

## **WK5 - Resources, Overheads and Handouts**

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## OH1- Overview

At this stage of the career planning process, we're going to **take the information you gathered to the next level** and we're going to piece together:

### **Information about you**

- Skills, interests, values and traits
- Academic potential
- Financial requirements

### **WITH**

### **Information on your chosen career**

- Educational requirements
- Financial requirements
- Job descriptions

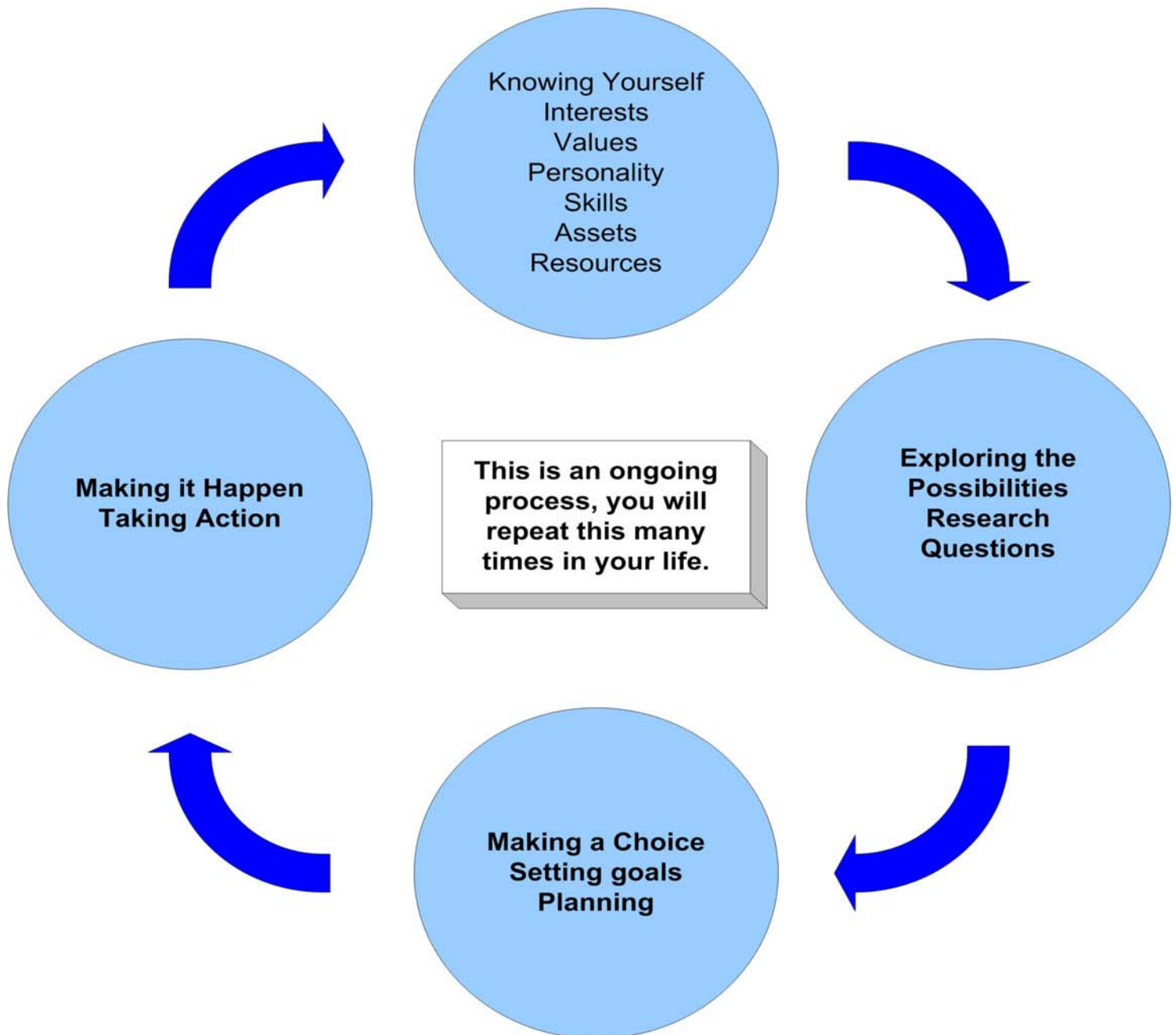
By answering these questions, we're going to:

- See how these pieces fit into the big picture of your life
- See if the two areas match
- Learn to make decisions, set goals and take action

Some things to keep in mind:

- Before everything else, getting ready is the secret of success.
- It is hard to fail, but it is worse never to have tried to succeed.
- Happiness is not a destination, it's a way of life.
- You can't build a reputation based on what you are going to do.
- If you want to improve your odds, then improve yourself.

## OH - Career and Life Planning Diagram



On paper it looks simple, but in real life it is not. Finding out who you are at any given time can be difficult. Knowing what you want to do in work, school, life, relationships is never a simple thing to find out. That is because you are always changing, growing, evolving, and being affected by your environment, trends, society, your friends and family - they all play a role. Often people are finding out who they are, exploring what they like, making plans and taking action all at the same time!

