

Goal Planning Guide



5 Steps to Achieving Success

Steven Rosen

Focus on Success

5 Steps to Achieving Success

The time for reflection and resolutions is here again. But how long until those “New Year’s” resolutions get shuffled to the back of your shelf?

You are not alone.

Like most busy executives you are focused on your business.

We all get sucked into the daily minutia. The day to day demands of business, emails, meetings and phone calls get the best of us. This constant flow of “stuff” coming at us interferes with that “good” feeling of achievement.

All of this is busy work.

What percentage of emails and voice messages actually impact your goals?

Why do we spend so much time responding and reading these emails and voice messages?

Have you built your own personal and professional success plan? Have you set your goals? Have you defined the **what, why, how and when** for your success in 2014?

Are you interested in becoming more successful? Do you want to make 2014 your breakthrough year?

The **STAR - Focused Goal Planner** is your tool to achieve greater personal and professional **success**. It will help you put your goals into action!

Research shows that successful people always set goals.

Below is a simple 5-step process to help you focus on realizing the outcomes you desire.

Think it and make it happen! It's that simple.

Step 1: Define the “What”

Goals

Have you taken the time to think about your career or persona goals for the next year? How would you describe your personal grand slam? What would make you the MVP in your organization?



Please take a couple of minutes, close your eyes and consider the successes you would like to achieve in the next year. Visualize how you would feel achieving these successes. Now, commit to the process and write these successes down on the attached chart.

You have now decided what success looks like for you. You should write down your 2-3 success goals.

Step 2: Understand the “Why”

Why are you motivated to achieve your success goals? What are the reasons, the burning desires that make these success goals important to you?



The key is to understand why these goals are so vital. I am not talking about financial successes and what they can buy, but about your psyche. What internal feelings or needs would be fulfilled by achieving your success goals? Is it recognition, sense of pride, praise, rewards for success, a feeling of self-competence and effort, a desire to be effective or to make a difference? Understanding your motivation will unlock your potential.

Step 3: Figure out the “How”

At this point, you know your success goals, why they are important and what motivates you to achieve them.

The next question is the tough one. **How** are you going to achieve your goals?



Your tactics: Choose two or three items to focus on. Next, determine what the most powerful actions are that will lead to your success. Identify the effort required to provide you with the greatest return towards achieving your goals.

The most important piece of this focus reflection exercise is to **write down** all your thoughts and communicate them to someone on your team. The act of writing turns your plan into action.

How do you create the impetus to achieve your goals? The time you take to write down your successes, internal motivation and actions all will contribute to your success and you will have a 50% chance of making it happen.

Step 4 Establish a completion date

We all need deadlines. Establishing a date by which you will complete your “How’s” is critical. This will help keep you on target.



Step 5: Commit! Commit! Commit!

Commit your goals to paper.

Commit your goals to someone who will keep you accountable.

Commitment is key.

To increase the likelihood of achieving your success goals you should commit them to a colleague or supervisor.

If you are really motivated, hire me as your coach and I will hold you accountable to the process of staying focused on achieving success.



Succeed

Success is a function of achieving goals we set for ourselves. Deciding and achieving the outcomes we truly desire is the definition of success.



Wishing you a breakthrough year,

Steven Rosen

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Focused Goal Planner

Name: _____

Date: _____

Goals	Why	When	Accomplished
1.			
2.			
3.			

Goal 1:			
How		When	Accomplished
1.			
2.			
3.			

Goal 2:			
How		When	Accomplished
1.			
2.			
3.			

Goal 3:			
How		When	Accomplished
1.			
2.			
3.			

Committed to: _____

Date: _____