

Goal Setting

What is it for?

Zig Ziglar's Seven Steps of Goal Setting

- Identify the goal
- List the benefits – what's in it for me?
- List the obstacles to overcome
- List the skills and knowledge required
- Identify the people and groups to work with
- Develop a plan of action
- Set a deadline for achievement

The Goal Making Canvas

My deadline for this goal is:



Describe your goal, be specific.

Write your goals down, describe it clearly e.g. a goal to "learn to drive" won't cut it. A specific goal would be "to learn to drive within 6 months by having 2 lessons per week".

List the benefits - what's in it for me?

Once you have a specific goal it is important to understand the direct benefits of achieving it. We all need as much personal motivation as possible to help us along the way.

List the obstacles to overcome

Anticipating the rough spots will help you prepare to overcome them

List the skills and knowledge required

What are the gaps in your skills or knowledge base that you need to fill in order to reach your goal?

Who will you work with?

Consider the people and groups who can help you on your way and who can help fill the gaps you have acknowledged

Develop a plan of action

What are the 20% of things that will make 80% of the difference?
What daily micro habits will you look to form around reaching your goal?
When will you set time aside to notice and recalibrate what you're doing?
Who will help you?
How does this break into short and long term deadlines?

"Success occurs when opportunity meets preparation"
- Zig Ziglar

Find Zig's 7 steps to goal setting [here](#)

Plan of Action

- What are the 20% of things which make 80% of the difference?
- What daily micro habits will you form?
- When will you set time aside to notice and recalibrate?
- Who will help you?
- How does this break down in short and long term deadlines?



SHIPIT

A little pamphlet for
people who can

for those inspired by
Seth Godin's Linchpin

project _____

ship date ____/____/____

- Goal Setting
 - What's the project? (page 2)
 - When does it ship? (page 2)
 - Who is responsible for shipping? (page 2)
 - List every task and event that needs to happen, by whom, and by when (page 11)