

7 Proven  
Techniques  
To Set Goals  
You'll Actually  
**ACHIEVE!**



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## 7 Proven Techniques to Set Goals You'll Actually Achieve

*“Give me a stock clerk with a goal, and I will give you a man who will make history. Give me a man without a goal, and I will give you a stock clerk.” –J.C. Penny*

Did you know that only a small percentage of the population has clearly written goals that they work on every day? These are the people who end up achieving the most in life.

I firmly believe that setting goals is one of the best things you can do in your life. So much so that I've actually written an entire book on [goal-setting](#).

Do you continually fall short of your goals and struggle with feelings of discouragement? Have you lost confidence in your ability to achieve exciting goals? Or, worse yet, have you completely given up on your dreams? As unpleasant as they are, these feelings are extremely common reactions to repeated disappointments in life. Setting goals is certainly powerful, but what's the point of setting them if you don't actually achieve them?

I know how hard it can be to stick to your goals long-term. That's why I'm going to share 7 powerful techniques that will allow you to make sure you set goals that you feel great about---goals that you'll really achieve. Sound like a plan? Great! Now here are the 7 tips!

### **1. BELIEVING IN YOUR GOAL**

*“You don't get in life what you want, you get in life what you are, what you subconsciously believe that you deserve.” – Les Brown*

Do you truly believe in your ability to achieve your goal?

A big part step of setting a goal is asking yourself whether you think you can achieve it. Believe it or not, this can be a hard question to answer. Fortunately, the following tips will help you discover how much you believe in your ability to achieve the goals

you set:

## **How to Tell if You Truly Believe in Your Goals**

### **Figure out how high you score on the confidence scale.**

On a scale of 1 to 10, how confident are you that you'll accomplish your goals?

If your level of confidence is less than 8, then you probably need to work on that. Ideally, your confidence level should be at 8 or 9 out of 10. If it's not, however, there's no need to panic. We'll talk more about building confidence in the next section.

### **Listen to your gut.**

How do you feel when you read your goal to yourself or say it out loud? Do you feel scared? Is there a voice in your head telling you that it's impossible? If you're really honest with yourself, you'll probably know.

### **See how much your goal is worth.**

Would you be willing to bet with friends on your ability to accomplish your goal? How much would you be willing to bet? Would it be \$10? \$100? \$1,000? Or maybe \$10,000?

Obviously, the more you are willing to bet, the more confident you are that you can achieve your goal. So, are you going to bet real money with your friends?

### **Observe the way you talk about your goals to others.**

When you talk about your goals, do you speak with confidence and enthusiasm? Are you using words and phrases like, "I will" and "When", or are you saying other things, such as "Maybe", "If", or "I'll try". The words you choose says a lot about how much you believe in yourself.

Now, another thing to consider is how your friends react when you talk about your goal. Are they supportive and inspiring? Or are they skeptical? Often, we are mirrored by the people around us, and they show us parts of ourselves that we may not see. If your friends don't believe in your goals, chances are that you don't either. Those closest to you can sense this at the subconscious level. When this happens, they're likely to mirror your own doubts and lack of confidence back to you.

## **Identifying your limiting beliefs and mental blocks**

If you realize you don't believe in your goals, you'll have to ask yourself why. What are the limiting beliefs you hold that prevent you from sincerely believing in yourself? What are you telling yourself about your and ability to reach your goals?

Do you have limited beliefs about money, all while trying to make more of it? If you think making money is bad or you hate rich people, you will probably never get rich yourself. This is because you'll subconsciously sabotage yourself each time you have opportunities to make money. If you do manage to make money, you're liable to spend it all until you're broke again.

In his book *Secrets of The Millionaire Mind*, T. Harv Eker explains very well how our money blueprint, that is, our beliefs about money, is responsible for our current financial situation. I highly recommend his book. You can also check my article "[4 Disempowering Beliefs About Money That Keep You Poor](#)" for more information on this issue.

There's also the possibility that you don't think you're good enough to reach your goal. You may feel as if you don't deserve it. Whatever the case may be, it's best to tackle your limiting beliefs head-on. Otherwise, they'll be your greatest enemy when it comes to accomplishing your goals.

For more on limiting beliefs, you can check out my article [here](#).

## **Making your goals achievable**

If you don't feel genuinely confident that you can achieve your goal, keep tweaking it until you do. There are two ways you can do this: Changing the time frame, or breaking down your goal.

Changing the timeline is pretty simple. If, for example, you set a 6-month deadline for your goal and don't feel you you can accomplish it, give yourself a full year instead. Try tweaking the timeframe and see what resonates with you.

Chunking down your goals isn't particularly complex, either. You just have to break

them down into monthly, weekly, or even daily goals. As Henry Ford once said, “Nothing is particularly hard if you divide it into small jobs.”