## OH2B – Overhead Stages of Career Development

<p><b>Stage 1</b> <i>The exploration stage</i></p>	<p><b><i>In this stage you:</i></b></p> <ul style="list-style-type: none"><li>○ Use interests, abilities and values to make career choices</li><li>○ Are beginning to be more knowledgeable about the activities involved in different occupations</li><li>○ Think more about career choices</li><li>○ May change your mind frequently</li><li>○ Begin to see yourself as part of the world and to question where you fit in</li><li>○ Turn inward to examine yourself and learn who you are</li></ul> <p><b><i>At this stage keep exploring, gain self-knowledge to crystallize or filter your options, choices and ideas to a manageable level.</i></b></p>
<p><b>Stage 2</b> <i>The preparation stage</i></p>	<p><b><i>In this stage:</i></b></p> <ul style="list-style-type: none"><li>○ Choices are something that you are thinking about, and the impact that they may have</li><li>○ You have a good idea of who you are and what is important to you</li><li>○ You may have started exploring and researching general career fields, or specific ones you have interest in and see how they fit into your understanding of who you are, and what is important to you</li><li>○ You may feel hesitant to make plans and feel that your decisions will have a great effect on their future, or that it is overwhelming</li></ul>
<p><b>Stage 3</b> <i>Making it happen</i></p>	<p><b><i>Here, you:</i></b></p> <ul style="list-style-type: none"><li>○ Start to think about long-term goals and look at current events and how they will impact your future</li><li>○ Make choices like what kind of post-secondary education or training to pursue after high school</li><li>○ Start to really ascertain the resources you have at your disposal—parents, funding, mentors, experience</li><li>○ Feel the impact of reality on your choices</li><li>○ Continue to explore</li><li>○ Make tentative occupational choices</li></ul> <p><b><i>Remember to get some help, talk with your parents, teachers, mentors and those people you trust!</i></b></p>

## OH3 – Your Life Vision

Your life vision includes all the aspects of who you are (not just your career) and outlines what you want for yourself in the future, maybe 15 years from now, when you're about 30 – 35 years old.

Your life vision includes:

- Your career-related activities (what you're doing for work, the environment in which you will work)
- Relationships and the people around you (husband, wife, kids, parents, extended family, friends)
- What you do for fun (hobbies, travel)
- Where you live (in BC, other part of Canada or abroad; in the country or city) and what you live in (house, condo, houseboat)

### **ACTIVITY: Visioning (5 minutes):**

- Think about the main topics covered in the overhead
- Jot down your life vision in point form
- Try to really focus in on what it will be like, who you will be, what you will have, and what is important to you

## OH4 – Jamal Case Study

### So You Wanna Be a Basketball Star?

Jamal, 16, dreams of playing professional basketball with the Los Angeles Lakers. He also wants to enjoy the perks that come along with the job: wealth and fame. He has been playing basketball since he was six years old and is very talented. He's the star of his high school basketball team, trains really hard to stay in top shape and plays basketball every chance he gets. He's in Grade 11 and doesn't like school very much, so he only gets average grades. He lives in Vancouver.

Scouts from college basketball teams in the United States are interested in Jamal after he graduates from high school, but they have a few concerns:

- His grades are not high enough to meet college entry requirements
- His shooting skills need some improvement
- Because of his age, scouts feel he needs to mature and get some mentoring from older, more experienced basketball players before he's ready to enter the world of basketball in the U.S.
- Another challenge for Jamal is the high cost of education in the United States, which his family cannot afford

### REALITY CHECK

- Does Jamal have everything it takes to make his life vision a reality?
- What is he missing?
- What does he have already?
- Becoming a professional basketball player is extremely difficult: What can Jamal do if he doesn't make it (Plan B)?

## OH5 - Making a Decision About Your Career Path

It's important to remember that:

- **Very few decisions can't be changed. You can always change your mind about things and make new decisions**
- **There are no right or wrong decisions, so try to make the best possible decision for you right now**

**Decision-making will involve:**

- **Repeating** this activity with the other careers you identified and see if they match you or not
- Re-visiting the **visioning** process and imagining yourself living one of your careers. Where are you? Who's with you? What are you doing? How do you feel? Are you still interested and excited about this career? Go through the visioning process for each career
- Comparing your options and exploring the positives and negatives of each career
- Giving yourself time to think about your choices and discussing them with family and friends to see how you really feel about your options
- Choosing what "feels right" for you!

## OH6 – Sample Career Plan

*A career plan is developed after you have analyzed your skills and interests and researched possible occupations. Match your skills and interests to an occupation, decide on a career goal and plan how you will reach that goal.*

### **Career goal:**

To become a civil engineer. To design, plan and supervise the construction of buildings, highways, and rapid transit systems.

