

edCooper

Empower your future

7 Little Known Goal Setting Tips

That will turn your vague dreams into
your tangible future

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Lesson 1: The Most Important Rule Of Writing Your Goals Down That You Must Follow If You Want To Achieve Success.

Most of us already know that it is vitally important to write your goals down. The simple mechanical act of writing makes your goal **visible** and **tangible**.

That's no longer just a thought!

Now it's a commitment.

But there is **one rule** you must follow to succeed that very few know.

It's not enough to write your goal down...

... You have to describe it in complete detail!

Make it as specific as possible.

Compare:

"I want to buy a new home"

And

"I want to live in a new two story gorgeous Victorian style home with 4 spacious bedrooms, luxurious living room with a fireplace and hardwood floors. I will enjoy my large backyard with swimming pool and patio..."

"I want to make a lot of money" is not the goal. It's just a wish.

"I want to make £10,000 profit every month with my business by July 1st 2009."

Now that's the goal.

After writing your goal down in complete details don't forget to make it **visible!**

You can write it on a **post-it note** and stick it on your computer, or even better, print it so it would fit 4x6 picture frame, then **frame it** and put it on your desktop. You can also print it on your **business card** and put it in your wallet.

Try to surround yourself with little reminders. This will help you to **stay focused** on your goal and create a clear mental image of what you want.

Lesson 2: The One Question You Must Answer Before You Take Action.

There is one question you must answer before you start achieving your goal. Failure to answer that question will result in lack of motivation and failure to follow the plan.

Take a piece of paper and answer this question **in writing**:

WHY do you want to achieve your goal?

No, not just because “I want”. There are **reasons** behind your dreams, usually dozens of them. And if you realise why you want to reach your goal, you’ll be most likely to follow your plan till the end.

For example, why would you want to lose 15 pounds in 2 months?

- *To look good*
- *To feel good about yourself*
- *To fit in your favorite dress*
- *To impress your spouse*
- ...

List every single reason. Try to imagine all the benefits. The truth is the longer the list, the stronger your motivation will be. Read your reasons first thing in the morning. Even better, frame them and hang them on the wall. It will keep you **focused** and **motivated**.

Lesson 3: How To Trick Yourself To Finally Get Started Working On Your Goals And Stay On Track Until The Goal Is Accomplished.

I've heard this hundreds of times.

"Think Big!"

"Dream Big Dreams!"

"Make Your Goal As Big As You Can Imagine!"

So, okay... I've written down my **BIG**, almost out-of-reach goal. After all, I don't want to underestimate myself. I know I can do this but...But often after a full day at work I'm just so exhausted...to start working on my big goal. I don't have enough energy for BIG goals. So I make a dinner, watch TV, do the homework and think *"I'll do it tomorrow."*

But tomorrow never comes.

Every evening I'm too tired to work on my goal. Day after day I'm feeling more and guiltier. As weeks pass by I'm getting more depressed...

Have you ever been in this situation?

If yes, there's a small trick that will help you to get started no matter how big your goal is.

Every night write down a small task for the next day.

Make it as tiny as you can, something that would take 10-15 minutes. Let's say your goal is to lose weight and you decided to work out every day for 30 minutes.

You could write down your assignment:

"Do one exercise for lower abs 10 times." Yes, just one exercise, just 10 times. It would take you about 3 minutes. The secret is that the **most difficult thing is to get started**. Once you got started you 95% most likely to finish the whole 30 minutes work out!

Even if you just do one exercise for 10 times, it is better than nothing. You wouldn't feel guilty and depressed – you've fulfilled your assignment! And if you do more you'll feel even better! The trick is to give yourself a really **small** task: To make a phone call, or to read one page of a textbook. Once you get started you will actually find out that you won't mind doing more than you planned!

Remember, **set big goals, but make your tasks small.**

Lesson 4: One Simple, Yet Powerful, Technique That Drives You Into Actions Every Day And Helps To Overcome Procrastination.

Unfortunately very few recognise the astonishing power of **personal success journal**. It takes only 10-15 minutes a day to write down your achievements and the tasks you've accomplished. But these 15 minutes a day have the power to **transform all your life**.

