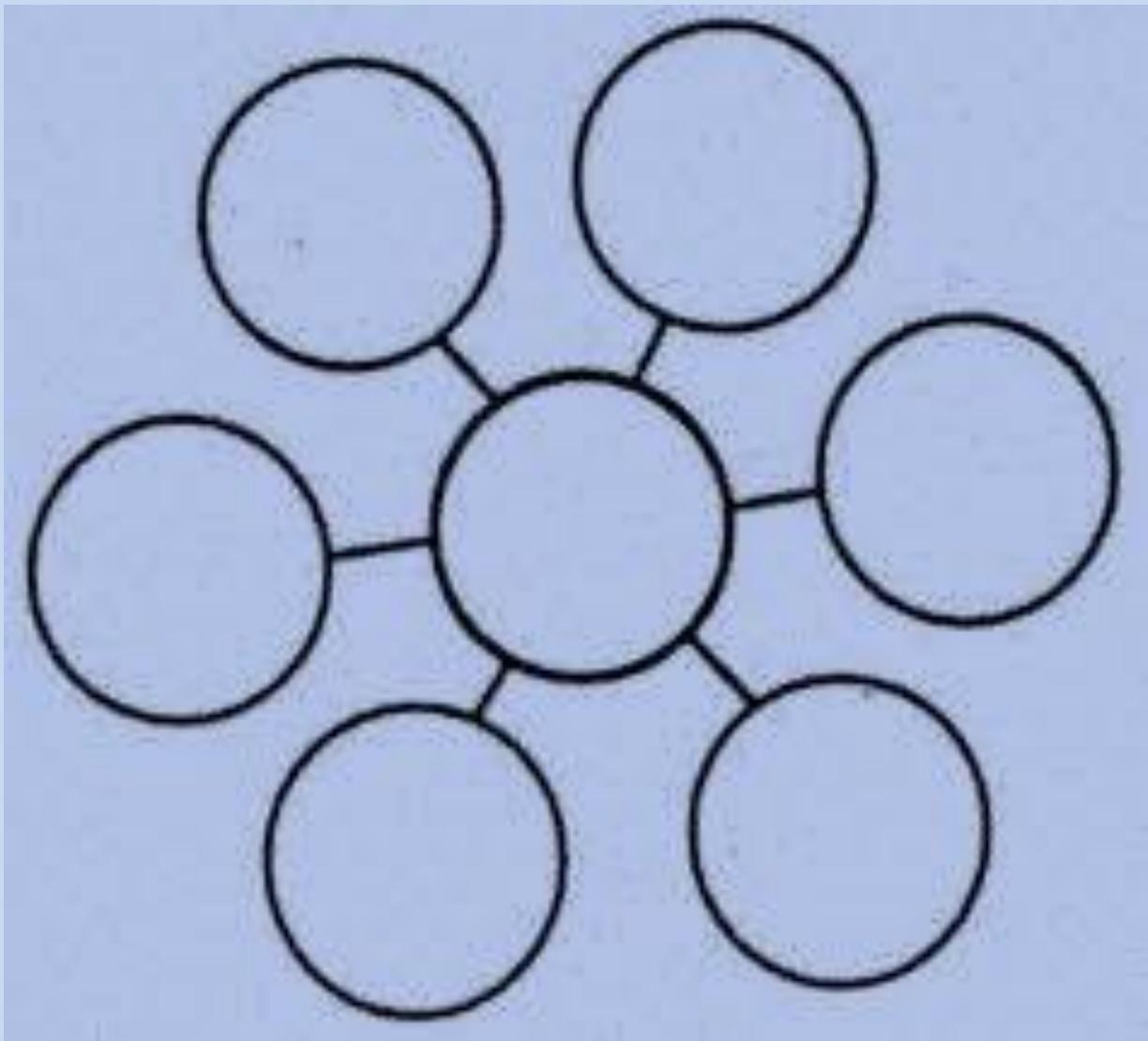
Remember that there is no need to put these in any specific numerical order. Just have a number written in, or next to, each circle (1 to 7).

I keep the list limited to 7 as this makes it more manageable and you are more likely to reach your goals if there are not too many to work with at one time. If you do not have 7 goals this is okay.

Whatever number you have (from 1 to 7), is good. Now that your goals are written down, it is now time to set about working through the process of achieving them.

Here is the template for you to use and copy.

To copy and paste – left click and then right click and copy and paste.



Step 3 - Setting the 3 levels of personal achievement

You will see the numbers 1 to 7 written down the side of the paper below the words

Easy

Target

Wild

Next to each number (1 to 7) write down 3 levels of achievement for your goals. Under the word Easy, make the first one easy and relatively attainable. In the next column under Target write your real target and under the last column, under Wild, write something that is wild, beyond your target.

An Example

My goal in circle number 1 is to play golf regularly.

I then put an easy achievable goal under Easy. My target goal under Target, and my wild goal under Wild.

Easy

Target

Wild

1. Play once per month Play once per week Play 3 times per week

Do this for all 7 goals and be sure to make the Easy ones achievable. If your goal is to save \$1,000 a month, make the Easy \$50 a month so that you are sure to at least achieve something. This is important. It is important to feel that you have achieved something each day, week or month.