### **Requirements:**

- Bachelor's degree in engineering
- Ability to work as part of a team
- Creativity
- Analytical mind
- Capacity for detail
- Presentation skills
- Writing skills
- Knowledge of physical sciences and mathematics
- Accreditation by licensing board

### **Current skills and interests:**

- Summer worker for Smith Construction Co.
- High school mathematics courses (earned As)
- High school science courses (earned As)
- Experience working as part of a team
- Attended high school writing courses
- Gave presentations in high school courses
- 3.9 high school G.P.A.
- Volunteer for the Youth Social Planning Committee

### **Plan to reach career goal:**

- Bachelor's Degree.
  - Attend the University of Texas School of Engineering
- Job Experience
  - Continue working for Smith Construction Co.
  - Seek internships through university career placement office
  - Continue to volunteer and stay involved in municipal or city issues
  - Get involved in the planning department and activities
- Networking
  - Join campus organizations for engineering students
  - Volunteer and arrange for an internship if possible
  - There can be a lot more here! But this can get you started

Source: Mapping Your Future.org: <http://www.mapping-your-future.org/planning/careersa.htm>

## OH7 – Sample Career Path

**Career Path 1: The typical road to a university degree.** This career path doesn't include any other activities other than school and work and allows someone to finish university after only four years.

**Positives:** Fast way to finish degree; consistent flow of study and work; may be more affordable.

**Negatives:** May not allow for flexibility if circumstances change in this person's life, or if they need to re-do some courses, etc.; may limit the amount of work and life experience that could be gained during this time; may be challenging to go straight into university life and larger classes.

Finish High School	Summer, Part-time Job
1 <sup>st</sup> Year University	Summer, Full-time Job
2 <sup>nd</sup> Year University	Summer: Part-time Job, take a trip with friends
3 <sup>rd</sup> Year University	Summer: Full-time Job
4 <sup>th</sup> Year University	Graduation!
Look for a job in field	

You can also accelerate your degree through taking summer courses as well. However, this can be stressful and may take away from your ability to learn during the summer or obtain work experience and also simply experience life and your interests.

## Career Path 2: The less linear road to a university degree.

In this path, a person attends university college first, then transfers to university, and does lots of other activities to enhance their academic learning: takes trips, works and does co-op placements in and outside of their province.

**Positives:** More flexible path; lots of opportunities to gain work and life experience and skills to enhance their degree upon graduation; may be more fun than just doing school and work; may be easier to start off in university college with smaller classes and more personal attention and then transfer to university with bigger classes; great way to graduate and already have work experience with employers from across Canada.

**Negatives:** Longer path (around six years); may be harder to stay focused with so many activities; may be more expensive way to get a degree.

