

REMEMBER: Your PERFORMANCE PLANNER™ is designed to tie together Zig Ziglar's Goal-Setting System and the best aspects of daily time-organizing systems. However, this section could be used by itself if so desired.

GOAL-PLANNING SHEETS AND STEP-BY-STEP PROCEDURES FOR SETTING AND REACHING YOUR GOALS

The Chinese say that the journey of a thousand leagues begins with a single step. Commit yourself to take these goal-setting steps NOW.

BAD NEWS: To properly set your goals you will need to invest a minimum of ten hours and possibly as many as twenty hours. That's one of the reasons only 3% of the population have clearly defined their objectives in life.

GOOD NEWS: By following these procedures and using this PERFORMANCE PLANNER™ every day, you will have **several** extra hours each week to pursue your own business, family and personal interests. Just remember, "When you do the things you need to do, when you need to do them, the day will come when you can do the things you want to do, when you want to do them."

MORE GOOD NEWS: When you learn the formula for setting one goal, you will know how to set all goals, whether it is a physical, mental, spiritual, social, family, career, recreational or financial goal.

Now for the action steps:

ACTION STEP I

On your Dream List (page 6), let your imagination run wild and print everything you want to be, do or have. (When you **print**, your concentration is greater and you burn the idea more indelibly into your subconscious mind.) If you have a family, be sure to include your mate and children when you set your goals. This entire goal-setting process helps channel your logical left brain and frees your creative right brain for more effective use of your imagination. Note: "You gotta 'be' before you can 'do,' and you gotta 'do' before you can **have**."

GO AHEAD – DO IT NOW. A major reason you acquired this PERFORMANCE PLANNER™ is to gain some benefits, but these come only after you take action.

ACTION STEP II

Wait 24-48 hours then answer the question "why?" for each item you have printed on your Dream List. Space is provided for you to do this on your Things I Really Want To Be, Do Or Have sheet (page 7). If you can't verbalize in one sentence why you want to "be, do or have," then it truly is a dream and not a real goal. At this point, you should cross it off your list.

ACTION STEP III

Ask these five questions, *all* of which must have a “yes” answer:

1. Is it really my goal? (If you’re a minor living at home, an employee or a team member, some of your goals will be set by the coach, director, parent or employer.)
2. Is it morally right and fair to everyone concerned?
3. Is it consistent with my other goals?
4. Can I emotionally commit myself to finish this goal?
5. Can I “see” myself reaching this goal?

NOTE: Answering these questions will further reduce the number of dreams on your Things I Really Want To Be, Do or Have sheet, so scratch them off as well. Answering questions #2 and #3 will be very helpful in making important decisions in all areas of life, especially in the financial area.

ACTION STEP IV

After each remaining dream ask yourself these questions:

1. Will reaching this goal make me happier?
2. Will reaching this goal make me healthier?
3. Will reaching this goal make me more prosperous?
4. Will reaching this goal win me more friends?
5. Will reaching this goal give me peace of mind?
6. Will reaching this goal make me more secure?
7. Will reaching this goal improve my relationships with others?

If you can’t answer “yes” to at least one of these questions, eliminate that item from your list of dreams. Careful: Don’t confuse pleasure with happiness. Be sure to consider your family when you answer these questions.

ACTION STEP V

Divide the remaining goals into three categories: Short-range (1 month or less); Intermediate (1 month to 1 year); Long-range (1 year or more), and mark them SR (short-range), I (intermediate) or LR (long-range) on your Things I Really Want To Be, Do Or Have sheet (page 7). **GO AHEAD — DO IT NOW.** By taking this step you will be able to quickly determine whether or not you have a balanced perspective between what needs to be done now, versus your dreams for the future.

Remember:

1. SOME goals must be **big** (out of reach – not out of sight) to make you stretch and grow to your full potential.
2. SOME goals must be **long-range** to keep you on track and greatly reduce the possibility of short-range frustrations.

3. SOME goals must be small and **daily** to keep you disciplined and in touch with the reality of the “nitty gritty” of daily life.
4. SOME goals must be **ongoing**.
5. SOME goals (sales, educational, financial, weight loss, etc.) might require **analysis and consultation** to determine where you are before you can set the goals.
6. MOST goals should be **specific**. A “nice home” is not as good as “3,000 square foot, Tudor-style home with 4 bedrooms, 3 full baths, 2 living spaces,” etc. Some goals, like improving your self-image, becoming a better parent or getting a better education, are more difficult to pinpoint. Those that are less specific should be broken down into specific, tangible steps. For instance, a step to becoming a better parent could be “spend one hour per week one-on-one with each child.”

ACTION STEP VI

From the remaining goals, prayerfully choose the four goals (remember, balance is the key) which are the most important things you need to work on **right now** and enter them in “*My Goals For This Week*” on the Weekly Activity Record – Personal Performance Record Sheet. If this is your first organized goal-setting experience, you may want to start with two or three short-range goals.

IMPORTANT: Now turn to page 185 and record these goals on your Charting My Process sheet. You will be encouraged tremendously as you record the goals you reach throughout the year. Your confidence, self-image, and goals-achieving ability will improve dramatically.

ACTION STEP VII

Record these four goals (at least the ones that are Intermediate and Long-Range) on a General Goals Procedure Chart (pages 10-12), and work each one of them through the process as shown in the examples on pages 8 and 9. Permission is given to copy or duplicate the General Goals Procedure Chart, for your personal use only.

ACTION STEP VIII

Take the additional goals you have listed on your Things I Really Want To Be, Do Or Have sheet and record each on a General Goals Procedure Chart. Work each goal through the process as you did in Action Step VII. Refer to the examples on pages 8 and 9 for a format to follow.

DO IT NOW. Remember, motivation comes **after** you start the project.

CONGRATULATIONS! You have invested more time in planning your future than most of your friends, relatives and associates will ever invest, but you’re not quite through. Turn to pages 151-177 and pencil in your Monthly Activity Record activities for the next twelve months. Include project completion dates, vacations, birthdays, holidays, anniversaries, etc. At this point, in most cases, you will probably have far more blank dates than planned dates. However, with each passing month and each goal set, you will fill in the blank dates. At that point you will have a clear picture and a permanent record of **why** you have accomplished as much as you have and **how** you can achieve even more success in the future. Now that your goals are set, please proceed to Reaching Your Goals on pages 14-15 and learn exactly how to achieve your goals. I encourage you to place a ribbon on this page for instant, constant and easy access for reviewing.