

Your Goal-Setting Guide

9 Steps to Achieve the Personal and Professional Results You Desire

By Dr. Jan Hoistad



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Please note that much of this publication is based on experiences and observational evidence of numerous coaching clients. Although the author has made every reasonable attempt to achieve complete accuracy of the content in this eBook, she assumes no responsibility for errors or omissions.

Also, you should use this information as you see fit, and at your own risk. Your particular situation may not be exactly suited to the examples illustrated here; in fact, it's likely that they won't be the same, and you should adjust your use of the information and recommendations accordingly. Finally, use your own wisdom as guidance. Nothing in this book is intended to replace common sense, legal, medical or other professional advice, and is meant to inform and entertain the reader. So have fun with your guide as you design your successful work and life!

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***Go Further Faster* With Goal-Setting**

People who set and consistently act on their goals achieve more in life. It's because their goals are a roadmap in an ever-changing, demanding world of distraction. Goals challenge them into action. Goals keep them focused and productive. Goal-setters are more at ease because their actions and interactions are purposeful rather than reactive. At each choice point in life, revisiting allows them to re-vision.

Goal setters attract and choose to be around other like-minded people—colleagues, business associates, friends, even mates. They support and raise one another up to higher levels of achievement and success. Goal-setters turn to their values, purpose, and priorities as barometers in choices and decision-making. When combined with emotional intelligence (EQ), personal development, and continuous learning, clear goals allow them to not only work hard, but they can be quite playful and adventurous too. Downtime and playtime are built right into their goals along with everything else that's important to them.

Focused on what's most important to, Goal-Setters and Goal-Getters feel more satisfied and fulfilled both personally and professionally.

So no matter where you are in your life let me help you gain the clarity you need to confidently achieve what you most desire in your work and personal life. Focus on what you truly want through Goal Setting will set energy in motion to assist you. And when you back that desire up with clear action, or Goal Getting, things will really start to happen! You'll easily go further, faster, in all aspects of your life.

Integrate *All of Your Life*, Achieve Your Goals

As you begin your goals, do your reflecting in a relaxed, comfortable setting. It may be to curl up in your favorite chair, or take yourself out to your favorite coffee shop for a few hours. Refining your goals typically takes a number of sittings and requires some inner quiet so you can discover and clarify what you want to achieve, short-term (12 – 18 months out) and possibly long-term (3, 5, even 10 years out.) Give yourself the gift of a little time.

Then, write with a pen or pencil on paper. This is important. Label your desires. Use language, words, phrases, even sentences. Later you can add pictures for a vision board or mind-map if you wish. You can even transfer the information to a computer program for tracking your progress. I cannot emphasize how important it is, however, to incorporate your body through hand-to-paper, writing words, even speaking them out loud in language that is meaningful to you, expressive of you. These physical, verbal and oral actions—written in the first person “I” and from the positive (how you want to be) —neurologically embed your goals, hardwires your brain, and help deepen pathways so what you want become your life map or blueprint.

Your goals, when clearly expressing your desires, assist you to confidently move them into action.

9 Steps to Clarify and Achieve Your Goals

Step 1: Listen For Your Intention

An Intention is a word or phrase that focuses you on how you want to embrace your life during a period of time. It is an over-arching guide for your thoughts and actions. Many choose a new intention at the beginning of a calendar year or other significant time, like a birthday or anniversary. No matter what is going on, it reminds you how you want to approach all things—large and small, easy or challenging.

Intentions may be connected to your values or a new characteristic you are working to develop. Examples might be to “Listen more deeply,” “Be kind,” “Breathe,” “Ease,” “Slow Down,” “Let go,” “Forgive,” “Stretch,” “Explore the new,” and so on. Sometimes Intentions don’t come quickly. You may need to listen for yours for a few days or weeks. It will come to you.

Step 2: Start With a Time Frame

If you are new to consistent goal-setting and action steps, start with a 6-12-18 month period of time. You might choose to focus first on either work or personal life, then add other goals. Or you might mix both aspects of your life. Use the categories below and modify as you need.

If you are more advanced, you may choose to write both 12-18 months goals and also a further timeline (such as 3, 5, even 10 years out, especially for business developments toward an exit or retirement, or marking stages with ages of children if young, teenaged, and you preparing for empty nesting, and so on.)

When fully aligned, your short-term goals become stepping stones toward the long-term goals. Seeing a long-range vision can help clarify if or how short-term actions lead or deter from a long-term vision.

Step 3: Include Needs, Desires, and Dreams

To align and integrate your life it’s important to acknowledge three things:

A. Needs: The first is a basic survival level; food, clothing, shelter, and medical attention, as well as the money to attain these necessities.

B. Desires: The second level involves things you want. You do not need that red dress or new Tesla, but you may want it! Unlike survival needs, which, if unmet, can result in illness or even death, wants can be modified. You may want a two-week vacation, but a day by the lake may better fit your schedule and budget—and give you the downtime you want.

C. Dreams: Dreams are where you reach for your Big Picture, even if you don’t know how you are going to get there. You may wish to have the business growth to ensure successful retirement, find a wonderful mate, have a family, start a new business, go back to school, live in a warmer climate, enlarge your friendship circle, and so on.