**Finish High School**

**Summer: Part-time job, take road trip with friends**

**1<sup>st</sup> Year University College**

**Summer, Full-time Job**

**2<sup>nd</sup> Year University College, finish 1<sup>st</sup> semester**

**Take a semester off to work, saving for big trip**

**Summer: backpack through Europe for 4 months**

**Finish 2<sup>nd</sup> Semester University College**

**Transfer to University, 3<sup>rd</sup> year, finish 1<sup>st</sup> semester**

**Summer/Fall: Do 8-month co-op placement in another province**

**3<sup>rd</sup> Year University, 2<sup>nd</sup> semester**

**Summer: Do a 4-month co-op placement at home**

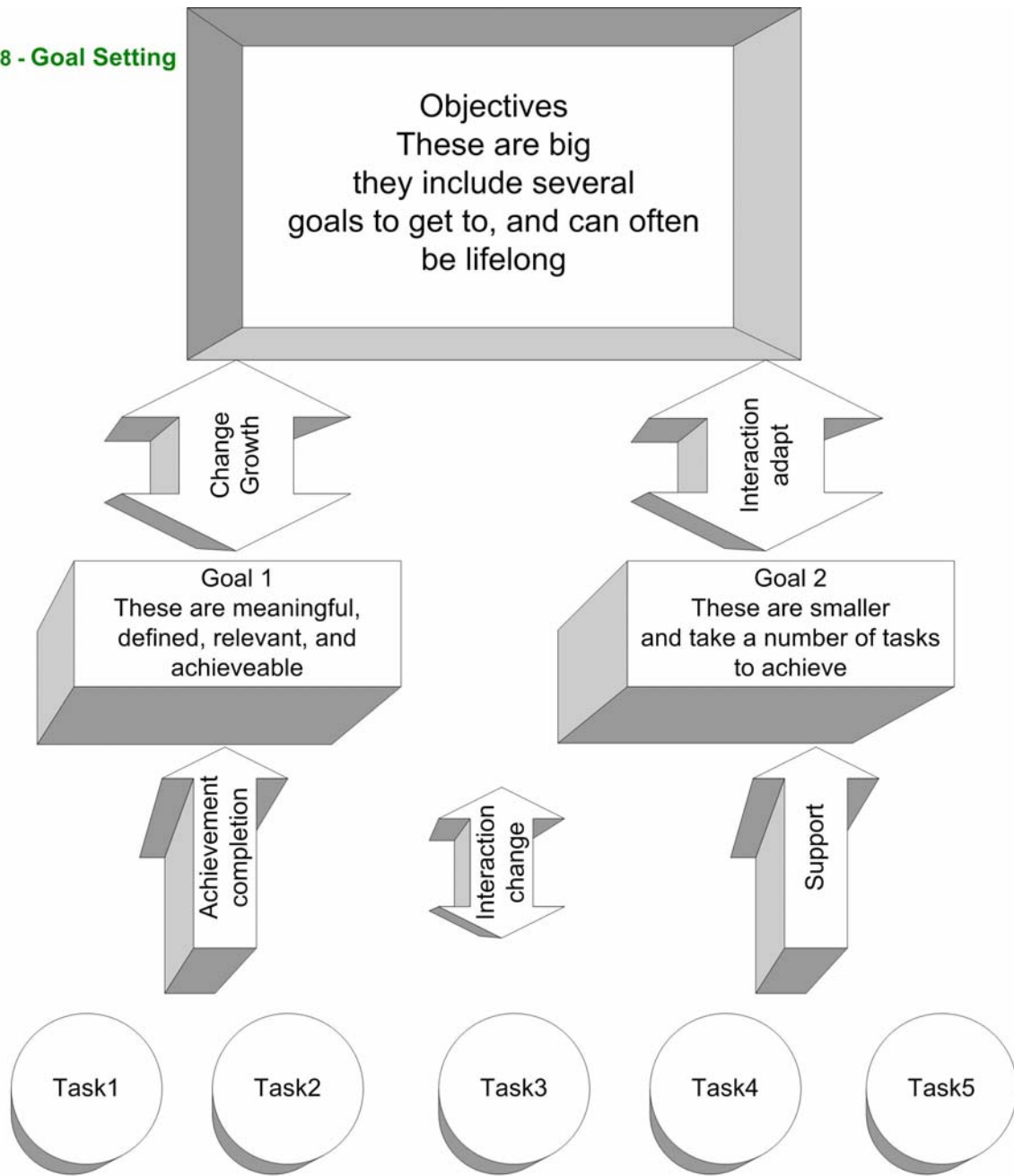
**4<sup>th</sup> Year University**

**Summer: Do 4-month co-op placement in another province**

**Graduation! Get a job in field right away, through one of the co-op employers**

**In conclusion...** be flexible when planning your career: be open to a plan that will enhance your **whole life**, not just your academic or work life!

OH8 - Goal Setting



Objectives are supported by the goals we set. Objectives are long term, goals can be both long and short term. The goals we set are relevant, meaningful, clear and realistic. The tasks or actions we set to achieve goals are measurable and defined. We monitor all of them and all of them interact in our growth and evolve as time passes. It is crucial that we define our objectives and goals in a meaningful way and that we manage this process in order to achieve success.

## OH9 – Goal Setting



Once motivated you can achieve almost anything, unmotivated you can achieve nothing.

You can do whatever you really want to do, the question is “what is it you really want to do?”

Without aim how can you hit the target?

*Source: A thousand paths to personal power, 2003*

A goal is an aim or an end towards which effort is directed. A goal is where you want to be. Developing one requires conscious projection into the future in order to bring clarity to the direction you should take now. This section provides information to design and write your goals so that they will become real. There are a number of approaches to goal setting, we have chosen one here to profile, and have provided you a tutorial in another for your information.

### “SMART”: Specific, Measurable, Attainable, Realistic and Timely

**Specific** means detailed, particular or focused. A goal is specific when you know exactly what is to be achieved and accomplished. A simple goal is easier to understand. Imagine your goal as specifically as you can. Ask: Who, where, what, when, how...specifically?

**Measurable** goals are quantifiable. Think of the evidence that will let you know you have achieved it. For example, words like ‘better’ or ‘faster’ are not quantifiable. “Increase my course grades by 10%” provides a clear measure for a goal.

**Achievable** goals are self-maintained; the achievement of the goal is up to you alone. There are many aspects of life that involve dependent relations with others. Your goal should clearly speak to things that you have control over.

**Realistic** goals are practical and possible. Realistic goals are a balance between what is hard and what is easy to achieve. They require a ‘stretch’. It’s that little bit extra in performance that makes people progress and improve. Is your goal realistic and reasonable?

**Timely** goals mean that they are scheduled. There is a finite duration to your effort, a deadline. People can put off doing things if no deadline is set because human nature usually finds something else to do on the way. For example, “by the end of June” is more specific than “toward the end of June”. However, the most precise statement is: June 30, 20XX.

