



GOAL SETTING

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INTRODUCTION

About The Author and My View on Goal Setting

I am the creator of www.thoughtsnlifblog.com, which I started in March 2016.

I love self-development, and over the years of working on myself, reading books and, setting Goals, reviewing my successes and failures, I have learnt one thing about life. We are our thoughts, and our thoughts make us happy or sad. It is our thoughts that will help us achieve our goals or not.

I set goals throughout the year, not just in December. The days of setting new resolutions stopped when I was 16 years old, because I could not keep them. But I never gave up on goals. I prefer to set yearly goals, and I manage the goals quarterly chunks or month by month. I tend to start my goals anytime of the year, and it doesn't have to be the 1st of January.

I personally don't set five year or ten-year goals. I have tried but it didn't work out for me.

My Goal Setting Method

I share with you the Goal setting methodology I use, which is a combination of SMART and M-T-O goal setting. Both methods are not my creation. Someone else has created these. I have created something that works for me, and I am sharing it with you to help you.

This booklet is NOT aimed to help you set a five- or ten-year plan. Because I don't use those methods. I have an instinctive feeling about what I want to improve on and what I want to achieve.

However, before I set goals for the year, I reviewed last year's answer to what happened. This generally shapes some of the goals for next year. I find the review process so helpful and insightful. I am slowly but surely improving over time.

GOAL SETTING

Why bother setting Goals?

Well, it is like - why get up in the morning at all? Why live life? Why achieve anything?
Why not just stay in bed all day? Why have a bath?

The point of setting goals is to live an entire life, to achieve, and keep growing.

Without any aim in your life, you will get nowhere fast.

Goals help you plan a move forward in a direction you want to steer your life. They give you a reason to get up in the morning.

Brainstorming

There are two steps to this process.

1. One is to review your last year, how it went, and what you learned about yourself.
2. Secondly, pinpoint what you want to achieve in the next year or two or five.

Generally, your review of the past year will allow you to see what is still outstanding in achieving, what you don't care about anymore, and what new things you want to focus on. The review of last year will also tell you something about yourself, especially your strengths and weaknesses.

Review your last year

I created a booklet for Reviewing Your Year and a [YouTube Video](#) that helps you work through it.

1. What did I achieve this year? Or in the last three months? Or since my last review?
2. What went well for me last year?
3. What didn't go well for me? Was it in my control?
4. What have I learned about myself? e.g. I am lazy; I am good at organising
5. What do I want to change about myself? What do I want to keep doing?

LET'S DREAM ABOUT THE LIFE WE WANT

6. What newness am I going to bring into my life? In what areas of my life: Work, Home, Relationships, Health, Finances, and others...
7. What do I want the next year /decade to look like for me? What is my dream life? What type of person do I want to be? What is important to me? What is not essential to me?

Potential Areas for Goal Setting

Look at your life and see what you like about your life and what you want to change. Here is a list of some of the areas in your life you might want to change

- **Money, Saving, Investment, being frugal, no spending months.**
- **Education:** - **Learning something new**, re-learning something, enhancing knowledge.
- **Family and Friends**– being more social and more caring to friends.
- **Creative** – Painting, Gardening, crafting, cooking, writing, hobbies, DIY etc
- **Mental Health**
 - **Spiritual** – how do you want to live your life? Is it all about money? Or is it essential to have balance in your life?
 - **Attitude** – Is any part of your mindset holding you back? Is there any part of the way that you behave that upsets you? For example, Stop being lazy! Stop negative habits of being angry etc.
 - **Meditation** - linked to Spirituality or even to your attitude.
 - **Habits** – break old habits and create new ones.
 - **Be a go-getter** – stop procrastinating.
 - **Your Personality:** Want to be calm, easy-going, productive, and disciplined?
- **Exercise – Getting fitter, eating better**
- **Volunteering** – Doing volunteering work or donating more

Goal Setting using the SMART method

For goals to be realised, they need to be SMART. I am sure you have heard this before. This is what SMART stands for. So, whilst brainstorming what you want to achieve with your goals, think about how you can make them SMART

- S – Specific (or Significant).
- M – Measurable (or Meaningful).
- A – Attainable/ Achievable (or Action-Oriented).
- R – Relevant (or rewarding).
- T – Time-bound (or Trackable).

