

The ultimate Guide to set your Life Goals



Set your goals.

FOR ALL WHO SET LIFE GOALS.
FOR ALL WHO ARE LOOKING FOR TOOLS
AND PRACTICES TO ACHIEVE THEIR LIFE
GOALS.



Introduction

After reading this guide you will know the characteristics of a well set goal (including guiding questions and checklist).

Goals are something great. They awake the best inside you. They make you discover your strength, your purpose and your passion. They make you become a better version of yourself. They make you meet extraordinary people. They make you have unforeseen great experiences in your life. They help you get clarity of what you want in life and what you don't want.

They give intention to all you do.

Goal setting helps you to gain this clarity. A goal helps you to overcome a depressive period. A goal helps you to start moving when you are stuck. A goal helps you to get the job you want, to attract the relationship you want, to get the money you want or to get health you want.

I meet many young people in their 20s that started out into their lives, that seek direction and clarity about what they should do to live a happy and fulfilled life. Some of you get into the Personal Development space. And some of you start to set goals. Which is great!

But then you get stuck. You stop to pursue your goals. Because life gets in the way, because other people take away your dreams and goals and sometimes it's just because you don't know the mechanics of the goal setting process.

This guide is supposed to help you out with that. It gives you the characteristics a well set goal should have and the tools to follow through and overcome obstacles.

I encourage you to review your goals based on this guide.

Feel free to reach out, if you want a review of your life goals. I'm always happy to help.

All the best!

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Characteristics of a well set goal

If you apply the characteristics written below to your goal, you are ahead of 99% of the people. If you apply them, you've done what you can to set it up correctly.

Of course, this will not guarantee success, but by applying these characteristics you've structured it well and you've got the fundamentals in goal setting right. So, did you apply the right structure to your goal?

- 1) Written - Write your goals down
- 2) Due Date - Define a due date.
- 3) Definition of Done - Be specific with the definition of done.
- 4) Why - Identify strong reasons, why achieving this goal is important for you.



Written

Did you write down your goal?

By writing down your goal you make sure that you remember it better. And you can now put it in a place where you can see it every day. Daily remembering your goal is foundational for achieving your goal. Otherwise, it will get lost in the daily storm of distractions (Youtube, Facebook, Instagram, Netflix, news, friends, school, study...).

Especially, when you are using goal setting for the first time.



Due Date

Does your goal have a due date?

A goal without a deadline is just a dream. A due date motivates and creates a healthy sense of pressure which helps you working on your goal each day until the due date. A due date can also be an event.

For example:

Within the next 90 days I will...

By the end of this month I will...

By the end of today I will...

By the end of this year I will...

Before my 25th birthday I...

Definition of Done

Does your goal have a measurable definition of done?

You will only know if you do the right things if you know what you want to achieve. You will only know what to focus on when you have your result in mind (income, a new job, a new project etc.).

At work we learned that goals need to be SMART (Specific, Measurable, Achievable, Realistic, Timebased). For me, this applies only partially for life goals. Life goals need to be specific, yes. Life goals need to be measurable, yes. Life goals need to be achievable, hmmm, kind of.

You do not even dream of what is achievable for you if you take only your today's perspective. So, it is ok, that a goal can seem to you unachievable. But this is only from what you know today. In a year from now, this can be achievable. A life goal needs to be realistic, no.

A clear no for me. Are dreams realistic? Rarely.

A goal can absolutely seem unrealistic! Otherwise, it's just an action, but not a goal that leads you to fulfill a dream. Make it unrealistic. What seems unrealistic today, can suddenly become reality tomorrow. Because you never know whom you will meet, what you will learn and what you can achieve along your goal-journey!

But goals need definition of done. You need to know the outcome.



Definition of Done - Examples:

By the end of today I will have called by mom to tell her how much I love her.

At the end of next week I will have called the friend I haven't talked to since a year.

At the end of this month I will have started the difficult discussion with my boyfriend about our relationship.

Within the next 30 days I will have finished my job application.

Within the next 90 days I will do my morning routine every day.

By the end of this year I will have increased my monthly income by x %

In 10 years from now I will have 1 Million in my bank account.



Why

Is it clear to you why you want to achieve this goal?

Without a strong why you will not be able to follow through on your goal. The “Why” needs to be written in a way that, when you read it, it creates this motivational feeling of “I need to do this now, otherwise I will end up like...”.

The why helps you through difficult times. When everybody around you seems to be against you, the why will be your anchor. Your light at the end of the tunnel. Your reminder, why you do what you do. The why needs to touch your emotion. Emotion is the number one source of taking action. It is the driving force of achieving your goal.

The why needs to arise anger or frustration or joy and excitement inside you. So, write your “Why” in a way that it moves your heart and soul emotionally.

Here are some exercises to find your why. Simply answer one or more of these questions:

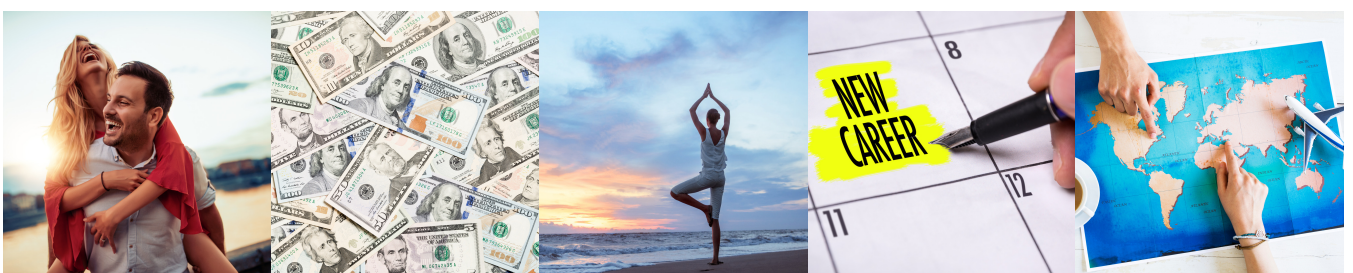
What will it cost you if you don't follow through on your goal?

What do you miss-out on if you don't achieve your goal?

What will you gain by following through on your goal?

How does it make you feel to achieve this goal?

You are 95 and you look back to your life, how do you feel if you did not achieve this goal?



Checklist

FOR GREAT GOALS

This is for you to check if your goals are properly set. Go through each point and check if it is done for your goal.

- ☐ I wrote down my goal.
- ☐ My goal has a clear due date.
- ☐ My goal has a clear definition of done.
- ☐ My goal has a “Why” that triggers strong emotions inside me

BONUS

TO START TO SET YOUR GOALS

In case you have never set any life goal for yourself. Here are some guiding questions to get you started setting a Life Goal. They have no particular order. Just pick one or two that are most appealing to you right now. It's not about getting it perfect. It's about starting out.

How would the best year in your life look like? As a student, as a young professional, as a newcomer in your job, as an entrepreneur.

How does your personality, the person you become in 10 years from now looks like, so that you are proud of him/her?

Imagine you are now 40 and are where you are right now, what would you like to change?

What would you like to see in your life?

What would you like to experience in your life?

What would you like to feel?

What would you like to know?

What would you like to have in your life?

What would you like to work?


What would you like to accomplish in your life?

What would you like to do when you were rich?

Whom do you wish to meet in your life?

How do you want be in your health, nutrition and fitness?

How much money would you like to have?



Fill your life
with adventures,
not things.

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