

Resources for Success!

PO Box 50910
Eugene, OR 97405
www.philiphumbert.com

Voice: (541) 342-1030
FAX: (541) 345-2099
Email: Coach@philiphumbert.com



**Thanks for
downloading your
copy of
“Goal-Setting 101”!**

This little exercise has been incredibly helpful for dozens of my clients, and hundreds of people in my workshops and seminars. It looks very simple, and if you want, you can do it very quickly and it will be a very simple little exercise.

But, be warned! It can also be a powerful tool to change your life!

If you take it seriously and invest some time, a little thought, and are honest about what you really want in life, these pages can transform your life and change everything! Clients report that after doing this exercise, they haven't been able to sleep at night because they were so excited! For the first time in their lives they knew precisely what they wanted and how to get it!

Their priorities changed in an instant. Their goals were clear, and they knew their lives would never be the same. A few have changed jobs, set new financial or career objectives. Others have moved across the country or made other life-altering commitments after doing this exercise.

Most, of course, have made smaller, less dramatic changes. They spend more time with their families, or have gotten out of debt and begun a REAL savings program – not the meaningless little program they promised to start “some day, real soon now”. Many are taking better care of their health, or have gone back to school, or turned a troubled marriage around.

Once you know what you really, really, REALLY want – you'll find a way to get it! The human brain is incredibly powerful, and you can trust it.

Most of us spend our lives being confused. We want both the promotion, and more time off. We want to save for our kid's college, but we want the new car, too. We want so many different things, we never DECIDE to actually go after and ACHIEVE any one of them!

This exercise can change that.

You do it in the privacy of your home, whenever you wish. You can do it as often as you like, and you can be as honest (or dishonest) as you prefer. You can get as much out of it as you put into it. The choice is yours.

Here are some suggestions to get the most out of this tool:

1. Download the file, and print them out – about 14 pages. Look over the questions. Notice how simple they are, and begin thinking about them.
2. Do NOT do the exercise when you first look it over. The temptation is to grab a pencil and do it right now, in a few minutes. You'll benefit from doing that, but you'll get even more benefit if you wait a day or two.
3. Let your brain think about the questions for an hour or two. Go for a walk, or even sleep on them over night. Keep the forms where you can see them, but don't rush to fill in the papers! For once, procrastination is a good thing!
4. Schedule an hour or more. Pick a time when the kids are in bed, or a Sunday morning when you have some quiet time. Sit at your favorite table – not your office desk or by the coffee table in the family room! This is an important exercise, and you want time and space and peace and quiet to do it right.
5. Don't "make" yourself finish it all at once. If you do part of it and get interrupted, or decide to take a break, that's alright! Come back when you have the time, and can concentrate.

6. When you have finished, look over what you've written. Study your answers. Look for the patterns that show up over and over. Notice the items that have been on your "list" since high school, the things that call to you. Notice the secret longings of your heart, and circle them.
7. Put your papers in a safe place so you can sleep on your answers. Get them out in a few days, and read them over. Change any wording, or cross items off and add new ones. Keep at it until these pages accurately reflect your dreams, and your desires.
8. Finally, when you are ready, share the results with someone you trust. Read your list out loud, and ask them for feedback and understanding.
9. If there are action steps you wish to take, then do so! If this exercise leads you to set goals, and take control of your life, then follow your dreams! Do what you need to do! This is your life! Go after what you really want!
10. And then, in a few weeks or months, when the time is right, do the entire exercise over again. Download another set of forms, or make your own, and spend another few hours. Ask yourself the big questions. Think about your answers and review your direction in life.

Now, some of you are thinking, "Do I really have to do this over and over again!?" Well, yes. You have to define your life, you have to set your course and define your goals over and over again. Life is not a "once and you're done" sort of deal. This is YOUR life!

So, please take this seriously. Spend a few minutes with it, review your priorities and set your course for the destination you have chosen.

Best wishes for smooth sailing!

Philip E. Humbert, PhD
Author, Speaker...COACH!
Email: Coach@philiphumbert.com
Web: <http://www.philiphumbert.com>

Goal-Setting 101

By Philip E. Humbert, PhD
Author, Speaker...COACH!

This is a tool for your benefit. You can do it as often as you like, or not at all. You can share it with your family, friends or other people, or with no one at all. You can take it as seriously as you would like. Some people take many hours, days or even months, to describe the life they really, really want, while others take only a few minutes to jot down their first ideas. It's up to you. Use this exercise in whatever way will serve you best. And, enjoy it!

Part 1: Personal Space

List 25 things that describe your perfect home or personal environment. These can be things, people, shapes, sounds, smells, colors, textures, spatial relationships, or "absence of" items (an "absence of" traffic noise, for instance). Stretch your mind! Describe your perfect home and work situation. Use all the space you need!

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

"Be willing to be uncomfortable. Be comfortable being uncomfortable. It may get tough, but it's a small price to pay for living a dream."

—Peter
McWilliams

"It may be those who do most, dream most."

—Stephen
Leacock

10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

"Many persons have a wrong idea of what constitutes true happiness. It is not attained through self-gratification but through fidelity to a worthy purpose."

—Helen Keller

"When I chased after money, I never had enough. When I got my life on purpose and focused on giving of myself and everything that arrived into my life, then I was prosperous."

—Dr. Wayne Dyer

Part 2: Career and Professional Development

List 25 desirables for your perfect work and professional life. Describe the type of work, the level of prestige, the level of stress, the challenges and accountability you want – or don't want. Think about income levels, personal satisfaction and other rewards. What do you want in terms of work and career in the coming 5 to 10 years? Think big! Use all the space you need!