Finally, consider the language you use when writing your objectives and goals. Objectives can be bigger, less tangible, but goals must be measurable and achievable. Avoid wording goals in terms of, “I hope to have a job in a field related to my area of study.” Rather, use wording such as “I will complete 10 information interviews in the financial services industry by January 31, 20XX.” The objective could be that you want to be in a successful and satisfying career. The goals would be to define what that career would be, to obtain the required education, and to obtain a job in that career. You would then define tasks that support each of those goals.

## OH10 – Key Points and Next steps

### **Remember:**

- The career planning process is one you'll repeat many times in your life, as you get older and your life changes
- Your career is a big investment of time, money and energy: make sure you choose one that fits who you are and what your life's all about
- Having a vision for yourself will help bring your career plans to life
- Think about all the little details when making career decisions and do reality checks to avoid surprises or making assumptions
- There are no right or wrong career decisions: simply choose the career that's right for you at this point in your life
- Take your career to the next stage by setting goals and creating an action plan to make it happen – success just doesn't happen!
- Be open to other opportunities as you pursue your career, they may enhance your career and life in the end – manage your plan and path!

### **Next steps:**

- Finish filling out the strengths and weaknesses info in the Reality Check list.
- Share this information with your family, let them know what you're thinking around your possible occupations and get their thoughts.
- Review all the handouts and booklet info.
- Set two or three goals around narrowing down your occupation choices. Example goals: do an information interview with someone in my chosen occupation, look into school in my province/territory; get involved in extra-curricular activities related to my career
- Take your choices to the next level and develop an action plan.
- Start applying goal management to all aspects of your life and make it part of your behaviour.
- Think about it, plan it, do it – success is a way of thinking, a way of living!

## HO1 – Reality Check Questions

**Step One:** Answer all the questions listed. If you can't answer a question, you may need to do more research around your chosen occupation.

1. Describe how you see yourself.
2. Does your chosen occupation fit with your self-image?
3. Will this occupation let you live the life you want to live?
4. What kind of work hours will you have to put in?
5. Will you have the time to have fun and pursue your hobbies?
6. Will this occupation give you enough time to build and maintain relationships with family and friends?
7. Does this occupation require ongoing training? For example: throughout their careers, doctors go to school to learn new techniques and stay on top of their field. Are you willing to take on an occupation that requires this of you?
8. Does your chosen occupation accurately reflect your interests and values?
9. Do you have a natural talent for the skills you need to acquire? Will these skills come easily to you, or will it be a struggle?
10. Will you like taking on the day-to-day duties of this occupation?
11. Will you be happy in the working conditions of this occupation (example: outdoors or in an office all day)?
12. Will this occupation allow you to live in the location you envisioned yourself in? Example: if you want to live in a small, rural community, will there be a job for you there? Or, if you want to move to another part of Canada or abroad, will you find work there?
13. What is the future for this career, will it provide opportunity for you in the short and long term? Is there growth potential? Does it ladder into other careers?
14. Will you earn enough to have the lifestyle that you want? Example: if you dream of having an expensive car, travelling the globe or going shopping every weekend, will you be able to attain this?
15. Does this occupation require you to travel? If so, is that something you can handle?
16. Is this a stressful or fast-paced occupation? How well do you handle stress?
17. Do you currently have all the academic requirements to start working toward this occupation?
18. Are you willing to relocate to another city or town to get your education, if it's not offered where you currently live?
19. Do you have the funds needed to pay for your education? Do you have family members who can contribute to your education?
20. Are your grades high enough to earn you scholarships or grants?
21. Are you willing to take on debt, through a student loan, to pay for your education?
22. Will you be able to handle the school workload?
23. Are you willing to get the education required for an entry-level job in this occupation, even if it means going to school for a while?
24. Is there another occupation option for you, if this occupation isn't the right one?
25. Is there another related occupation that you may want to pursue? For example: if being a professional athlete isn't for you, would you consider becoming a coach, or a physiotherapist for athletes?

**Step Two:** From your answers to the questions above, identify your current strengths (what you have going for you) and weaknesses (what you need to work on). You can use this information to set goals and address your weaknesses or capitalize on your strengths.

Strengths	Weaknesses

## HO2 – Goal Action Form

- This form is designed to help you create a road map to accomplish your goals
- Complete one form for each of your current goals

Goal:	Goal completion date:	
	Purpose and reason for this goal:	
	Indicators or achievement or success:	
Action steps:	Est. completion:	Actual completion:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Investment (dollars, time, resources):		
Resources/supports (allies, strengths etc., to help achieve)		

## H03 – Goal Setting Tutorial

### What are Goals and Why Should You Set Them

A goal is not just saying you are going to have or be something, that is a dream. A goal is saying I am going to achieve something and defining how you are going to achieve it. This includes developing a realistic path toward fulfilling it. Saying you are going to have 5 million dollars in the bank when you are 30 is most likely a pipe dream without a plan. Goals, when properly set, can usually be met. Through learning and practicing, the step-by-step routine of goal setting, your dreams of today will become tomorrow's reality.

