



What have you learnt from completing Parts 1 to 3 of this Career Review Process?

What is it that you now know?






What specific action(s) do you feel you need to take in order to ensure your working life is aligned to your values, so that you feel the most satisfied and fulfilled in your career?

## SETTING GOALS

*“Greatest need of human beings is for a sense of meaning and purpose in life, for a goal to move forward”*

*Viktor Frankl*

We are most likely to accomplish the things we desire in life, in our careers, when we write these down as goals. Many people do not have goals. Many actively dislike or avoid setting them for themselves. Some of the common reasons for not goal setting are:

-  Fear – of the unknown, of moving beyond their comfort zone, no matter how limiting or unhappy they actually feel there; fear of saying out loud what they want of life, afraid of being laughed at, being rejected or put down; fear of failing (and then not having anything to dream about); of making themselves ‘different’ so others won’t like them; of ‘upsetting the apple cart’.
-  Don’t know how to set goals, never been taught or really spent much time thinking about it.
-  ‘Not right somehow’ – spiritually, emotionally, culturally.
-  Don’t know what they want – but perhaps they do know what they don’t want.
-  They don’t think it is important.

*“Happiness is the progressive realisation of a worthy ideal or goal”*

*Earl Nightingale*

## THE IMPORTANCE OF GOALS

What is essential to realise is goals help us have a vision for our life, our future.

They help us to feel that we are progressing towards something that is important to us. And it's this progression towards what we are inspired and motivated by (especially when those goals are aligned to our values and allow us to contribute to something bigger than ourselves) that leads us towards having a happy, successful and flourishing life.

Research done with Harvard students in mid 1950's identified just 3% had goals **and** wrote them down. Returning to this study 20 years or so later, researchers were amazed to discover that these 3% were the ones who had clearly achieved the biggest success with their lives to date.

*“Where there is no vision, the people perish”*

*Proverbs 29:18*

## CREATING EFFECTIVE GOALS

There are many acronyms for goal setting - S.M.A.R.T (specific, measurable, realistic, time-bound) probably being the one most people know.

**S SPECIFIC**  
**M MEASURABLE**  
**A ACHIEVEABLE**  
**R REALISTIC**  
**T TIME-BOUND**

Goal setting expert and best selling author, Brian Tracy, shares the following tips in his book Goals! (2010).

1. Goals must be specific, clear, detailed and written down. (Talking about them with others also helps to solidify your commitment towards them.)
2. They need to be measurable and objective – e.g. ‘I want to make a difference’ is not a goal. ‘I work for a large corporation in an internal behaviour change role where I bring together my marketing skills and facilities management knowledge by the end of 2021’ is a goal.
3. Goals must be time-bound, with deadlines and broken down with sub-deadlines.
4. Goals should be challenging – they need to stretch you a little, to push you beyond anything you have accomplished in the past. This is so it can bring out the best qualities in you to achieve it/ them.
5. Goals must be congruent with your values, your principles and in harmony with each other.
6. Goals must be balanced across all areas of your life – financial, family, health, spiritual life, community involvement, career etc.
7. You need to have a major definite purpose for your life – one goal, accomplishment that will do more to help you improve your life than any other single goal.

Brian Tracy states that once written down goals need to be regularly reviewed to ensure they remain valid for that individual. They also need to be phrased in a particular way in order to simulate the subconscious mind. For this, the **‘4 Ps’** are vital:

**POSITIVE**

**PERSONAL**

**PRESENT TENSE**

i.e. I will, I achieve, I live in, I earn, I weigh, I am. The final ‘P’ is **POSSIBLE**, that is, within your power to achieve.

Finish this career review process by turning the actions you identified at the start here into 1 to 3 goals you wish to achieve before the end of 2021.



**Write your goals down here.**

Then for each, consider how you can accomplish the goal. Be creative and consider all sorts of possible activities at first. Then select just one or 2 to get you started. (These could be the easiest things to do, or the thing that will create the biggest difference - the most important thing is to get started and take action!).

**GOAL 1**

**GOAL 2**

**GOAL 3**

<p><b>ACTIONS I COULD TAKE:</b></p>          <p><b>SPECIFIC ACTION(S) I WILL TAKE:</b></p>          <p><b>DEADLINE:</b></p>	<p><b>ACTIONS I COULD TAKE:</b></p>          <p><b>SPECIFIC ACTION(S) I WILL TAKE:</b></p>          <p><b>DEADLINE:</b></p>	<p><b>ACTIONS I COULD TAKE:</b></p>          <p><b>SPECIFIC ACTION(S) I WILL TAKE:</b></p>          <p><b>DEADLINE:</b></p>
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*“Realize what you really want. It stops you from chasing butterflies and puts you to work digging gold”*

*William Moulton Marsden*