



EFFECTIVE GOAL-SETTING

Achieve Any Goal in 7 Simple Steps



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Achieve Any Goal (6-Month Plan)

Step 1

Vision: What do you want to achieve? Write down as many desires as you can think of. Do not overthink it. Just write.

Step 2

Ability: What do you want to achieve that can be done in the next 6 months. With the time limit imposed, some things will undoubtedly fall off your list.

Step 3

Willingness: What do you want to achieve that can be done in the next 6 months **and** that you are willing to commit to *now*? Brutal honesty is required here. Do not leave anything on the list that you are not passionate about **now**. You may want to run a marathon and are able to do so in 6 months, but if it is just a passing fancy then strike it off the list! **Anything you are not willing to commit to and is left on the list will become a “little fox that spoils the vine”.**

Have you narrowed your list down to the things **you really want to achieve**? Excellent. These are now your clear-cut goals. Now follow steps 4 to 7 for **each** goal.

Step 4

What will achieving this goal look like? Do a checklist of which all its items must be checked off for the goal to be deemed satisfactorily accomplished. For example if your goal is to publish a book in 6 months, your checklist might include:

- Write a 300-page manuscript.
- Proofread and edit to international publishing standards.
- Secure a traditional publishing contract. #GetPublished

Step 5

What are the activities or habits that you must do or develop for the goal to be achieved?

For example:

- Write consistently
- Improve grammar and punctuation
- Confess scriptures on creativity and excellence, favour and insight
- Read similar genres

Step 6

When will those activities take place? Schedule them into your daily and weekly plans. For example, I will write 3 times a week on Mondays 6-7pm, Fridays 8-10pm and Saturdays 4-6pm.

Step 7

What support structure will you put in place to keep learning and improving the skills you need, to provide a boost in strength when you are weak or motivation when you are discouraged? For example:

- I will enlist my children as my “nagging, human reminders”.
- I will read blogs of successful authors to get tips and advice.
- I will pray and ask God for strength and wisdom daily.
- I will submit parts of my work at different points to trusted peers and successful people in publishing for constructive criticisms.
- I will speak to my husband or a trusted friend (or to myself!) to gain some encouragement when I feel down.