Goal setting is the term commonly given for the process of setting and working towards specific, defined goals. Pretty simple really. What is difficult, however, is getting people to sit down and actually do it, even though it fits with human nature. We often take more time to shop for a pair of pants or a new stereo than we do to set and maintain goals. When we want to go on a trip, we look at a map and plan our route. If we get lost, we recheck our map. When we want to build a model, we follow the steps. When the lawn needs cutting, we set aside the time, put on our lawn-cutting clothes, clear the lawn of hoses etc., go to the mower, start it up, and proceed to cut the lawn in a pattern we've previously determined is best. When all is done, our human nature wins out: we reach our destination, the model is correctly built, and the lawn gets cut.

By learning the skills of goal setting, developing success habits and maintaining a goal setting routine, you will have the map to success. A map that will guide you straight to the achievement of all the goals you desire and deserve.

### Where Do You Start (Step 1)

You can start by getting to know yourself, understanding what it is you want and getting it into your mind that you deserve success, and that the things you want and desire are something you can achieve. If you know what you want, what is important, and you believe you

can reach what you define as success, if you are prepared to determine the path towards that success and you are committed to the actions required, you can and will succeed.

If you don't believe you can reach a goal, it will remain a pipe dream as much as if you didn't bother planning the route to the goal, or do what's required to get there. Success has been called a state of mind, the leaders of tomorrow will have vision and the ability to make that vision a reality. You have to learn to succeed, you have to be committed, you have to work at it, and you have to enjoy the whole process of success, not just the outcome. What does that mean, you have to make the path to success fun and meaningful, otherwise you won't stay committed.

### Defining Your Objectives (Step 2)

*In May of 1961, John F. Kennedy pledged that America would land a man on the moon "before the decade is out."*

It was a brave and bold objective, perhaps one of the greatest of all time. Just making the statement, however, did not lead to its achievement. Putting a man on the moon required immense amounts of intelligence, research, planning, money, people, risk, commitment and resources. The most important step, though, was not Neil Armstrong's, it was John F. Kennedy's setting of the "objective," committing to it, making the plan, allocating the resources and staying committed.

We define the "objective" as the final goal. It is what all your efforts are going to lead to. In investing, for example, it could be to have \$5 million by retirement. While some people may want to only have an objective in one area of their life, most successful people set objectives in many areas. Goal setting is not just related to your career or education, it is related to your whole life. You have to live with goals and success in order to succeed. Career, family, financial, health, knowledge, material, retirement, and spiritual are just some categories you should set objectives in. Objectives are generally long-term, sometimes even lifelong, although they can be short term and immediate as well.

In starting a goal-setting routine, we recommend you set objectives in one or two areas to begin. As you start realizing small successes, you'll probably add more objectives as you will want to be successful in all areas of your life. Take a separate piece of paper for every objective. Clearly write the objective and the date by which you want to achieve it. Remember, don't hold back. Make your objectives as large as you can realistically realize.

## Defining Your Reasons

Just as it is important to define your goal, it is important for you to understand the reasons you have for achieving that objective. Having clear and compelling reasons for achieving a particular objective will give you reason enough for undertaking goal setting. In studying goal setting and the keys to success, it was discovered that many people fail to achieve success simply because they lack clear reasons for doing so. Don't let this hold up your success. Give serious thought as to why you want to achieve an objective, and write down what you've decided. Do you want \$5 million at retirement? Why? You say you want to live in a mansion? Why? The more compelling your reasons are, the greater your chances will be for meeting your objectives. Conversely, if you can't come up with "good" reasons, you might as well set another objective, as this one won't be achieved.

Remember, every person has different reasons for wanting something. What one person thinks is vain or stupid, another will think is worthy or great. You must come up with reasons that are honest, strong and motivating to you. Write them down below the appropriate objective, leaving plenty of space to expand or add to them. The more reasons you have the better. Just make sure they really represent the reasons you have for desiring something. By constantly reviewing your reasons, you will find yourself becoming more motivated for striving towards your objectives.

## Defining the Path to Your Goals

Once you've written an objective and your compelling reasons for achieving it, you must start planning the route towards the objective. And the first step is to set major goals supporting the objective.

Say you've set an objective for having \$5 million by retirement (which could be 20+ years away). First, you must figure out how you can achieve that. Do you need to learn more about investing? Will you have to start saving \$500 a week? Do you have to get a new job? Will you have to more actively watch your existing investments? Whatever needs doing to progress towards your objective, will become your major goals.

Major goals can be specific or broad in scope, but they must always lead directly towards the objective they support. They must also always have an accomplishment date. A date by which you plan to accomplish the major goal, a realistic date that not only motivates you into action but also ensures progress towards your objective. Usually you will have many major goals at a time, and in the case of a real long-term objective, some of the major goals will not be clear at the start, with others coming about when certain existing major goals are achieved.