For example, one of my readers who purchased my goal-setting book wanted to write his first novel within two years. Upon reading my book he started breaking that goal down into manageable tasks and has now completed two thirds of the novel! You can read his story here (add link).

Which one sounds hardest? Writing 1,000 words every day or writing a 300-page book?

What about you? How can you chunk down your goals?

## **2. BEING GENUINELY EXCITED ABOUT YOUR GOALS**

*“Treat goal-setting as a way to enhance your present reality, not as a way to control the future.” - Steve Pavlina*

Are you jumping out of bed every day excited to work on your goals? If not, you might want to reconsider your current goals.

Your goals should improve your present reality. You should be excited to work on them every day. Too often, people spend years working on goals that don't truly excite them, only to find themselves unfulfilled once they achieve them. That is the last thing I want for you.

Are your current goals exciting you now, or do you expect them to make you happy someday in the future?

### 3. PUTTING YOUR GOAL OUT THERE

*“Setting goals is the first step in turning the invisible into the visible.” - Tony Robbins*

#### **Writing down your goals**

Do you have clear, written goals that you’re working on each day?

Writing down your goals is the first step that I recommend in my goal-setting book. If you want to set goals, I truly believe that you should put them on paper first. The act of writing them down will instantly make them more concrete in your mind. It’s as if putting goals on paper moves the things you daydream about from the abstract world to the physical one. Daydreaming feels good at the moment, but it’s just an illusion. Once you take the time to write down your goals, however, they start to become part of your reality.

You can use the SMART method to set your goals. SMART stands for the following:

- **Specific:** What exactly do you want? What are you trying to achieve?
- **Measurable:** Can you easily assess your progress towards your goal? How will you know when you’ve achieved it?
- **Achievable:** Is it achievable? Is the timeframe realistic? Can you put in the effort required despite other responsibilities?
- **Relevant:** Is it in line with your values? Is it exciting you?
- **Time-bound:** Do you have a clear deadline for your goals?

**For example,** here is one of my goals as I’m writing this book:

“I’ll publish 3 eBooks on Amazon by December 31<sup>st</sup>, 2016”

- Is it specific? Yes, though I could have make it more specific by mentioning the books’ topics (habits and productivity).

- Is it measurable? Yes, I know that if I publish 3 eBooks I will have achieved my goals.
- Is it achievable? The timeline is pretty challenging, but yes, it's achievable and I will put in the effort and sacrifices necessary to meet my deadline.
- Is it relevant? Yes, it's in line with my values. It's exciting me because I know I'll have a positive impact on other people's lives.
- Is it time-bound? Yes, I know I have to complete this goal by December 31<sup>st</sup>, 2016.

### **Looking at your list of goals every day**

If I were to ask you right now what your goals are, could you tell me exactly what they are without a second thought? If not, you are seriously jeopardizing your chances of achieving them.

I encourage you to go through your list of goals every day. It's important to expose yourself to your goals on a regular basis and think of them as often as possible. Personally, I read my goals out loud to myself each day during my morning ritual.

### **Talking about your goals unabashedly.**

Should you keep your goals for to yourself or share them with others? Personally, I do both. I share some goals while keeping others to myself.

It's entirely up to you whether you want to share your goals. If you do decide to share them, do so unapologetically.

What you want to do is share your goals as if you've already accomplished them. It's best when you truly believe in your mind that you've achieved your goal, because that means you have no doubts in your mind regarding them.

By sharing your goals openly, you give those around you the opportunity to help and support you, you thus increasing your chances of attaining your goals. Better still, it increases your level of accountability, which is an important part of goal setting.

### **Setting daily goals**

From my personal experience, the simple habit of taking a few minutes to set your daily goals will almost instantly double your productivity.

Here are some key points to consider when you set your daily goals:

- **Start by focusing on your most important tasks first thing in morning.**

Getting it done early will have a positive influence on the rest of your day!

- **Use verbs associated with concrete actions that lead to tangible and measurable results.** By using words like ‘create’, ‘complete’, ‘send’, and ‘do’, you make it clear that a specific action must be taken to accomplish your task.

Bad example: Self-discipline article → No verb. Action required is unclear. Easy to dismiss, procrastinate etc.

Good example: I will create a detailed outline of my self-discipline article.

- **Be specific about what needs to be done.** Ask yourself, “What exactly do I need to here? How will I know I’m done?”

Bad example: Work on my self–discipline article. → What needs to be done is unclear.

What does “work on” mean?? No way to know when the task is done.

Good example: I will **complete** the self-discipline article and **submit** it to my editor.

- **Write your goals using pen and paper.** Doing so is very powerful, as it makes your goals more tangible in your mind. Taking your time to write exactly what needs to be done with as much clarity and detail as possible will drastically increase your chances of completing your goals. When you finish writing, underline the verb and remind yourself of what precisely needs to be done. Take a moment to visualize



yourself performing the tasks on the list.

