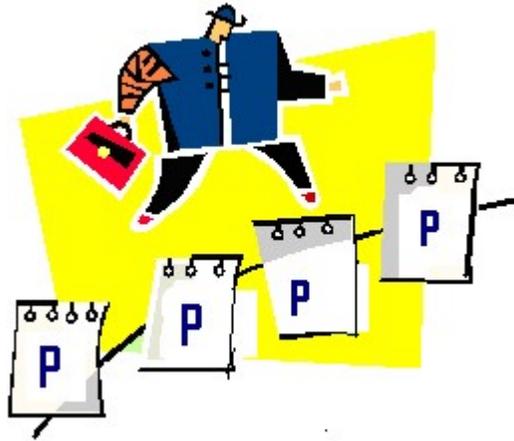


Plan it to Happen



by

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Organizing  *Resources*

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Introduction

Let's begin your journey...

- Sit comfortably.
- Wiggle your toes, rotate your ankles, then firmly plant your feet on the floor.
- Flex your thighs and buttocks muscles 2-3 times. Then relax.
- Pull up your shoulders as high as possible, roll them backward and release.
- Bend your neck to the left – left ear towards left shoulder.
- Now, bend your neck to the right - right ear towards right shoulder.
- Make a full circle with your head - first one way then the other.
- Take a deep breath through your nose, hold for a second and exhale.
- Now press your tongue to the roof of your mouth and take an even deeper breath, hold a few seconds, then exhale forcibly through your mouth.

Now...

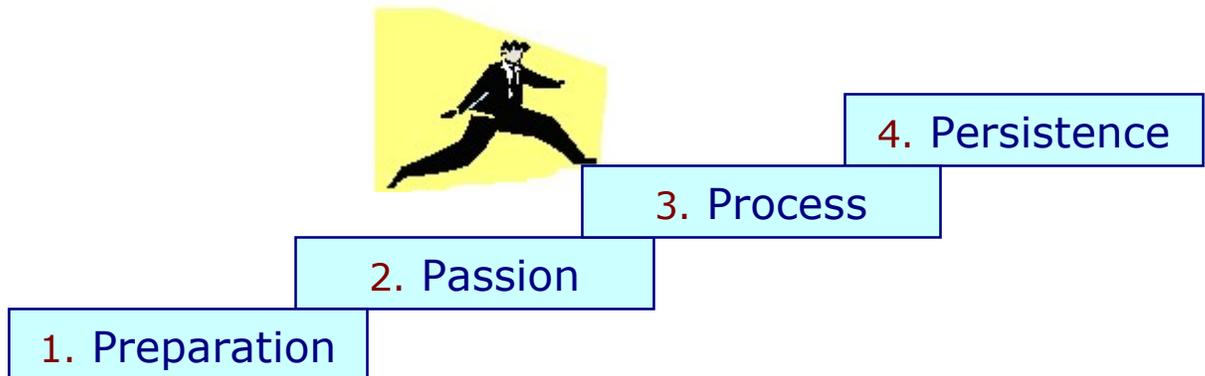
Visualize birds fluttering around inside your head. They are looking for the escape hatch. Imagine removing that escape hatch from the top of your head and watch the little creatures fly away. Away they go! Up, up and away.

Let them take along all the promises you have made in the past that are still haunting you. Release all the **should have done**, what you **could have done**, or what you **would have done** if only you had done _____ (you fill in the blank).

Let go of the should'ves, could'ves, would'ves – let them fly away.

Today is the first day of your journey – a journey of PLANNING TO MAKE IT HAPPEN.

The Building Blocks to Triumphant Goal Setting



The success of goal setting and obtaining the desired outcome is based on the **4-P** principles. Take each step one at a time until it all gels together for you. Then, you will be able to soar to new heights.

1. Preparation – Doing the research and laying the groundwork

Goal setting is simply personal planning, and goals are messages of endless possibilities to achieve the desired results you are seeking. You no doubt dream or wish about where you want to go or what you want to do. Wishing is fine, but it does not get you anywhere. Without a map, without the preparation, the outcome may be unattainable. What is this *map* for directing your journey? In essence, it is the written word – your words.

Lou Holtz, the well-known Notre Dame football coach, started writing his list of goals at age 28 shortly after losing his job. He had no money in the bank and his wife was expecting their third child. He wrote out 107 impossible personal and professional goals. So far he has accomplished over 95.

Believe that Good Happens

Goals carry the unspoken belief that it will happen. When you **believe** that good things do happen, then you have the ability to write the story of your dreams. Words are an integral part of the thinking process. They convey images, feelings and emotions to the brain. Putting the pen to paper and writing down your goals breathes life into them creating a force which cannot be easily stopped. Your written goals give direction in all areas of your life – a purpose, a reason to get up each morning. change the core, so periodically review your list and re-run the tournament.

Stephen Covey, author of *The Seven Habits of Highly Effective People*, asks, "What does it matter how much we do if what we are doing isn't what matters most?"

Smart Goals

While taking the time to write out goals and developing an action plan to make them happen, it is important to remember that they need to be SMART goals. Let's spend a few minutes to review SMART goals.

1. **SPECIFIC** – When writing down your goals, be precise. You need to convey a clear understanding of what you are striving for. Remember that words create a picture and with a clear image the outcome is visible.
2. **MEASURABLE** - How will you know when you have reached your goal if you cannot evaluate it? It has to be tangible, something you can assess – in days, inches, pounds, amount or some type of quantity. Avoid subjective measurements that leave you wondering about the effectiveness of the results.
3. **ACTION-ORIENTED** – Goals require a workable plan that will take you step-by-step to the final results. Break down the big picture into small increments that continually propel you forward. As the

saying goes, "The easiest way to eat an elephant is one bite at a time."

4. **REALISTIC** – Goals must be practical and achievable. They must fit within the bigger picture of your life. Review your goals carefully to be sure they are what you want, not what others think is important.
5. **TIMELY** – Define the deadline for each intermediate step as well as the completion date. Successful mini-steps continually build upon each other. Experience success every day and be grateful for all that you do accomplish.

Example of a SMART goal:

"Lose 1 lb a week for 20 weeks by eating 3 balanced meals and a nutritious snack every day while incorporating a 30-minute aerobic activity Monday, Wednesday and Friday."

1. Specific – Lose 1 lb a week, eat wisely and exercise.
2. Measurable – Weight loss of 20 lbs broken down into 1 lb increments
3. Action-oriented – Notice the verbs: lose, eat, and aerobics. There is a specific plan of eating three balanced meals as well as a definite exercise program.
4. Realistic – This goal is doable. Experts tell us that one pound a week is a healthy weight loss.
5. Timely – Deadline is in twenty weeks.

A Personal Moment: It is time to review the wording of your goal. Can you rewrite it now to include the SMART components?

Specific – Measurable – Action-Oriented – Realistic - Timely

2. **Passion** - the force that will drive you to success

The results of goal setting can be spectacular, but they do not happen by magic. First you lay the groundwork. By routinely writing down your goals, you establish the foundation for what you want to achieve. Then steps you incorporate into an action plan will move you towards that achievement.

Anthony Robbins, author of *Awaken the Giant Within*, wrote "that there is no greatness without a passion to be great, whether it's the aspiration of an athlete or an artist, a scientist, a parent, or a businessperson."

The process of writing down goals is the base upon which to build your life, allowing you to know precisely where you are going, what you are doing, what you need to work on, and the results you expect.

Writing your goals is proactive. It allows you to choose your path, not the desires of someone else. Remember that it is your story, so start writing.

First you dream! Dream of everything you have ever wanted. Dream of all the places you would like to see. Dream of all the things you want to do. Imagine all aspects of your life. There are no limits.

Ask yourself:

"What would I attempt to do, if I knew I could not fail?"

"What would I want for my life if I knew I could have it?"

Secret of Success

The secret of success is directly proportionate to the amount of passion (fervor, excitement, zeal) you possess. In the past, have you set personal or business goals and failed to achieve them? The crucial question here is **WHY?**

The answer is simple. Because you did not have a strong enough desire.

The Well-Trod Pathway

Passion is the rocket fuel that launches dreams into achievement. When you think the same thoughts over and over a pattern develops. It becomes a habit and forms a well-traveled path through your thought process.

On the other hand, an occasional thought simply skips through the mind and is quickly forgotten. Most resolutions are forgotten within a few weeks because they are just a fleeting moment and lack passion. A wish or desire may come into your thoughts but is soon replaced by life's daily happenings.