Easy

Target

Wild

1

2

3

4

5

6

7

Step 4 - Creating a Vision Statement

Writing your vision statement is a very powerful tool. It is a great way to re-program your subconscious mind and to begin the process of locking in what it is that you wish for. It will eventually replace the less positive thoughts, blockages, beliefs and ideas that tend to limit us in reaching our goals and dreams.

This process will give you something to see and read every day. It is one of the daily practices that will keep you focused and on track with your goals throughout your process.

You might like to add time frames and some personal message or quote that you like. Keep it all in the first person – ‘I will achieve, I will have a created, etc’. To get you in the mood, a great way to start is to write something about your-self.

An Example

I am a professional facilitator, counsellor, creative artist and author ... and
I will have my new adventure book published by (May 2013) - add your own dates
I will start to donate money from the sale of my new book on ...
I will donate money to a charity.
I will have my film started by November.

You can start by writing a page or so and then condense it down. I find that a paragraph or 2 is good for a finished Vision Statement. I use both the long 1 page version for myself for my daily reading, and the shorter, more concise version, for things like my website.

An Example:

I will publish my book, begin my new film, donate money to my chosen charity and aim to stay in good health and begin a savings program of saving \$1,000 per month.

Write what feels right for you. This Vision Statement can (and probably will) be tweaked and changed throughout the year. It is important to write it all out as a statement. This statement is to be read (out loud if you can) every day.

My Vision Statement for my business that appears on my website is below:

Our vision (at the Conscious Life Development Foundation) is to be part of a world-wide community that strives towards living in a more conscious, peaceful, cohesive and collaborative way.

Step 5 - Personal challenges that you will have to face and overcome to set and achieve your personal goals

Being honest and open with yourself (and with other's) and really owning some of the challenges, blockages, belief systems and negative thought patterns that you carry, will help you to move forward and achieve your goals. Write them all down.

This is a very important part of the process and one that is quite often skipped or glossed over. Owning our own part in the journey, and realizing and admitting what these challenges are, is not always an easy thing to do. Write them all down and try to be as honest and open as you can. You may wish to work with someone that knows you quite well to challenge and support you in this.

Oftentimes, our 'saboteur' comes out to play when we have an opportunity to move on and do something that is better or more beneficial for us in our lives. We may have to work hard to overcome some of our old patterns and habits if we really wish to achieve our goals.

Some examples of what might have to be challenged:

- The tendency to put things off (until another day) – procrastination
- The belief that we are not good enough
- The belief that we do not deserve 'it'
- Doing it all alone instead of doing it with some support
- Finding the time and the energy and/or the will
- Bending to do what other people believe you should or should not be doing
- Fear of success
- Fear of judgement or criticism

You can now probably get a deeper sense of what it is that holds you back from achieving your own goals and dreams in life. We all have old beliefs, blockages and challenges, no one is exempt from this; they come in all shapes and sizes!

The more time and effort and honesty that you put into this part of the process, the more you will clear to support you to step forward in achieving your goals. It is our own belief systems that inhibit or stop us from doing the very things that we would love to do.

If you can find a friend to share this with, it will give you an added depth to the work. Find someone who is not afraid to be honest with you. With their support, encouragement and honesty, I am sure that you will gain much from doing this exercise.

Step 6 - What are your support systems?

Having a team and a set of systems to support you on your journey is essential. The time of soldiering along all by ourselves is over; it slows down and limits our progress. Write down all of the support people and systems that you can think of. Do not limit yourself here. Once you have written them all down, you can refine the list.

You can add physical and non- physical beings and also objects to your list.

Here are a few examples of support options to give you an idea of what you might find and use for yourself:

Friends, family members, accountant, bank, online webinars, a Master-Mind group, meditation (group), mentors or coaches, specific books or videos, further education or study, publishers, editors, computer, diet, exercise, yoga, gym. You will find many more. The secret is to find and the use all the support that you can to help you to achieve your goals and dreams. Often, the biggest challenge is asking for support in the first place. This is something to get used to. It may be time to learn that support is important in the process of creating and achieving goals.

Step 7 - Taking Action and putting it all together

The final thing to do is to put this whole process together and work with it EVERY-DAY! If you work diligently and consciously with this process you will achieve some great results. When you have all the other 6 steps in place, then it is time to put step 7 into place. It is now time to put it all into a working plan so that you start to see some results. This is why I ask that you start with a few 'Easy' goals. By doing this, it will give you a sense of joy, encouragement and achievement. Take each day as a new day and stay focused on your goals and dreams. Try not to miss a day. Spend some time EVERY DAY focused in some way on what it is that you would like to achieve.

Without action, nothing much is ever achieved. Do something every day to keep stepping forward. Even when it seems that everything is falling apart around you (I am sure you know these days), stay with the process; stay focused and use all of the tools and exercises and recommendations that have been set out in this 7 step process and you will move through your fears, doubts and other blockages and challenges, and you will reach your dreams and goals.

I trust that you have found this information useful.

In Gratitude and Joyous Creation, *Adrian*