Below is an example of how you can use the SMART technique. The model below has some well-ish defined Goals and some sketchy ones – can you spot the difference?

With regards to Measurable and Achievable, there is a great goal-setting technique called the Minimum –Target – Outrageous – MTO Technique that is a real game changer. I have included this towards the back of this booklet. I think this method is beneficial for personal goals, and this is what I personally use for my Goals.

	Example Goal	Example Goal	Example Goal
Goal Title	Read More	Improve Blog	Balance
<p>Specific - What do you want to achieve? What is the result? What will this give me? A sense of fulfilment, what?</p>	<p>Read more books so that I improve my writing and vocab. Aim to read a book a month</p>	<p>-Draft, Edit, And Publish. -Schedule in advance - housekeeping - grow blog</p>	<p>Have more balance in life. Meditation, positive reading, immediate transformation.</p>
<p>Measurable – How do you know if you have met this goal</p>	<p>Take notes of the books I read and write a review Review my progress quarterly.</p>	<p>The quality of my post improved, more readers and comments and refers. Review blog stats weekly</p>	<p>Full review daily. Minimum review weekly. Keep a tracker.</p>
<p>Attainable or Achievable - Do you have the skills to achieve the goal, or do you need to invest in getting the skills?</p>	<p>Yes, I must find time to read.</p>	<p>Yes, but I need to make an editorial calendar and stop writing a blogpost on my phone.</p>	<p>More peaceful, flexible, and easy going</p>
<p>Relevant – Is the goal aligned with something I want to achieve, or am I wasting my time? What am I gaining by this? Do I have accomplished this to, day or is it dependent on something else?</p>	<p>Yes – I want to be a better blogger, and I want to write books</p>	<p>Yes – to be a better blogger and write books</p>	<p>Yes, overall, I want to be more adaptable to my changing life.</p>
<p>Time-bound – When do I start this, and when will I finish this? There must be an end date – otherwise, I won't achieve it. Even if the deadline is a bit tough - I must have one. How often do I check in to see if I am on track or off track?</p>	<p>Jan – to Dec 2022 Quarterly reviews to ensure progress and keep interested.</p>	<p>Jan – to Dec 2022 Quarterly reviews to ensure progress and keep interested.</p>	<p>Daily review and weekly reviews so that I adjust</p>

How do you achieve your goals (use a To-Do List)

Once you have set your high-level goals, you need to create smaller goals and time scales to achieve their goals. **Those smaller goals become your daily /weekly/ monthly to-do list.**

You must break your goals into the smallest of steps, especially if you struggle with overwhelm, laziness or procrastination.

The 'to-do list' is a good way to achieve your goals baby, step at a time.

The best time to set a 'to do list' for me, is the night before.

For Example: Highlevel GOAL PUBLISH a Blog post Weekly.

Baby Steps:

1. Monday and Tuesday brainstorm blog ideas and research topics
2. Write Draft Wednesday.
3. Edit Thursday.
4. Find images Friday.
5. Publish Saturday.
6. Repeat each week

Example: To Do list Monday & Tuesday – for Blog post

1. Topic Title: How to Goal Set –
2. research different goal setting techniques,
3. Find a YouTube video.
4. Find images
5. Write a messy first draft based on your experience
6. Think of categories

90 DAY PLAN – QUARTERLY PLAN

Along with a daily to do list, you could create a 90-day /Quarterly plan for your goals. This helps you simplify, and focus what you work on. As well as measure your progress. Obviously this 90-day plan must link to an overall goal identified above. And remember that you will need to create a 90-day plan – quarterly plan for each quarter

Below, is an example of how you could use the 90-day plan.