- **A success journal motivates you.**

By writing down your achievements you will be able to feel the progress. You will see how by small steps you're moving closer and closer to your goal.

- **A success journal eliminates temptation.**

It will be easier to resist temptations since you know that you have to write down what you have done tonight.

- **A success journal simplifies your life.**

Things become much simpler when they are written down. A journal makes you more tolerant of life's distractions. However you should be aware of **three rules of keeping a success journal**:

1. **Write only what you've done.**

Don't write what you still haven't done and what you have to do tomorrow. List only accomplished tasks and achievements.

2. **List even small things.**

Everything counts! A phone call, a chapter of a textbook or your decision to pass by the chocolate cheesecake.

3. **Make it a daily habit.**

Don't skip days! Even if you're exhausted make sure you write at least 1-2 sentences in your success journal. Even if the only thing you did was thinking about your goal. I urge you to take a notebook and **start to list all your completed tasks**. In 30 days you wouldn't possibly be able to live without it.

Lesson 5: The Secret Formula That Helps You To Define The Perfect Moment For Working On Your Goal.

Are you waiting for a perfect moment to work on your goal? Are you sure you will be able to recognise the perfect moment when it comes? There is one simple formula that instantly tells you the perfect time to start achieving your goal.

The perfect moment is NOW!

Yes, right now, this very second is the **ONLY** perfect moment to start working towards your goals. No, it's not tomorrow or Monday or the first day of the month. **Right now.**

Don't waste your life waiting for a perfect conditions or perfect opportunity. They don't exist. Use what you have, start right now, never ever procrastinate! Have you ever noticed that all the successful people are very **dynamic**? They **don't** lie on the couch...waiting for the perfect time to start doing something. They get up and **DO** it.

If you're still trying to put things off and make excuses to do it later, in the next lesson you will learn how to overcome procrastination and become a person who loves the thrill of getting things done.

Lesson 6: How To Stop Putting Things Off And Convert Yourself From Procrastinator Into Productive, Effective Person Who Loves The Thrill Of Getting Things Done.

Are you the person who always puts things off and promises to do it later? Then this technique is for you.

Next time you'll catch yourself trying to put important task off, **take a piece of paper and answer three simple questions.**

1. **Where** you are?
2. **What** do you want to do?
3. **How** you will feel while doing it?

While writing down what do you want to do you will already **imagine** yourself doing it. And it won't be very difficult for you to get up and do it. Let's say you've been putting off organising your wardrobe. You always find more important tasks to do and it's never enough time to clean it and put everything in place.

Just sit down, take a piece of paper and begin writing: *"It's Saturday, 3:45pm. I'm sitting in the kitchen, drinking coffee. I want to organise my wardrobe. It will only take me about 1 hour and I will feel energetic and satisfied that I finally done it. My wardrobe will be clean, everything will be sorted and in place..."*

Just as you're writing it you feel the desire to get up and do it. Because you want your closet organised, you want to feel satisfied and you've **already imagined yourself doing it.**

Remember, all you have to do is to answer three questions. Where you are? What do you want to do? And how will you feel while doing it? It's a very simple technique but it works like magic!

Lesson 7: The One Simple Technique That Will Make Any Boring Task A Pure Fun And Increase Your Productivity By More Than 125%!

Do you know how to turn monotonous boring task into **fun**?

Make a game out of it!

For example, time yourself and keep trying to improve your time. Let's say you have to peel 10 kilos of potatoes. **Challenge yourself!**

Set a record of how many potatoes you can peel in 3 minutes. Then try to beat your own record. Or you can time yourself to see how long it takes you to peel one potato, and beat your record again!

The good thing is you will always be a winner! You can turn any boring task into fun game. Just use a little imagination! This simple trick has proven to **increase productivity by more than 125%**! Use it and you'll notice that you're getting more work done in a less amount of time.

Did you like the e-course?

If you have any additional questions or comments I'll be glad to hear from you, contact me at,

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Here's to your future & how you want it to look.

Ed Cooper

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