

Olympia Life Coach Center

1421 E Harper ave Maryville, TN 37804 (865)982.9911
Olympialifecoachcenter.com | Olympiasalon@yahoo.com

GOALS & ACTION "TO-DO" LIST

GOALS (A.K.A.) "EXPECTED ACCOMPLISHMENTS"

WHAT ARE GOALS, but maybe lofty DREAMS of what you HOPE you will attain. Nothing wrong with that, but let's look at goals a little differently. What if we looked at goals more like "*expected accomplishments*." As in, you plan the work, work the plan, and expect 100% to reach your goal. Expecting" to "accomplish" something really brings more of a "determined mindset" than just writing a goal down, right? It's the right kind of "mindset" you'll need to really reach your goal.

Other factors that go into goal setting, or "expected accomplishments," would be:

- ❖ **BE SPECIFIC** - Can you articulate specifically what you want to attain? Then put it in writing and plan what it will take to get you there.
- ❖ **MEASURABLE** - How will you know you've attained the goal? Do you have milestones, so to speak that will let you know you've reached points along the way of achieving your goal?
- ❖ **ATTAINABLE** - Is what you're after even attainable? If so, go for it. If not, tweak your goal so you can come close to achieving what you (really) want.
- ❖ **TIME-SPECIFIC** - How long will it take you to attain this "expected accomplishment?" A month? Year? Ten years? Don't know? No worries. Going for your dreams and setting goals is part journey and discovery too. So, you're not out everything if you go for a goal. You're bound to learn something along the way, so why not go for it.
- ❖ **BACKUP PLAN** - If you don't reach your goal, what else can you do with the progress and the steps you took? Is there a goal close or similar to that which you sought after? Don't let your time, money and effort go to waste!

How do you accomplish your goal or expected accomplishment?

- ❖ **GET PSYCHED** Get pumped up, motivated and don't turn off that energy switch until you reach your "expected accomplishment."
- ❖ **VISUALIZE THE JOURNEY GETTING THERE AND ARRIVING AT YOUR FINAL DESTINATION!** How will you reach your goal? Can you see the steps you have to take? Can you research the steps you have to take? Do you need to create a plan for what you want to accomplish? Put pen to paper, or put your fingers on the keyboard and start typing your plan to reach your "expected accomplishment."

- ❖ **CREATE YOUR PLAN** Without a plan, you're doomed to go nowhere fast. So, put your plan together. Piece it together day by day, until one day soon, it's a plan right with detail and steps on what to do.
- ❖ **TEAM UP WITH OTHERS** Need help getting there? Who can help you reach your goal? Can you outsource some tasks? Do you need to consult with someone about what to do? Find those people and start getting their help.
- ❖ **KNOW WHEN YOU'RE MAKING PROGRESS** Check in with yourself often to see how you doing along the way? As you make progress, pause, reflect, learn and then continue on!
- ❖ **REVIEW & ASSESS ALONG THE WAY** How are you doing? Getting close? Off track/course a little? Realign your focus if you're a little off the mark, or speed things up if you're falling behind.
- ❖ **VICTORY** You've crossed the finish line and attained your goal. Congratulations! After reflection, study and review of reaching this goal, go for a new one!

Here are some questions to ask yourself when it comes to determining your goals and expected accomplishments for yourself to attain!

1. What do you want (to have or do) in life, but don't have or aren't doing?
2. What do you have / going on in your life that you don't want?
3. What are the most important things to you in life? Name three.
4. Where do you want to be in 1-3 years? 10 years? Do you have a plan to get there?
5. If you were to set ONE goal for this year to accomplish, what would that be?
6. What will you do each month in order to reach your goal?
7. Who will support you in this quest to achieve this goal? Anyone? No one?

When you're finished answering these questions, make a copy of this form, and send it to your coach via eMail, mail, or in person so you both can go over your responses and plan ways to help you achieve your goals.