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8. _____
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10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

"Look, I really don't want to wax philosophic, but I will say that if you're alive, you got to flap your arms and legs, you got to jump around a lot, you to make a lot of noise, because life is the very opposite of death. And therefore, as I see it, if you're quiet, you're not living. You've got to be noisy, or at least your thought should be noisy and colorful and lively."

—Mel Brooks

- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____

"Thorough preparation makes its own luck."

—Joe Poyer

"I would as soon appear before an audience half clothed as half prepared."

—Daniel Webster

"Chance favors the prepared mind."

—Louis Pasteur

Part 3: Social and Personal Relationships

List 25 desirables for your community, family, and intimate relationships. What kind of organizations do you want to be involved with, and why? How many friends and acquaintances do you want? What qualities or values do you want them to have? Who are these people? What do you want in your family or intimate relationships? What do you want less of? Be clear, be specific, ask for what you really, really want!

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2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

"Your only obligation in any lifetime is to be true to yourself. Being true to anyone else or anything else is not only impossible, but the mark of a fake messiah."

—Richard Bach

- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____

**“We fritter
away our
energy and
creativity . . .
we get bogged
down in the
thick of thin
things.”**

—Henry David
Thoreau

Part 4: Spirituality, Wellness and Self-Expression

List 25 experiences, beliefs, rituals or practices that you would like to have in your life. How do you want to express your inner-most values? What do you want more of in your life? What do you want less of? What will have to change for you to take perfect care of your mental, emotional, physical and spiritual well-being? What items will assist you in being (or becoming) completely and fully alive as a person?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

"When your self-worth goes up, your net worth goes up with it."

—Mark Victor Hanson

"Health is the first wealth."

—unknown

"Every person is the creation of himself, the image of his own thinking and believing. As individuals think and believe, so they are."

—Claude Bristol

- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____

"We are what we think. All that we are arises with our thoughts. With our thoughts, we make our world."
—The Buddha

"No problem can stand the assault of sustained thinking."
—Voltaire

"To think is to practice brain chemistry."
—Deepak Chopra

Part 5: Item #101

Now for the essay question: What do you really, really, REALLY want for your life? You've thought about and described your home and personal environment. You've reviewed and defined your ideal work and career, and reviewed the relationships you want in your life. You've taken time to think about your values, spirituality, health and well-being. What does it all add up to?

In the space below, review the things you've written on the preceding pages, and think about how you would like to summarize your biggest dreams and your most important desires. Describe your perfect life. Use the language, pictures, symbols or crazy doodlings that work best for you – whatever works for you is the RIGHT way to do this!

If you find it difficult to think about what you want for your life, describe what you want to add, or subtract or change in the coming year, or the coming 5 years. This exercise is for you. Use it any way that works best for you. Go for it!

"We are what we repeatedly do. Excellence, then, is not an act, but a habit."

—Aristotle

Next Steps: What to Do Now!

You now have a clear idea of how you want your environment, your work, your relationships and your personal life to look and feel. You know what you want! That's a huge step forward! Trust me – once your brain is very clear about exactly what you are trying to accomplish, it is a genius at getting it for you! You know the old saying, "You can accomplish anything you put your mind to"? Well, it's true.

And, having effective strategies and practical tools will make your brain even more efficient. So, here are some application strategies:

1. Review the pages you've just completed and list 5 things you will do immediately – TODAY! – to take action. They may be very small (pick up your socks or balance the checkbook), but they tell your brain that you are serious about this and you are on your way. List your actions here:

In the next 24 hours I will:

1. _____
2. _____
3. _____
4. _____
5. _____

"People are not lazy. They simply have impotent goals—that is, goals that don't inspire them."

—Anthony Robbins

2. The next step is to confirm your intentions and continue taking action. Rome wasn't built in a day, and neither will you create the life you really want in a day, a week, or even this year. Building a life takes...a lifetime! It's a daily project. It requires small, but consistent steps and continuous commitment. It takes determination – there are lots of folks out there who will try to distract you, confuse you, or persuade you to build the life THEY want. Ignore them!

Stay the course. Jot down the things you know you need to change, start, stop, adjust, clarify or eliminate in order to move closer to the life you described above. Remember, it's a process! "A journey of a thousand miles begins with a single step." And, completing a journey of a thousand miles requires only that you keep on walking! List 5 things you will do this month to bring your life closer to the goals you described.

In the next 30 days, I will:

1. _____
2. _____
3. _____
4. _____
5. _____

Now, you have to continue the process. Remember my note in the cover letter? Some of you will complain that you wanted a goal-setting process that was simple (I think we got that part) and that you could do once and magically have the life you always wanted. (That part, I'm afraid, doesn't exist.)

You need to continue your basic actions every day! No one is asking you to do anything dramatic, difficult or dangerous. You are asking YOURSELF to "pick up your socks" or lose one pound a week, or save \$100 per month, or read one hour a day. You are committing to taking the "steps" that over time, complete a journey of a thousand miles and create the life you really want.

So, here is the place you list your specific, measurable commitments for the coming 12 months. What are the things you need to do, learn, change, or implement to move your life from where it is to where you want it to be a year from now? Be honest! Be specific! Be clear! List your objectives here.

In the coming 12 months I will complete or achieve:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

"Cease trying to work everything out with your mind. It will get you nowhere. Live by intuition and inspiration, and let your whole life be a revelation."

—Eileen Caddy

You now have a map, and the tools you need to design, develop and enjoy the life you really, really, REALLY want! You can repeat this exercise as often as you like. You can adjust or change your answers as often as appropriate. You know what you want and you are in control!

If you would like assistance, further clarification, or a coach to encourage and guide you, please contact me any time, but know that the power is in your hands. This is your life! Live it the way you really want to! I'll see you at the top!

Philip E. Humbert, PhD
Author, Speaker...COACH!