Step 4: Consider All Life Categories

Reflect and write about what you'd like to accomplish (in 12 months) in every area of your life:

Personal Goals

- Your partnership (current or desired)
- Communication skills, conflict resolution
- Decision-making
- Parenting
- Extended family
- Friendships
- Social life and activities
- Work life
- Spiritual life
- Creative pursuits
- Physical health, exercise
- Finances and investments—short-term and long-term needs/steps
- Everyday household upkeep and maintenance
- Household projects, renovation, or remodeling
- Intellectual or learning activities
- Fun and leisure
- Vacations and travel
- Others you may add

Work, Career and Business Goals (modify for your stage and role, short and long-term)

- Professional development and learning
- Job search
- Communication skills, conflict management, decision-making
- Business developments per stage
- Systems implementation
- People, Employees, Culture
- Clients, vendors
- Networking objectives
- Products, Growth projections, Incentives
- Financials
- Exit or succession planning steps
- Others, or modify based on your professional circumstance

Be sure to include:

All the little and big things that you want to achieve in the coming year.

Things you already do and want to continue (“I like my exercise routine. It works for me.”)

Things you wish to resolve or change (“I’m not fully challenged at work; I want to explore new job opportunities and have made a decision by the end of the year.”)

Things you want to add or create (“We need more couple time...” “I need to reconnect with friends, or golf more...” Or, “I need to start planning for retirement and begin to implement steps with my work mates and my spouse...” Or, “I want to develop a stronger leadership team in my company and will seek advisors who can help me make this happen in a logical way.”)

Step 5: Make a Positive Global Statement for each Goal

This is a clear, positive statement of the result, the outcome you desire, even if you are not fully sure how to get there. This is an important step, so don't brush over it! Really envision how you want your life to be in a year in each life category.

Think of it this way: How do I want my (parenting, bank account, friendships, exit strategy, new job, sex life, travel for work, and so on) to be in a year-if things were exactly the way I'd like them to be? Write a clear, positive statement for each life category on your goal list before moving into action steps.

Step 6: Strategize Concrete Action Steps

Then brainstorm a list of all the things you need to do, could do, or even hire or ask for advice or help to move toward that goal. In the beginning, don't limit your thinking. This part will evolve, but make sure to capture your thoughts and add or subtract them from this list as you work with your goals. Some steps you will decide are not on target, others may not be financially feasible, and other appropriate actions will emerge out of conversation, research or exploration as you work toward your goals in the next steps.

Step 7: Identify and Star Your Priorities

Group your goals and action steps into Immediate (those you need to tackle starting right now,) short-term (one to three months) and long term (four to twelve months.)

Then star your top three to four priority categories. Star 1-2 short-term and 1-2 longer-term to begin taking action on. Add dates when you wish to put time and energy into each goal that is not starred.

These are action steps that are the most important or most accessible to begin in the near future. These are the easiest or the most immediate priorities you will start now. Also star those you are doing and plan to continue doing (e.g. a dinner routine or workout schedule that is working for you.)

Step 8: Take Action Starting Today

Then choose one (or at most two) action steps under those priority starred categories to begin implementing your action items. At first choose one action item at a time, even if you accomplish it quickly—which can feel really good and be positive reinforcement!

As you practice you will develop greater capacity. As you become more organized and practice this goal-setting and goal-getting system it's possible to handle many more action steps in a week or a month. However on a daily basis, you should focus on accomplishing no more than 1-3 a day to feel successful each day as you move forward.

Step 9: Re-evaluate, Refine and Build on Your Achievements

In the beginning choose a day and time twice each month to evaluate your progress, celebrate small successes, check off accomplishments and refine the action items you are doing. As you check off each achievement, choose another goal or action item to focus on.

The more you set, implement and revisit your goals, the process becomes second nature.

Get started today! You'll have more clarity and confidence as you experience the results. Your whole life will be more integrated, you'll feel more authentic and aligned.

You'll go further, faster in your career, business and personal life!

MEET DR. JAN HOISTAD



We all come to stages, or Choice Points, when we are dissatisfied, want growth, desire change or change is required. Decisions made at these times can have a profound effect on the course of one's life.

As the Founder and CEO of DJHPartners, Dr. Jan Hoistad works with individual professionals, business partners, teams, and professional couples to help them achieve their career, business and relationship goals, at each Choice Point across their lives. She partners with her clients during these times so they confidently land on the best possible outcome that connects their immediate choices with the whole-life future they envision. They can then achieve more, with greater ease. They go further, faster, in business and in life.

Dr. Hoistad is an LP, with an MA and PhD from CSPP along with extensive post-doctoral training in leadership, organizational and systems development, collaboration, mediation, as well as negotiation from Harvard Law School's Project on Negotiation. Bringing expertise in human development, family and couple dynamics, entrepreneurship, business growth, partnering, communication and creativity, her clients become catalysts for change in their businesses, careers and lives.

Be sure to check out my other resources for couples, business partners/teams looking to achieve goals together.



One of the toughest things for us all to do is to get out of our own way to achieve our goals. Please let me help you with this by scheduling a complimentary phone session to customize a plan so you can achieve your desired results. [Schedule your complimentary telephone session here.](#)

For more information and resources please visit:

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