

# Keys to an Achievable Outcome "What do I want?"

# 1. Stated in the positive

- a. What you want vs. what you don't want
- b. Move toward vs. away from

#### 2. Self-initiated, self-maintained and in my control

- a. Am I doing this for myself or someone else
- b. Does the outcome rely solely on me?

#### 3. Specific evidence procedure

- a. How will I know that I am getting (or got) the outcome?
- b. What will I be doing when I get it?
- c. What will I see, hear and feel when I have it?

### 4. Context clearly defined

- a. Context of goal clearly defined
- b. Where, when, how and with whom do I want it?

#### 5. Identify needed resources

- a. What resources do I have now?
- b. What resources do I need to acquire?
- c. Do I evidence of achieving this (or similar) before?
- d. What would happen if I act as if I have all the resources required?

#### 6. Is it ecological

- a. Good for me, good for others, good for "community"
- b. Who else will be affected by this?
- c. What do I want to keep the same?
- d. What is the *real* purpose why I want this?
- e. What will I lose or gain if I have it?
- f. What will happen if I get it?
- g. What won't happen if I get it?
- h. What will happen if I don't get it?
- i. What won't happen if I don't get it?

#### 7. Identify the first step to take

a. "The journey of a thousand miles must begin with a single step" Lao-Tzu

# How To Establish S.M.A.R. T.E.R Goals

Goal: "the result or achievement toward which effort is directed; aim; end."

- **S** = Specific Simple
- **M** = Measurable Meaningful to you
- A = As if now Achievable All areas of your life
- R = Realistic Responsible (ecological)
- T = Timed Toward what you want
- **E** = Evaluate Examine
- **R** = Revise Regroup

Say it the way you want it!

You get what you focus on, so focus on what you want!

Now combine your achievable outcome and SMARTER goal and develop your own:

# Creating Leverage

Take the above Outcome/Goal. Set aside at least 20 minutes for the following exercise. Make sure you won't be interrupted. Switch off the phone, hang out a "Do Not Disturb Sign", do anything that you'll have quite time to reflect and complete the following steps.

Make sure this goal is something you could have acted upon before now - in other words you had the resources and the time to act, but didn't!

Now go through the following steps:

- 1. Take a few minutes to think about, and to feel, just **how much stress putting this off has already caused you** since you first realized the task needed action. Be sure to really get into these feelings.
- 2. Think about, and feel, **how much stress it is currently causing you** how much time you spend thinking about it (or trying to not think about it), feeling guilty about it, being reminded about it by yourself and by others, and so on. Again, get in touch with these feelings of discomfort.
- 3. Think about **how much discomfort it will cause you if you continue** to do nothing about it for another few weeks or even another a few months.
- 4. Okay, you have had a really good experience of the uneasiness and unpleasantness involved in procrastinating on this issue, you now need to look at the benefits of taking action. You've done the 'stick' bit now it's time for a little bit of 'carrot'. Get up and move around and shake of the current state...do you smell popcorn? Now take a few moments to really **feel how good it will be once you have taken action** on this and put it behind you!
- 5. Now, if you have one prepared, check your Achievable Outcome for this task to remind yourself just how little time and effort this task will actually require. And **compare the cost of taking action (in terms of energy, effort, etc) with the cost of not taking action...**
- 6. Now do it! Right now! While it is still fresh in your mind and in your emotions. Or at least begin doing it make sure you stick to this commitment.

Ways of making the 6 steps work even better

List everything in Steps 1 to 4 on a sheet or two of paper. Putting things on paper makes them less easy to ignore. You can delude yourself or ignore things much more easily when they are flitting about in your mind. But seeing the facts on paper forces you to recognize the reality of what you are doing to your own peace of mind and your own vitality through procrastinating

Motivating yourself is an emotional rather than an intellectual exercise. So take the time to really feel both the Towards and the Away From emotions rather than simply making lists of feelings

Focus and deal with just one step at a time. It's easier to focus your attention and your motivation this way

Immediately you've done it - completed the task - make some notes on the same sheets of paper about how you feel and anchor it! Keep all this paperwork for later reference. Reading through it now and then will help you remain focused on the discomfort and distress that you do cause yourself each time you procrastinate - and on the benefits of adopting a new 'do it now' attitude