GOAL SETTING
✓ Creating tomorrow’s reality today!

Brought to you by...

January 4, 2018

Name: ______________________________
Wheel of Life
How satisfied are you with these areas in your life?

Place a dot in each section of the wheel
The Five Most Important Things In My Life Are:

1. ____________________________________________________________

2. ____________________________________________________________

3. ____________________________________________________________

4. ____________________________________________________________

5. ____________________________________________________________

Three Most Important __________________In My Life (Right Now).

1. ____________________________________________________________

2. ____________________________________________________________

3. ____________________________________________________________
Make One Change

Life ______________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
Job ______________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________

One Thing I’ve Always Wanted To Do, And Have Been
________________________To Do.
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
Greatest Feeling of Self-Worth
Greatest Amount of Self-Esteem

_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________

One Million Dollars (After Taxes)

____________________________________
____________________________________
____________________________________
____________________________________
____________________________________

Wish from a Genie (Could Not Fail)

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____________________________________
____________________________________
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____________________________________
"How to" Accomplish Any Goal

Choose a S.M.A.R.T. goal you feel you can work with. It should be one that is important to you! Pick one you can attain by –May 31, 2018.

1) WRITE IT DOWN (This is the most important step in goal setting)
   Be clear about exactly what it is you want. Make sure it has a deadline.

2) ASK YOURSELF
   a) Is it specific? (Replace ‘want to’ with ‘will’)
   b) Is it believable? (Don’t set unrealistic goals—should have a 50/50 chance of coming true)
   c) Does it have an ‘accomplished by’ date after it or before it?
   d) Am I willing to do what it takes to accomplish this goal?

3) BENEFIT PAGE
   Write down the benefits of having this goal completed. Benefits for your customers, co-workers, department, manager, other departments, your friends, your family, strangers and yourself.

4) OBSTACLE PAGE
   Write down the things you think will ‘get in the way’ of you accomplishing your goal.

5) "THINGS TO DO" LIST
   Write down all the things you need to do to accomplish this goal. Prioritize. What will you begin first? Develop a game plan based on this information.

6) GET SUPPORT
   a) Develop within:
      • Cheerleader - Go For It!
      • Parent Figure - Supportive & Understanding
      • Coach - Pushing You!
      • Confident You - Don’t Quit! (Determined/Strong)
   b) Consult with a professional
   c) Work for free

7) VISUALIZE
   Close your eyes and...
   • Relax your body with a deep breath
   • Relax your mind with a deep breath
   • Relax both with a deep breath

   Now visualize your goal as if it were completed and make it as clear as possible.
This Goal I Will Achieve By May 31, 2018

_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________

Benefits

_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
Obstacles/Problems/Fears/Road Blocks

___________________________________________________________________________
___________________________________________________________________________
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___________________________________________________________________________
___________________________________________________________________________

‘Things to Do’ List

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Develop Game Plan (Computer) By: ________________
Ten Year Goals-January 4, 2028-Age______

1)________________________________________________
   __________________________

2)________________________________________________
   __________________________

3)________________________________________________
   __________________________

4)________________________________________________
   __________________________

5)________________________________________________
   __________________________

6)________________________________________________
   __________________________

7)________________________________________________
   __________________________

8)________________________________________________
   __________________________

9)________________________________________________
   __________________________

10)_______________________________________________
    _________________________________
Five Year Goals-January 4, 2023-Age_____

1)________________________________________________
   __________________________________________________

2)________________________________________________
   __________________________________________________

3)________________________________________________
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4)________________________________________________
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5)________________________________________________
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6)________________________________________________
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7)________________________________________________
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8)________________________________________________
   __________________________________________________

9)________________________________________________
   __________________________________________________

10)______________________________________________
    ______________________________________________
One Year Goals-January 4, 2019

1) __________________________________________________
   __________________________________________________

2) __________________________________________________
   __________________________________________________

3) __________________________________________________
   __________________________________________________

4) __________________________________________________
   __________________________________________________

5) __________________________________________________
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6) __________________________________________________
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7) __________________________________________________
   __________________________________________________

8) __________________________________________________
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9) __________________________________________________
   __________________________________________________

10) __________________________________________________
    ________________________________________________
Six Month Goals-July 4, 2018

1) ______________________________________________________

2) ______________________________________________________

3) ______________________________________________________

4) ______________________________________________________

5) ______________________________________________________

6) ______________________________________________________

7) ______________________________________________________

8) ______________________________________________________

9) ______________________________________________________

10) _____________________________________________________
One Month Goals-February 4, 2018

1) __________________________________________________
   __________________________________________________

2) __________________________________________________
   __________________________________________________

3) __________________________________________________
   __________________________________________________

4) __________________________________________________
   __________________________________________________

5) __________________________________________________
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6) __________________________________________________
   __________________________________________________

7) __________________________________________________
   __________________________________________________

8) __________________________________________________
   __________________________________________________

9) __________________________________________________
   __________________________________________________