- **Check or cross out tasks that have been completed.** This will make you feel amazing! 😊

-**BONUS:** Consider carrying your goals in your pocket throughout the day. This step is optional, but it can be very helpful.

#### **4. CREATING THE RIGHT ENVIRONMENT**

*“You are the average of the five people you spend the most time with.” – Jim Rohn*

We are largely a product of our environment. When put into the right environment, our subconscious minds will take on all the information we need to succeed.

It's crucial that you surround yourself with people who will fully support your goals. I already mentioned the importance of believing in your goals. One of the most powerful ways to do this is by exposing yourself to people who have already accomplished what you aim to do.

This isn't necessarily so that you can get advice from them, it's more so that your subconscious mind can pick up the behaviors, attitudes, and beliefs necessary to achieve your goals. Being in direct contact with people who have what you want will make you believe that it's possible for you, too. Here is a great question from one of Steve Pavlina's article:

“What kind of people would you have in your life if you had already achieved your goal?”

So what can you do to meet the people that already have what you want?

## 5. VISUALIZING YOUR GOALS

*“Your nervous system cannot tell the difference between an imagined experience and a “real” experience. In either case, it reacts automatically to information that you give to it from your forebrain. Your nervous system reacts appropriately to what ‘you’ think or imagine to be true.” – Maxwell Matz*

Another great way to strengthen your belief is to take some time every day to visualize your goals as if you’ve already achieved them. Where are you? How does it make you feel?

Visualization is also a great way to identify any limiting beliefs you may have. As you are visualizing your goals, do you feel like something isn’t right? Do you feel like you’re out of place? If so, you probably aren’t in alignment with your goal. Try to identify any belief that holds you back.

### Bonus Tip

The following tip will help you become more perseverant: Visualize everything that could go wrong as you’re working towards your goal. What’s the worst thing that could happen? This exercise allows you to prepare yourself so that you’ll be less upset when you encounter difficulties.

Personally, I ask myself the following questions:

- What if Amazon closes my account and I can’t sell my books there anymore?
- What if my blog is hacked and loses its content?
- If I lost everything, would I be motivated enough to start over again?

Asking these questions is a great way to prepare yourself to survive failure and drastically improve your ability to persevere.

## **6. TAKING DAILY ACTION ON YOUR GOALS**

*“The path to success is to take massive, determined action.” – Tony Robbins*

Are you consistently working on your goals every day? Even some of your biggest goals can be achieved if you make a decision to work on them every day over a sustained period of time.

As I mentioned previously, the best way to do this is to create a habit of setting daily goals.

For me, what worked well was to create a morning ritual that I do every single day. During this morning ritual I do things like meditation, affirmations, goal-setting and gratitude exercises. I highly recommend creating a morning routine.

You can check out my daily morning ritual videos on YouTube for more information. I invested in a specific, step-by-step 7-day program that helped me a lot. It was worth every penny! Now, I’ve had a consistent daily morning ritual for several months. You can learn more about it [here](#) (affiliate link) or send me an email here if you have any questions.

## **7. FOCUSING ONLY ON ONE OR TWO GOALS**

*“One of the secrets to iconic productivity is to be monomaniacally focused at being world class at just a few things.” - Robin Sharma*

One of the biggest mistakes people make when setting goals is to have too many. I always have to remind myself to focus on my main goals, because I’m always coming up with many new and exciting projects.

Sure, if I had all the time in the world I would train to become a life coach, hypnotherapist, and NLP. I’d also create a blog to help people learn Japanese and I’d learn a new language myself. I could go on and on about the many things I’d like to do.

But you know what? I probably won’t be that successful at these things right now.

So instead, I decided to focus on one thing: writing books.

Ideally, you shouldn't have more than 1 or 2 main goals at a time. You should spend most of your time working on these goals. It means that you need to say no to anything else that isn't related to these goals no matter how interesting or exciting it may appear. That is a crucial point. Yes, you will be tempted by new exciting projects. Yes, many opportunities may show up in your life. But if they aren't related to your 1 or 2 main goals, say NO!

That's it for the 7 tips to set goals you'll actually achieve. I hope you'll start implementing some of these tips in your life right way, and I'm looking forward to hearing from you soon! If you've decided to take action today, [click here](#) to send me a simple "YES" so that I know you found value in this book. Thanks!

**As a reminder, here are the 7 tips one more time:**

1. Believing in your goals
2. Being genuinely excited about your goals
3. Putting your goals out there in the real world
4. Creating an environment that supports your goals
5. Visualizing your goals
6. Taking daily action towards your goals
7. Focusing only on 1 or 2 goals

**If you want to set long-term goals that will make a difference in your life, you can learn more about my goal-setting book [here](#).**

I wish you all the best in achieving your goals!

**Questions? Comments?** Click [here](#) to contact me.

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