



# GOAL SETTING

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# *Why Goals Are Important?*

*Goals are important in life for at least four reasons*

- 1. Goals provide a sense of direction.**
- 2. Goals focus our efforts.**
- 3. Goals guide our plans and decisions.**
- 4. Goals help us to evaluate our progress.**



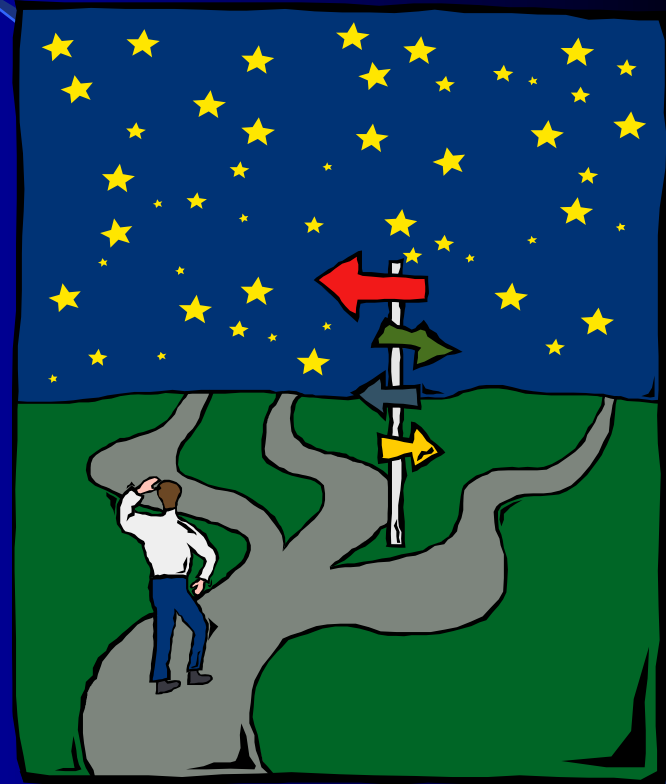
# *Lot more has been said about Goal and its importance....*

- **Life without Goal is like an uncontrolled boat in sea, which can hardly reach the destination.**
- **A person without specific Goal is always misled.**
- **Knowledge helps you to reach your destination.**



# *Lot more has been said about Goal and its importance....*

- **“Not the failure, but low aim is a crime.”**
- **On the journey to life’s highway, keep your eyes on the goal. Focus on the donut, not upon the hole.**



# What Is Goal?

People confuse Goals with Dreams and wishes. Dreams and wishes are nothing more than desires. When your dreams and desires are strong and when they are supported by

- ☞ **Direction**
- ☞ **Dedication**
- ☞ **Determination**
- ☞ **Discipline**
- ☞ **Deadlines**



they turn into Goals. In another words, Goals are dreams with a deadlines and an action plan.

# Types of Goal

Goals can be of two types:

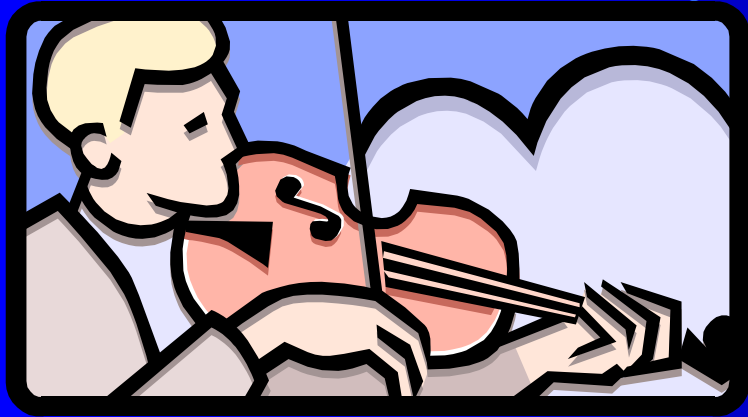
A. Long Term Goals - up to five year and more



