



BE MORE - DO MORE - HAVE MORE - GIVE MORE®

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## Goal-Setting – The Master Skill

*“Intense goal orientation is an essential characteristic of all high-achieving men and women, in every study, in every field. It’s not possible to realise even a fraction of your potential until you have learned how to set and achieve goals as normally and as naturally as you brush your teeth or comb your hair in the morning.”*

**Brian Tracy, ‘Maximum Achievement’**

With Brian Tracy’s words placed firmly in your mind, you have the perfect preparation to set and achieve your goals. But where do you start? How do you get your thoughts into the right sequence so you can sensibly and logically set the goals that will make a difference in your life?

Rather than start from scratch, we have set up a template for you that will help you set your goals with the right focus.

Before we get into the template, there are a number of guidelines which you need to follow in order to make your goal-setting effective and rewarding.

The first is that your goals must be in **harmony** with each other. In other words, you can’t have a goal of having a million pounds in the bank, if another goal is to spend as much of your time as possible travelling the world, or sailing your yacht. If you want to achieve one it’s highly unlikely you’ll be able to do the other for quite some time.

Secondly, your goals must be **challenging**. You need to stretch yourself to achieve them, perhaps starting off with only a 50% chance of success. You need that motivation to be able to reach further and achieve more.

Thirdly, you should have some **tangible and intangible** goals. People normally focus on ‘having’ more when they set goals. As you know, at PPP we put great emphasis on not only having more, but *being* more too. So always give yourself some qualitative goals. You’ll find they sit more comfortably alongside your quantitative goals.

OK, here goes: