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### **How to Set Simple Goals**

Goal setting is such a simple and effective tool and yet so many people just don't make the time to do it. Let alone do it on a regular basis; my aim is to have everyone doing this at least once a month – it really works and it's FREE!

Here are some simple steps:

1. Set aside half an hour to concentrate.
2. On a scrap piece of paper write down all the things you want in your life over the coming years. Where do you want to be in 5 or 10 years? Doing what? With whom?
3. Next is to select a few that you might put in 'long-term', 'medium term' and 'short term'. Say three in each.
4. Then you will need to work through each one and set as a goal following these criteria:
  - written in the present tense as if you have achieved them
  - written in short specific sentences
  - put a date in them by when you will achieve this
  - make sure it is realistic
  - and importantly achievable
  - and lastly describe how you know when you have achieved it

There is a lovely formula into which you can put your goal sentences which makes it nice and easy:

'It is now.....(insert your future date)...and I have/I am....(state your goal).....I know this because....(insert how you know you have got there)....'

Here are some examples:

Long term goal: 'It is now September 2019 and I am in my holiday home in Hawaii. I know this because I am on the balcony looking over the beautiful blue sea and sipping a cool iced pineapple juice.'

Medium term goal: 'It is now January 21<sup>st</sup> 2014 and I have £1,000,000's worth of property investment. I know this because I am looking at the monthly income online in my home office in Saltdean.'

Short term goal: 'It is now June 2010 and I am very fit and running in a 10K race on the south coast. I know this because I am the start line and ready to go.'

So now having written your goals, it is time to put them up somewhere where you can see them every day.

Finally you need to take action towards them, just one step at a time.

If you would like to know more about goal setting then book on our Free Goal Setting Workshop at the beginning of January in Newhaven, East Sussex. To find out more look on the Events page of the website: [www.aleptis.co.uk](http://www.aleptis.co.uk)

**Aleptis – Developing Vision, Delivering Growth**

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