Always write your major goals and their accomplishment dates down on the paper you've written the objective on (after leaving some room to keep expanding on your reasons). Never make your major goals too long or too difficult, as you don't want to be overwhelmed by them. If a major goal is long term (as in taking a four-year degree towards a larger career objective), break it down into smaller parts (each year for example), and revise and/or renew them when accomplished. By making sufficient and reasonable major goals, and always accomplishing them on time, you'll find yourself making great progress towards objectives, which may look intimidating or even impossible by themselves.

## Defining Your Tasks

Just as we break large or long-term objectives down into smaller supporting elements called major goals, we further break our major goals down into even smaller elements. These small elements are called tasks, and accomplishing them is what makes the practice of goal setting really work.

Tasks are usually the simple things you must do to accomplish a major goal. If you've set a major goal, for example, to have a complete understanding about investing in bonds by next June 15th,

you will have to accomplish a number of tasks to acquire that knowledge. Choosing to go to the library and get a book on bonds would be a task. Reading the book for one hour each Monday, Wednesday and Friday could be three separate tasks. Visiting the Investors Skills' Web site for their bond information, would be another task. Calling your buddy who's had success in the bond market would be a task as well. All of these tasks, which should be written down on the same paper as the major goal they support must be set with an accomplishment date, for if you procrastinate calling your buddy, never get around to completely reading the book, or don't even bother checking the Web site, you won't reach your major goal of learning about bonds, or won't meet it by its accomplishment date. And this, unfortunately for you, will turn your \$5 million by retirement objective back into the pipe dream it didn't have to be.

By focusing your mind on the easy-to-accomplish tasks, and completing those tasks, you'll be making great progress towards your major goals and objectives without feeling overwhelmed. Make sure to write down all tasks, even those that take only minutes to complete. Then, when they're accomplished, check them off. As more and more tasks are successfully accomplished and checked off, you'll find yourself becoming more encouraged, and more confident about your abilities. The more you believe, the more you will strive to accomplish, and the more you will enjoy completing even more tasks. And the more tasks you complete on time, the closer you'll be to that success you have real reasons for wanting. The success you originally defined as your objectives.

## What Are Success Enhancements

There are really two key elements to achieving success. The first, as we've described, is the practice of goal setting which is simply setting objectives, developing compelling reasons for wanting the objectives, breaking the objectives down into not-so-overwhelming major goals, and finally, breaking the major goals down into easy-to-accomplish tasks.

The second key element involves training your mind to think positively. In order to accomplish what you set out to do, you must develop an achievement mindset. While reviewing your reasons and

checking off completed tasks are two things you should be doing to keep your mind focused on the success you desire, there are three other success enhancements we recommend you become familiar with: success questions, success stimulants and your success creed.

Constantly reviewing these success enhancements will keep your mind better focused on what you wish to achieve, and also motivate you into forging ahead with your goal setting efforts. When you are able to keep your mind on success, you will be virtually certain to reach that success.

## Writing Your Success Creed

Your success creed is a list of those values, principles and beliefs that are inherent and important to you. Having a success creed comes in handy as you are confronted with choices while working towards your goals. When a tough decision presents itself, making the choice that best reflects your values—the values you've written in your success creed— will, in almost every case, prove to be the best choice. A success creed, while helping to motivate you, reflects the limits you will place on your own ambitions.

Experts believe success comes easier to those who really know who they are. You should, therefore, write down your success creed somewhere it can be easily reviewed. Make it as clear, direct, durable, decisive and positive as you can. And it must be based on beliefs you consider to be strong. Beliefs that form the foundation of who you really are.

Regularly reviewing your success creed will help motivate you. You will feel better about yourself and more positive about your prospects for achievement. After reviewing your success creed, you should feel proud about your efforts in striving for success, because you'll feel confident with knowing you deserve it.

## Writing Your Success Questions

Success questions are exceedingly powerful, and should be used continuously throughout the life of your goal-setting routine.

These questions effectively control the focus of your thoughts, which should, at all times, be directed towards the goals you've set for

yourself. They work by overriding your negative internal questions, so that your subconscious is working with you instead of against you. They will get your subconscious back on the side of success.

Success questions are simply positive questions you write down to regularly ask yourself whenever you've got spare time, when you start doubting yourself, or anytime you feel the need to focus your thoughts. They should be relevant to your goal-setting routine, and directly related to particular goals you're working on. The following are examples of positive success questions:

- What is the most important thing I could do right now?
- What should I be doing at this moment to increase my prospects for making a sale?
- What can I do today to ensure I meet my investment goals?
- How can I earn \$1 million as a successful realtor by my 40th birthday?
- Who should I talk to today that will help me learn everything about bonds?

Remember not only to make your success questions as positive as possible, but to write them down where you can regularly read them to yourself. And then, do what is necessary to answer them.

## Writing Your Success Stimulants

Success stimulants are motivating statements that, like success questions, help keep your mind focused on achievement.

These success stimulants can be phrases, biblical passages, inspirational ideas or positive thoughts you've read somewhere, or came up with yourself. Wherever you find your success stimulants, they must be capable of motivating you into action. Action that leads towards your goals.

