

# Getting Started with Goal Setting

From Zig Ziglar's book, Over The Top

## Do This Exercise First

Proper goal setting takes 12 to 24 hours

**Step 1.** Wild Idea Sheet – Let your imagination run wild...whatever you want to do, to be and to have. Write it down.

**Step 2.** Wait 24 hours and answer WHY. If you cannot articulate in one sentence WHY you want to do, be or have a particular goal, eliminate it as a current goal.

**Step 3.** Answer these five questions. They all must have a “yes” answer to stay on your goal list.

- Is it really my goal?
- Is it morally right and fair for all concerned?
- Will reaching my goal take me closer or farther away from my major objective in life?
- Can I emotionally commit myself to start and finish this goal?
- Can I see myself reaching this goal?

**Step 4.** After each remaining goal, ask yourself this question.

- Will reaching this goal make me happier – healthier-more prosperous- win friends- give me peace of mind-make me more secure-improve family relationships-give me hope?

**Step 5.** Divide the remaining goals into three categories; Long Term (10 years), Intermediate (5 years), Short Term (1-3 years)

**Step 6.** Pick out 3 of your most important goals (maybe a business, personal and spiritual or exercise goal) and go to the Goals Procedure Chart.

From the office of Priscilla Harrison, for training purposes only

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