But, keep thinking about your goal, keep your mind **focused** on it and what happens? It becomes stronger and you become more passionate about achieving that desire.

Keep passion strong by writing down benefits you will derive from achieving this goal. The more you write, the more details your mind conjures up, and the greater the intensity of passion becomes.

Example: With the loss of 20 lbs I will benefit from a healthy, stress-free body, lower percentage of body fat, lower risk for cardiovascular disease and diabetes, clothes fit better, high self-esteem, better sleep patterns, less fatigue, increased concentration, and...

A Personal Moment: Take a few minutes now and write out the benefits you will derive by achieving the specific goal you are presently working on. This is an important step, a key component of goal achievement. Awareness of the beneficial outcome will increase enthusiasm, the driving force that keeps you on track. With the intense passion that is fueling your goals, you have every chance of rocketing to success!

Suze Orman, author of *9 Steps to Financial Freedom*, began by creating on paper what she wanted out of life. She wrote, "I am young, powerful and successful, producing at least \$10,000 a month." Suze has surpassed that figure.

3. Process – this step propels intentions into action

Intentions are transitory thoughts of what you could do. Have you ever said, “I intended to do that,” and then had to apologize for failing to follow through? After all you have read do you **now** know the difference between a dream and a goal?

You’ve got it! It is the written word, your written words, words to live by.

Comedian, Jim Carrey, as a novice entertainer, wrote out a ten million dollar check to himself and tucked it deep in his wallet. Today he is one of the highest paid entertainers.

Step-by-Step

1. Clarified your goal. You dreamed, you wished, and then chose the goal that is utmost important to you at this particular time.
2. Precise statement of what you want.
3. Aware of the benefits you will derive when you achieve this goal.
4. Passion is sustained as you focus on the beneficial outcome.
5. Take time to write all this down – mapped it out.

Making it Happen

Which goal is more likely to be achieved?

Goal 1: I would like to take a vacation to Alaska sometime!

or

Goal 2: On August 15 I will be relaxing on a cruise through the Inside Passage and exploring Alaska’s beauty.

SMART goals make things happen, but they do not perform miracles. The cruise through the Inside Passage requires well-developed plans to make it happen. Weight doesn’t just melt away without conscientious eating and exercise. Just because you intend to do something doesn’t mean you will unless you *plan to make it happen*.

Propelling Intentions into Action

1. Break down your goal into small manageable tasks. While a goal to lose 20 lbs. may be formidable, 1-lb a week is doable.
2. Establish a final deadline for accomplishing the goal. "By December 31, 2018..."
3. Incorporate a reasonable time frame for the accomplishment of each small task and schedule it into your day planner. Learn to use your day planner more effectively by making appointments with yourself to accomplish each small task. "First Monday of every month schedule one hour at 4:00 p.m. to work on purging the file system." Note - if you are using an electronic calendar system, set up recurring events to remind you of your commitment.
4. Review your goal frequently. Things change – that is a constant.

Now you have a very good chance of attaining your goal. You have planned, set reasonable stages, and your **focus** is clear. In order to achieve your goal, you must break down the whole into manageable parts (tasks) and schedule time to complete each one. Establishing the time line for each task allows you to track your progress to the final outcome.

Reaching goals requires constant attention to the small tasks, the small steps, the very small details.

A Personal Moment: Take a few minutes right now to see if you can break down your goal into small manageable tasks that can be accomplished in one time frame.

4. Persistence/Perseverance – Stick-to-it-tiveness

Most often just the act of writing down your goals can get the wheels spinning. However, it is extremely important to review goals frequently. Remember, the more ***focused*** you are on your goals the more likely you are to accomplish them. Record your goals in your day planner to keep them in front of you at all times.

Scott Adams, creator of Dilbert, early in his career stated, "I will become a syndicated cartoonist," as one rejection after another came his way. He persevered and finally it happened.

Keep your Eye on the Prize

From dog obedience school, we learn that during the command to 'sit and stay' a dog never takes his eye off the reward—the treat he will soon devour. He is focused on the reward. One reason the dog stays focused is that he truly enjoys the treat. Learn from the dog. Keep focused as it is easier to reach an objective you truly want.