Many successful people post inspirational messages in their workplace, and read them when they find their mind wandering away from the achievement mindset they want. While this is a great idea, you should also write your personal success stimulants down on

blank business cards, for carrying with you to review whenever you feel the need for a little inspiration.

The following are a few success stimulants:

- Before everything else, getting ready is the secret of success.
- It is hard to fail, but it is worse never to have tried to succeed.
- Happiness is not a destination, but a way of life.
- You can't build a reputation on what you are going to do.
- If you want to improve your odds, then improve yourself.

While it isn't something you write down, if your objective is something material, post a photo of the item where you've written your objective, or somewhere you're likely to see the picture regularly. As a visual image can be incredibly motivating, we recommend using a picture of your objective just as you would a regular success stimulant.

Careful review of your success stimulants, combined with regular consideration of your success questions and success creed, will not only help to inspire you, but help you develop success habits as well. Success habits that keep your mind on success, and your goal-setting efforts on the path to success.

## Daily Reviewing Equals Success

When a person has listed their objectives, reasons, major goals, tasks and various success stimulants, they have made a real commitment towards success. Success, however, as we've said, doesn't just come from writing something down. You have to act—doing what you have to, when you have to. You must also develop the success habit of regularly reviewing all aspects of what we call your goal-setting routine. And it has to become routine.

Assuming you've set some substantial objectives, you should get in the routine of reviewing your goal setting on a regular basis. Very successful people review their goals, tasks, and objectives daily. Don't worry, the review shouldn't take long.

First, check what tasks need to be done that day, and organize enough time for doing them. Then, check what tasks are required for the next few days in case you'll have to do some planning for them today. You should then give consideration as to what other tasks or major goals you might need to write, to keep propelling you towards your objectives.

Remember, you should always have enough tasks on your plate to keep you going forward, without wearing yourself out. If you don't, it will either mean not achieving your major goals and objectives, or perhaps that you've sold yourself short by setting objectives and major goals that aren't dynamic enough for you.

You should also try to review your reasons and success questions at least once a day as well. These will keep your mind on what it is you are after and why. When you've got time, or when you need the inspiration, read your success stimulants and your success creed. It is also a good idea to have a look back, from time to time, at the tasks you've recently completed. There is nothing more inspiring, or rewarding, than to be reminded of the progress you've already made.

When you've done your review, make sure to complete all the tasks you're supposed to. Check them off when finished, and write down any new ones that you've come up with. Don't worry if you can't foresee many major goals or tasks when you begin a goal-setting routine, they'll become clearer as you work towards your initial major goals, as it's much easier to see what needs to be done once you've started. You'll even, although it might seem surprising now, relish setting more major goals and tasks. And that's because success is pleasantly addicting. Once you've had a little taste for it, you'll want more because you enjoy it, and because you know you can get more.

## **Weekly Reviewing Lowers Stress**

While an effective goal setting routine combined with daily review and attention virtually guarantees reaching success, unfortunately a

number of people find the pursuit of success to be extremely stressful. Some even abandon their goal-setting routines, which they know can help them, simply because they can't handle the pressure they've put on themselves.

Does this have to be something that concerns you? Will you find the pursuit of success too stressful? Although we can't speak for everybody, we're positive that doing a weekly review in advance will allow you to reach the success you're planning, while also lowering your stress as well!

Everybody is busy these days, successful people often more than most. While you can't eliminate the unexpected, you can lower the chances of it affecting you and your goal-setting routine. You do this through a weekly review that is one part planning and one part troubleshooting.

This weekly review should be done before you start your work week, and include input from your family. You should begin the weekly review by going through everything you've entered into your goal-setting routine, giving particular attention to the tasks you need to accomplish that week. While a daily review reminds you that the tasks need doing, if you've not planned ahead for them they might surprise you, and that can be stressful. Particularly if you haven't set time aside for them.

By reviewing at the start of the week, you'll be better able to schedule and plan your tasks, which lessens your stress, ensures successful task completion, and even reduces the amount of time you'll be spending on each task.

The family is the source of most people's enjoyment, but they can also be the source of most unexpected demands on your time. The time demands that are particularly stressful when you've got a lot planned. Although it won't entirely eliminate the unexpected, planning your week in advance with your family's input will lower the chances of something unexpected coming up, and also minimize its effect on you.

As you're scheduling your tasks in advance, ask your family what demands they'll have on your time for the upcoming week, and then plan your tasks around your family responsibilities, instead of organizing your tasks first and being surprised, and unprepared, when something else comes up, or leaving your tasks until you've got a free moment.

Remember though, always ask your family as positively as possible. You don't want them ever feeling concerned about making demands for your time. And it won't be a concern to you. With proper planning you'll have more than enough time for your job, your family, and for completing all your tasks.

Source: <http://www.topachievement.com/tutorial/index.html>