Goals	30 days (Jan)	60 days (Feb)	90 days (March)
<p>Reading</p> <p>Overall Goal – Read a book a month or more</p> <p>1) <i>Promise Land Obama</i> 2) <i>Bird by Bird</i> 3) <i>Universe has your back</i></p>	<p>Finish Promise land,</p> <p>Read bits of Bird by Bird</p>	<p>Finish Bird by Bird</p> <p>Finish Universe has your back</p> <p>Figure out what next to read</p>	
<p>Blogging</p> <p>Tidy up old post</p> <ul style="list-style-type: none"> - Make ever green - Make tags and categories right - Delete re-blogged post. <p>Schedule to be 2 – 3 weeks ahead</p> <p>Draft, Edit, Pictures, Publish.</p> <p>Social Media – use social media more effectively</p>	<p>20% of old blog posts tidied up.</p> <p>Created editorial calendar And track what are good days</p> <p>Figure out how to use social media better. Track what days and times best. Make notes and add to editorial calendar</p>	<p>50% tidied up</p> <p>Continue to adapt editorial calendar etc</p>	<p>100% Tidied up</p>

Tracking your Goals

It is important to track your progress to see how far you are.

Therefore, I suggest you review your progress regularly. That is, weekly, monthly, quarterly, and mid-year. This will keep you motivated.

But it is also important for you to be kind to yourself if you don't meet all your goals in the timescale because life happens, and we can get derailed. Being derailed is only temporary, don't be deflated if you don't achieve it in the timescales allotted, it is okay. You can ALWAYS start again or decide this not a goal that you really want to achieve, or you need to defer it because life just got mad.

Setting Goals using the MTO method

Over a three years ago I came across the MTO method of goal setting on a YouTube video ([link here](#)), and it was a game changer for me.

The MTO method is M – Minimum, T –Target, O- Outrageous. Basically, for each overall goal you set 3 different types of goal outcomes. This is useful because we created 3 different expectations on our self and therefore, instead of only aim for the high outcome, we 2 small steps in between, so if we don't reach perfection at least we reach minimum. By reaching minimum for 3 months say, we create a positive habit we can grow from and get to target or even outrageous. The beauty of the method is we don't get overwhelmed or paralyzed by the feeling of failure.

I really love this method of goal setting and achieving, as it has allowed me to grow and achieve so many goals, without feeling bad about not reaching outrageous.

Life is one big habit, and we have to get too outrageous by small baby steps, baby habits. We cannot jump from no exercise to 6 days a week in the same of a week! Come-on – we have all tried it and failed!

EXAMPLE TEMPLATE OF MTO GOAL SETTING

This example is high level, for example I need to choose what days I will exercise, or what days I will write a blog post in draft, what day I will edit, publish and comment on other bloggers sites etc.

Goal	Minimum	Target	Outrageous
<i>Eg Exercise more 1 hour per day Currently not exercising at all Start date: 20.12.2019 End Date 20.12.2019</i>	<i>.30 mins per day</i>	<i>45mins per day</i>	<i>1 hour for 6 days a week</i>
<i>Bloggging more efficiently</i>	<i>Post once a week, with time to edit before publishing and 2 hours reading other bloggers work</i>	<i>2 times a week 3 hours on other bloggers work</i>	<i>4 times week, with good editing, and images. Time for reading and commenting</i>
<i>Earn money as side hustle</i>	<i>Investigate what options are</i>	<i>Start earning some pocket money</i>	<i>Earning a humble salary</i>
<i>Meditate more</i>	<i>Once a day</i>	<i>3 times a day</i>	<i>5 times a day</i>
<i>Update LinkedIn profile and Resume</i>	<i>By end of April</i>	<i>By end of March</i>	<i>By End of Jan</i>

BLANK TEMPLATE OF THE MTO GOAL SETTING METHOD

Goal	Minimum	Target	Outrageous