Keep on Trekking

Successful goal setting and achievement of the desired outcome consist of persistence and perseverance. These are absolutely essential. You must keep at it day in and day out. And, if you do, you will become a magnet for attracting the opportunities that help you achieve your goals.

In 1915 Ty Cobb, stealing 96 bases, set a baseball record. Seven years later Max Carey set the second best record with 51 stolen bases.

With these basic statistics it appears that Cobb was twice as good as Carey. But, consider this: Cobb made 134 attempts for 96 stolen bases—72%. Carey took 53 tries to accomplish 51 stolen bases—96%.

So Carey's average was much better. However, Cobb made 81 more tries and was rewarded with 44 more stolen bases and held the record. It is not about how many times you try; what counts is reaching the goal. Be persistence!

Persistence can mean the difference between a goal abandoned and a goal realized. Being persistent means staying focused and continually taking steps toward attaining what you are seeking. It is a gentle but powerful forward movement that carries you to completion.

Perseverance is being able to manage obstacles, roadblocks and challenges along the way. I am not referring to struggling; there is a big difference between struggling and perseverance. When you are struggling to move ahead, you are fighting against the flow. It is like the cartoon character that runs full force into the brick wall, steps back and launches head-first again expecting to get through this time. All one gets from struggling are bruises.

Resolve to move away from the wall to analyze the situation, seek a path around the obstacle and back on track again. If you are struggling, you continue to fight on, missing opportunities. Eventually you give up, turn away and forget the goal you were seeking.

No matter what goals you have established, no matter how diligent you are with the details, you will still experience some setbacks, even failures. That is life—a few twists here and there. Being conscious of the goal and outcome you will step back, analyze, and seek out a different avenue that will still get you to where you want to go. Obstacles are simply opportunities to reevaluate.

“Obstacles are those frightful things you see when you take your eyes off your goal.” ~ Hannah More {1745-1833} British Reformer & Philanthropist

Assumptions

Thomas Leonard, the great coach’s coach, wrote about assumptions and I shared them with his permission many years ago.

“If you assume that you cannot change, you probably won’t even try. If you assume that you do not have anything special to offer others, you probably won’t even bother to look for anything that you have, much less develop it. If you assume that life is a struggle, then you are probably going to find a lot of struggling to prove out your assumptions. We spend a lifetime forming opinions, drawing conclusions and integrating beliefs. These assumptions are life’s shorthand. Most assumptions have become our close friends and we find it hard to let go.”

The next time you feel overwhelmed and think the task is impossible, take a closer look at your personal assumptions. Are they holding you back?

Summary

How to plan to make it happen?

- Dreaming of all that is available to you
- Determine what your core want is at this particular moment
- Write down your goals and the steps you will take to make them happen
- List the benefits you will gain by reaching your goal
- Keep things simple by breaking a big goal into a series of smaller goals.
- One small change at a time
- Keep your eye on the reward to boost the passion
- Soar to new heights.

Robert H. Schuller, author of *If It's Going To Be It's Up To Me*, once said this about aspirations: "The only place where your dream becomes impossible is in your own thinking."

Rewards

There are many stories of success involving people who kept their goals in front of them at all times. It is often the constant reminder of the goals and dreams that helped them overcome the challenges in life.

>> Romana Banuelos is an example. She was 16 years old and living in Mexico when her husband deserted her and their two small children. Poverty-stricken, but determined to improve their lives, she left Mexico and headed for Los Angeles. She was untrained and spoke no English. Her unflinching determination and willingness to work hard were the driving force in landing her first job as a dishwasher and then a taco maker on the midnight to 6 a.m. shift. She worked until she saved \$500 with which she bought a taco maker. Romana states that, "She visualized her goal for a better life and kept it in front of her all the time until she became

the manager of the largest Mexican wholesale food business in the world.”

But she didn't stop. She continued to make a better life for herself and her children. Eventually she was chosen to be the 35th US Treasurer from December 1971 to February 1974.

What dream do you have? How high will you soar?

>> Debbie knew how to bake cookies. She perfected her chocolate chip cookie and decided to go into business. Her family and friends discouraged her. But she persisted and managed to get a \$50,000 loan from a bank to open the first “Mrs. Fields” store in 1977. But, no one came in to buy her cookies. She didn't wait. She marched out onto the street and gave her cookies away. It was not long before the customers were coming in droves and the rest is history.

Are you willing to make it happen?

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