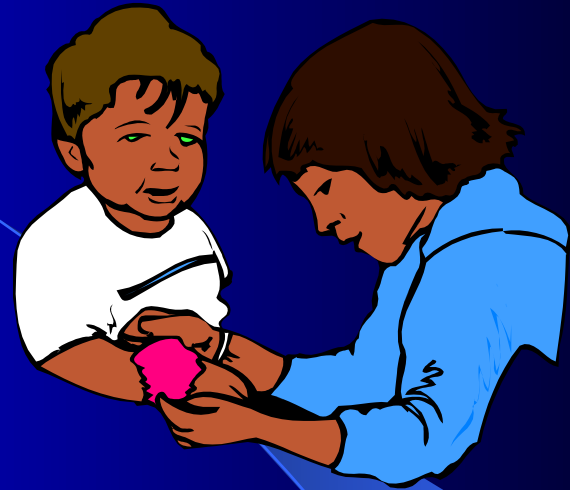
*Educational goal*



*Professional goal*



***Goal to cultivate at  
least one hobby in life.***



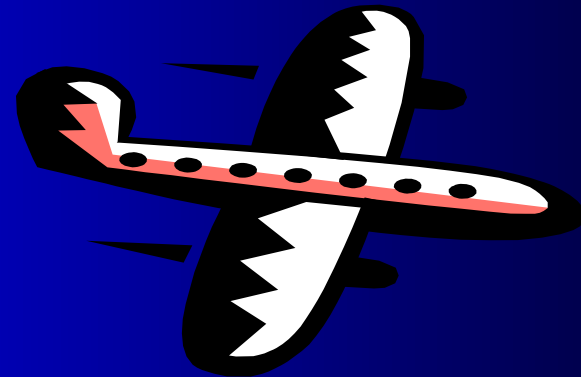
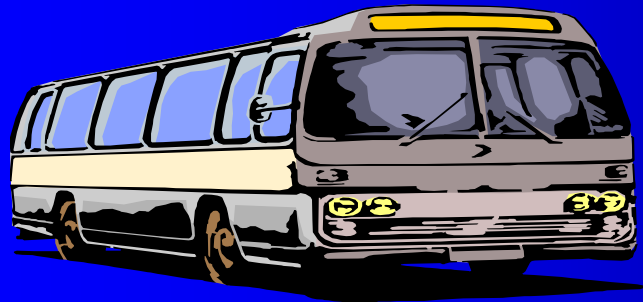
***Goal of social  
service.***

**Over and above all these there can be many other long term goals**

**like: to be a good citizen, to be a good father etc..**

## B. Short Term Goals- up to one or two years

- Goal for undergoing short term courses for achieving special proficiency or skill.
  - Goal to undertake short term projects for the benefits of self, family, society or organization.
  - Goal of traveling inland or overseas.
- Over and above these, there can be many other short-term goals.





# How Should Be Your Goal?

Goal should be **SMART**

**S – Specific**

For example, 'I want to lose weight.' This is wishful thinking. It becomes a goal when I pin myself down to "I will lose 10 pounds in 90 days".

**M – Measurable**

If we cannot measure it, we cannot accomplish it. Measurement is a way of monitoring our progress.

**A – Achievable**

Achievable means that it should not be out of reach. It should be close enough and yet challenging. However, it should not be out of sight, otherwise it becomes disheartening.



## ***R - Realistic***

**A person who wants to lose 50 pounds in 30 days is being unrealistic.**

## ***T - Time bound***

**There should be a starting date and a finishing date.**

**Moreover the goal should be .....**



***Personal***



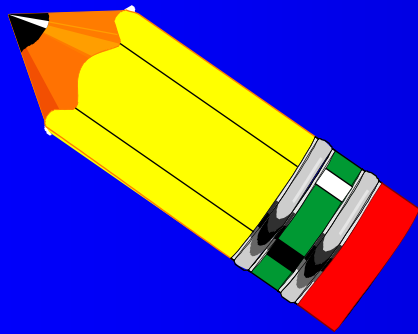
***Flexible***



☞ *Positive and Holistic*



☞ *Visualizable*



☞ *Written*



☞ *Publicly declared*

# Why Don't People Set Goals?

There are many reasons, including:



- ***Pessimistic attitude*** – Always seeing the pitfalls rather than the possibilities.
- ***Fear of failure*** – What if I don't make it? People feel subconsciously that if they don't set goals and if they don't make it, then they haven't failed.
- ***Lack of ambition*** – This is a result of our value system and lack of desire to live a fulfilled life. Our limited thinking prevents us from progress.
- ***Fear of rejection*** – If I don't make it, what will other people say?

- ***Procrastination*** – “Someday, I will set my goals.”
- ***Low self esteem*** – Because a person is not internally driven and has no inspiration.
- ***Ignorance of the importance of goals*** – Nobody taught them the importance of goal setting.
- ***Lack of knowledge about goal setting*** – People don't know the mechanics of setting goals. They need a step-by-step guide so that they can follow a system.

