

Goals Checklist

Potential Into Reality

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Goals are simply a way of expanding your comfort zone and increasing your potential.

Sure it is great to achieve your goals ... yet even if you don't get exactly what you want, who are you becoming as you are working toward them ... now that's priceless!

This checklist will help you to ensure that the goals you are working toward, do enrich your life and that you'll look back with joy!

Please note, when you see ** If you can't answer these in the positive, you may struggle to achieve your goal.

If there are more than 50% Nos in your answers, you may want to rethink your goal!

Goals Checklist	Yes	No
Is your goal stated positively? <i>Focus on what you do want, rather than what you don't want (e.g Weigh 57kg is better than lose 10kg)</i>		
Is it measurable? <i>E.g Weigh 57kg is better than 'be at my ideal weight'</i>		
Is is time bound? <i>Date by which the goal will be completed/achieved</i>		
Is it real? <i>Stretches you, but still be achievable</i>		
** Is this goal congruent with who you are, and what's important to you? <i>(speaks to your Vision and Mission statement)</i>		
Does this goal increase the choices available to you and add value to your life?		
Does this goal add value to the people in your most intimate circle?		
Does this goal add value to the wider community?		
** When you think about the tasks involved, to achieve this goal, do you get excited/smile? Are you passionate about doing what's necessary?		
** Will you experience joy as you are working toward achieving our goal?		
Do you know what you will gain if you achieve this goal? <i>E.g Energy, longer life, more time with grandkids</i>		
Do you know what will happen if you don't achieve this goal? <i>E.g won't be able to play and participate fully in my kid's lives</i>		
Do you get to share your gifts/talents/wisdom with others as you work toward achieving this goal?		
Have you started a list of the resources you are going to need to help you achieve this goal? <i>(people, information, skills, tools, books ect)</i>		

Goals Checklist	Yes	No
Have you started a timetable for the tasks/actions/activities you need to do to achieve this goal?		
Have you taken one action (a first step) to achieving this goal? <i>If not, Stop everything and do one thing right now — never leave the place where you set a goal, without doing one small, tangible thing to get it moving g. scheduling in your diary to list out your action items, making a phone call etc)</i>		
Have you written a sensory rich statement that describes how you will know when you have achieved this goal? <i>What you will see, hear, feel, taste that will let you know you've been a success (e.g Today is 15 January 20xx and I am standing in front of an audience of 2,000 people who are applauding and whistling, I am feeling exhilarated that I have been able to deliver to them information that has transformed their lives) .</i>		
Is this goal posted somewhere that you will look at it daily?		
Do you spend time daily visualising and feeling the feelings you will have as you achieve this goal?		
Do you have your (growing) list of steps/actions/activities close to you at all times?		