10) __________________________________________________
    ________________________________________________
Today I will… Date __________

1) ____________________________________

2) ____________________________________

3) ____________________________________

4) ____________________________________

5) ____________________________________

6) ____________________________________

7) ____________________________________
My Goals This Week are to:  Date __________

1)________________________________________________________________

2)________________________________________________________________

3)________________________________________________________________

4)________________________________________________________________

5)________________________________________________________________

6)________________________________________________________________

My Five Most Important Tasks This Week Are:

1)________________________________________________________________

2)________________________________________________________________

3)________________________________________________________________

4)________________________________________________________________

5)________________________________________________________________
Focus & Attention Report

JAN

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FEB

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MCH

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10 Keys to Success in Achieving Your Goals

1) Write out your Goals & Affirmations Daily. Read out loud!

2) Visualize your goal as if it were already achieved.

3) Don’t tell negative or unsupportive people your goals.

4) Organize your day/week and month. Know where you are going!

5) Go For It!
   a) In your life
   b) In your relationship(s)
   c) In your job
Live your life with gusto, extreme enthusiasm, and compassion
Be a giver

6) Laugh at your mistakes.

7) Maintain Balance and Focus.
   a) Affirm your day
   b) Pray/Meditate
   c) Read something inspirational
   d) Get a massage
   e) Workout regularly
   f) Get enough sleep

8) Be kind and understanding with yourself.

9) Have fun-laugh a lot! See the big picture.

10) Appreciate things and people-It could be a lot worse.
“You never get a wish without also being given the power to make it come true...you may have to work for it, however.”

Illusions - Richard Bach

“Every moment of your life is infinitely creative and the universe is endlessly bountiful. Just put forth a clear enough request, and everything your heart desires must come to you.”

Creative Visualization - Shakti Gawain

“Rowing harder doesn’t help if the boat is headed in the wrong direction.”

Kenichi Ohmae - Management Expert

“Argue for your limitations and sure enough they’re yours.”

Illusions - Richard Bach

“Attempt the impossible in order to improve your work.”

Betty Davis - Actress

“If we do not change our direction, we are likely to end up where we are headed.”

Chinese Proverb

“When you wish upon a star
Makes no difference who you are
Anything your heart desires
Will come to you

No request is too extreme
When you wish upon a star
Your dream comes true.”

From the movie, Pinocchio
Walt Disney
Law of the Garbage Truck

One day I hopped in a taxi and we took off for the airport. We were driving in the right lane when suddenly a black car jumped out of a parking space right in front of us. My taxi driver slammed on his brakes, skidded, and missed the other car by just inches! The driver of the other car whipped his head around and started yelling at us. My taxi driver just smiled and waved at the guy. And I mean, he was really friendly.

So I asked, 'Why did you just do that? This guy almost ruined your car and sent us to the hospital!' This is when my taxi driver taught me what I now call, 'The Law of the Garbage Truck.' He explained that many people are like garbage trucks. They run around full of garbage, full of frustration, full of anger, and full of disappointment. As their garbage piles up, they need a place to dump it and sometimes they'll dump it on you.

Don't take it personally. Just smile, wave, wish them well, and move on. Don't take their garbage and spread it to other people at work, at home, or on the streets.

The bottom line is that successful people do not let garbage trucks take over their day. Life's too short to wake up in the morning with regrets,

So...Love the people who treat you right. Pray for the ones who don't. Life is ten percent what you make it and ninety percent how you take it!

Have a garbage-free day!
Book List

How To Get What You Really Want ~ Barbara Sher

Think and Grow Rich ~ Napoleon Hill

Follow Your Dreams ~ D. Conway Stone

Focal Point ~ Brian Tracy

The Success Principles-Jack Canfield

DO IT! Let’s Get Off Our Buts ~ Peter McWilliams

Creative Visualization ~ Shakti Gawain

Success Through A Positive Mental Attitude~ Napoleon Hill

The Seven Habits of Highly Effective People ~Stephen Covey
Programs Offered by Steve Beck

The E.C.S. (X) Factor Parts I & II & III (Half Days)
✓ 3 Modules of Delivering Exceptional Customer Service

Sales Training (Full Day)
✓ How to increase sales & decrease stress

Goal Setting (Half Day)
✓ Preparing for your future today

Leadership (Full Day)
✓ Leading a team effectively & efficiently

Time Management (Full Day)
✓ Fitting a 10-hour day into 8

Team Building (Half Day)
✓ Understanding and appreciating different departments

Generational Workshop (Half Day)
✓ Making it work at work with all Generations

Coaching (Half Day)
✓ The skillful art of encouragement

Life-Work Balance (Half Day)
✓ 12 simple action steps to create balance in one’s life
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To Provide Excellence in Our Trainings, Webinars and Workshops, in a Supportive and Professional Atmosphere So That Participants Get The Maximum Value To Assist Them in Making a Positive Difference in Their Work And Personal Lives.
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Good Luck
In Achieving
All Your Business And
Personal Goals!

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