

Here's some general notes and tips: [www.robedwards.co/tips.pdf](http://www.robedwards.co/tips.pdf)

For a free month access to this workshop on-line ask at: [www.robedwards.co/contact-us/](http://www.robedwards.co/contact-us/)

## Setting Goals That Really Matter

(These short notes are reminders following your workshop participation)

### Identify some personal goals

On a page write down the four or five most important aspects of your life. What do you value most? Health, family, relationships, finance, environment, making a difference, vacations, car – whatever they are for you.

Beside each point give it a rating out of ten. How well are you achieving that part of your life? How satisfied are you that you have the balance right?

Thinking about the above (or otherwise), write down three to five personally important things that you have been putting off “until tomorrow”.

List the people in your life that are most important to you.

Now spend a few minutes considering what you have written. Does it bring to mind goals you might set for yourself? Write them down.

### Choose one goal and write it at the top of a page.

#### Answer the AM I question for that goal.

Regarding your goal, exactly what is your start position, what are you doing now, what is the basis for setting the goal? Write it down.

For example, if “increase my exercise” was the goal: “now I go for a short walk on Sundays and once every couple of weeks I go for a bike ride. Hmm, that’s about it!”

For example, if “spend more one to one time with my partner” was the goal: “now we do very little other than a bit of a chat before we fall asleep at night. We have not been out to dinner for months.”

For example, if “drink less alcohol” was the goal: “now I have 3 or 4 drinks each week night and a bottle of wine on Saturdays.”

#### Answer the CAN I question for your goal.

That means carefully planning the changes so they are achievable – make the goal suit your lifestyle rather than turning your life upside down to suit the goal. You are making change for the long term – not a short burst and the goal fades away.

*see over*

For example, if “increase exercise” was your goal: “I’ll go for a walk each day at lunch time for 20 minutes (I still have plenty of time to eat lunch and it’s a fresh start to the afternoon); I’ll do a one hour bike ride first thing Saturday mornings and walk to the café for breakfast on Sundays with my wife. Yep, that’s pretty easy.”

For example, if “spend more one to one time with my partner” was the goal: “after washing up each night we will go for a walk around the block and chat about the day; Sundays we will go to the cafe for breakfast [no kids!] and once a month we will schedule dinner and the movies.”

For example, if “drink less alcohol” was the goal: “Hmmm! This will be tough to start with, but I won’t drink Monday to Thursday. Friday and Saturday I have 3 or 4.”

### **Answer the WILL I question for your goal.**

Put in place reminders and mechanisms that keep you on track.

For example, if “increase exercise” was the goal: “I’ll link up with Charlie at work who walks at lunch time – he’s a good guy and a buddy system will keep me on track; I’ll set an alarm in my phone for the Saturday ride and I’ll commit to my wife re breakfast on Sundays.”

For example, if “spend more one to one time with my partner” was the goal: “we will commit to each other to push ourselves to walk the block each night; phone reminder for breakfast Sundays and sync our calendars for the movie night.”

For example, if “drink less alcohol” was the goal: “Okay, I’ll share this goal with the family and get them to give me a hard time if I break my commitment to them!”

### **Write and deliver a three to five minute speech that really matters!**

At least commit to do your speech to yourself in the mirror. Better still practice it and deliver it to the person/people to whom it is relevant. **Actually do the speech!!!** Doing so absolutely crystallizes your goal and how you are going to sustainably achieve it.

Your goal is the **title** of your speech.

Draw from your notes above to write your **introduction**.

**The body** of your speech is your notes about AM I? CAN I? WILL I?

Then wrap it up with a short **conclusion**.

For example if your goal/speech is **“Spend more time with my partner”**

**Intro:** “Jenny thanks for giving me a few moments to talk about and share my goal. I have been thinking about it for a while and between the demands of work and kids we don’t have the one to one time we used to. There are plenty of reasons why that is the case, but really it wouldn’t be too difficult for us to build some good quality one to one time back into our lives .... *etc. – as much as you wish to say.*”

**Body:** The body is your notes about AM I? CAN I? WILL I?

**Conclusion:** It has worried me that we have got caught up in the pace of our lives and that you and I are taking second place to other things. I’m exited that it should be pretty simple and indeed really enjoyable the achieve this goal... *etc. as much as you wish to say.*

Don’t forget to practice, practice, practice – that really crystallizes your intention.

***Go for it and good luck, Rob***