# How do we start setting Goals?

- **Step: 1 Identify your vision**
- **Step: 2 Write down a Statement of Purpose (SOP)**
- **Step: 3 Translate your SOP into goals**
- **Step: 4 Action**
- **Step: 5 Evaluation**
- **Step: 6 Celebrate!**

# Step: 1 Identify your vision

- You need to know what you want from life. This will be based on what our unique talents and gifts are. Remember to choose to work in some field that you're passionate about-the best way to enjoy life is t make your vocation your vocation. Put down your vision on paper.

# Step: 2 Write down a Statement of Purpose (SOP)

- Don't wait for your MBA entrance exams do it now. What you need to write down is the purpose of life. It needs to be clear and focused this will help make your goals more effective and specific.



# Step: 3 Translate your SOP into goals

- Start setting specific long term and short-term goals in every area of your life: Personal department, Physical department, Spiritual growth, Professional life / College / Career, Family, Relationships, Finances. Break down long term goals into smaller once and use the goals evaluation test:
- **Does this goals advance me towards my vision?**
- This will give you idea about the relevance of the goal. Write down a dead line next to each goal.

# Step: 4 Action

- This is the most important step you need to start taking action towards achieving your goals. Without action the goals are of no use. So start to act immediately.

# Step: 5 Evaluation

- Goal setting is not a one time activity but an ongoing process. So evaluate for yourself, what is working for you and what is not. Modify your goals as needed. Some goals may be unrealistic, so you will need to analyse that too.

# Step: 6 Celebrate!

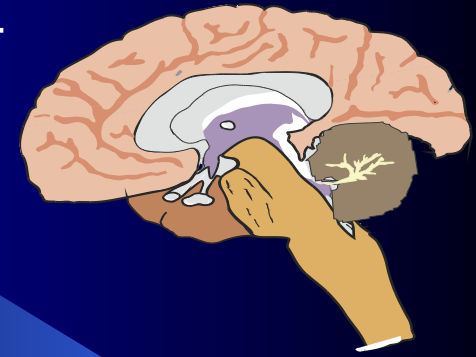
- Whenever you achieve a goal, it's time to reward yourself. This will reinforce the pattern of achievement in you, and motivate you to achieve further.
- 
- So what are you waiting for? Get started, and reach for that GOAL!

## Each goal must be evaluated in the light of following:

- *Is it the truth?*
- *Is it fair to all concerned?*
- *Will it get me goodwill?*
- *Will it get me health, wealth and peace of mind?*
- *Is it consistent with my other goals?*
- *Can I commit myself to it?*



# *Importance of Subconscious Mind and Alpha state in goal setting*



## **TYPES OF MIND**

### **(A) CONSCIOUS MIND**

- The part of the mind, which we are conscious about. One is easily able to know the contents of conscious mind.
- Part of mind which remains fully active when we are awake.
- Conscious mind is logical. It can reason, analyze, it can accept or reject.
- Conscious mind forms hardly 10 % of the whole mind.

## (B) SUBCONSCIOUS MIND

- Remaining 90 % is our sub-conscious mind.
- During normal state one cannot remember the contents of this part of consciousness.
- All our experiences of life are stored in this part of consciousness. It is our personality.
- The contents of subconscious come to the surface during sleep or when we practice relaxation or yoga or when we get concentrated in some work.
- Subconscious mind is like an automobile, while conscious mind is like a driver. The power is automobile but the control is with the driver.



# CHARACTERISITC OF MIND

<b>Conscious Mind</b>	<b>Sub-conscious Mind</b>
<b>10% Power</b>	<b>90% Power</b>
<b>Boss</b>	<b>Servant</b>
<b>Uses Logic</b>	<b>Does not use any Logic</b>
<b>Filter</b>	<b>No Filter</b>
<b>Analytical</b>	<b>Creative</b>
<b>Executes</b>	<b>Plans</b>
<b>Thinks before action</b>	<b>Works faster on negative commands</b>
<b>Understands Joke</b>	<b>Doesn't understand Jokes</b>
<b>Sets Goals</b>	<b>Achieves Goals</b>

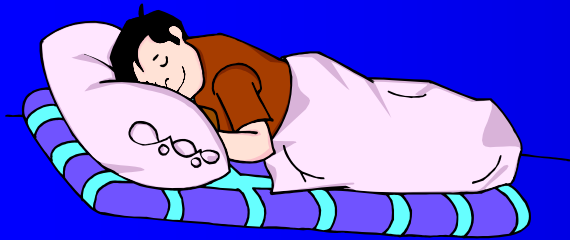


- **Importance of Subconscious Mind And 'Alpha' State in Goal Setting.**
- **Catalysts For Goal Setting And Visualization.**
- **Relaxation Techniques.**
- **Goal Setting Through Auto Suggestions And Visualization.**
- **Structure of Auto Suggestions.**



