

## The Seven Steps of Goal Setting – Zig Ziglar (7 Steps to Success)

- 1. IDENTIFY THE GOAL:** If you don't identify a target you will never hit it. When you identify a goal it means that you write it down and describe it clearly. Don't set any nebulous targets. If you want to have specific success you must have specific targets. A goal "To improve my results" or "To spend more time on homework" is not specific. A specific goal would be "To increase my marks by 10% for each subject".
- 2. LIST THE BENEFITS - WHAT'S IN IT FOR ME?** Once you identify a specific goal you need to list the benefits you will receive when you reach that goal. Let's face it, we only do the things we want to do and are willing to do. If there are no personal benefits your motivation for completing the goal will be diminished. You will need all the personal motivation you can muster, and understanding what's in it for you is vitally important.
- 3. LIST THE OBSTACLES TO OVERCOME:** There will be some rough spots on your journey as you work to achieve your goals. Many of them can be anticipated and if you can anticipate something you can prepare yourself in advance to overcome it. So, think it through and make a complete list of all the things that can prevent you from being successful. If you can't think of everything, ask a trusted friend who knows you well to help you finish the list.
- 4. LIST THE SKILLS AND KNOWLEDGE REQUIRED:** Knowledge gives us the power to accomplish things we would not otherwise be able to do, and skills give us the tools to take advantage of our knowledge. There is a direct relationship between knowing and doing, and successfully accomplishing your goals will require that powerful combination.
- 5. IDENTIFY THE PEOPLE AND GROUPS TO WORK WITH:** People do a better job when we have the help of others. They can help us with knowledge and skill and can offer valuable advice we need to be successful. So when you set your goals always consider the people and the groups you can work with that can help you be more successful.
- 6. DEVELOP A PLAN OF ACTION:** This is the most critical step and it involves thinking through the details of how you will achieve your goal.
- 7. SET A DEADLINE FOR ACHIEVEMENT:** If you don't set a deadline for completing your goals you will not be able to be accountable to yourself, or anyone else. If you are not accountable for your goals you will not achieve them.

# The Goal Making Canvas

My deadline for this goal is:

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## 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](#)