# STATES OF MIND

States	Cycles / Second	Situations
Delta ( $\delta$ )	1 to 4	Deep sleep or yoga & meditation
Theta ( $\theta$ )	4 to 7	Shallow sleep or yoga & meditation
Alpha ( $\alpha$ )	7 to 14	Half awake or yoga & meditation



Beta ( $\beta$ ) 14 to 25

Awakened

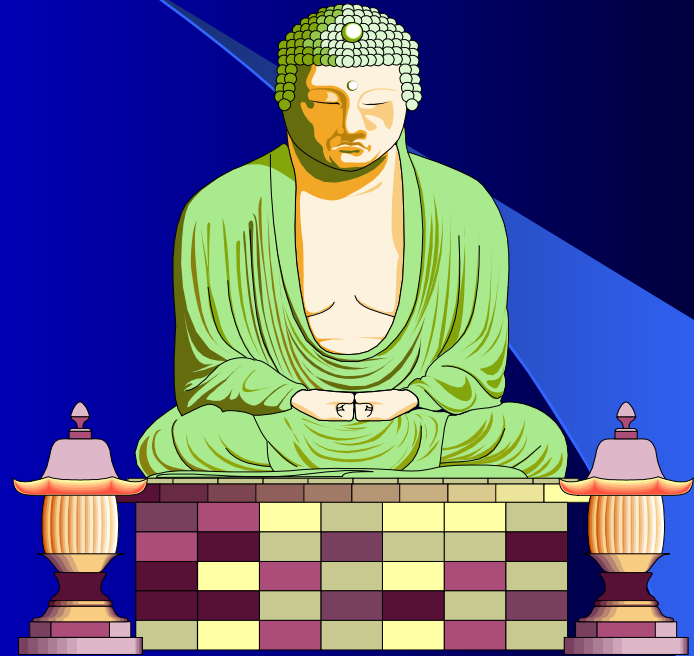
Beta + ( $\beta^+$ ) 25 onwards

State of tension, anxiety, fobic mania etc..



# *Catalysts For Goal Setting And Visualization*

- *Burning Desire*
- *Faith*
- *Silence*
- *Meditation*
- *Positive Thinking*
- *Prayer*
- *Fasting*
- *Hypnotism*



# Relaxation Techniques



## Relaxation Through Deep Breathing

- ❖ **Breathe in through your nostrils for a period of 1.5 to 1.75 second or for 4 counts.**
- ❖ **Hold your breath in lungs for a period of 0.5 to 0.75 seconds or for 2 counts.**
- ❖ **Breathe out gently and slowly through your nostril for a period of 2 to 2.5 second or up to 5 counts.**

- **Breath out for a period of 2 to 2.5 second or for 5 counts gently and slowly through your nostril.**
- **Before you start next cycle of breathing take rest of 0.5 to 0.75 second or for 2 counts.**
- **When you breath in, let your belly come out steadily and gradually and when you breath out let your belly go in.**
- **Now fully concentrate on breath and try to feel the inflow and outflow of the breath through your nostril.**
- **Concentrate on your breath and try to feel the coldness of the air, when you inhale, and warmth of the air, which you exhale through your nostril.**
- **Try to feel fully relaxed.**

## *Goal Setting Through Auto Suggestions And Visualization*

- **Adopt any one of the relaxation techniques, practice meditation and stabilize your mind at least in alpha state.**
- **Link up with your subconscious mind to communicate with it.**
- **Install a mighty thought to set your goal and to achieve it.**
- **Start setting your goal giving auto-suggestions with full confidence.**
- **Try to visualize your goal as far as possible by Picturizing them on your mental screen.**
- **Add your positive emotions to make goal setting more effective.**
- **Use maximum catalysts.**
- **Wait patiently for the result.**

# *How to form Auto Suggestions?*

*Your auto suggestions should be .....*

- **Short, Simple and Straightforward.**
- **Without dual meaning.**
- **very positive statements without negative words.**
- **Never use the word ' *NOT* ' in your suggestions.**
- **Your auto-suggestions should be in the present continuous tense.**
- **Your auto-suggestions should be Picturizable or visualizable.**



***OM SHANTI***