

# "How to Set SMART Goals To Get Your Mind Focused and into Action"



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# Table of Contents

Introduction

Be Very Clear About What It Is  
That You Want

Working With Your Goal  
By Breaking It Into Smaller Pieces

Identify Clearly Every Action Step

Identify Your Blocks  
and Prepare For Obstacles

Overcoming Self-Sabotage

Motivation... How to Stay Motivated  
When the Going Gets Tough!

Mind-set, Attitude and Focus

Resources

# Introduction

It is a fact of life. Most have goals but for one reason or another the great majority end up not achieving them. And to be honest, it doesn't surprise me.

Not too long ago, I was in the same boat... from the typical New Year resolutions to jotting it all down on paper, I was following every piece of advice, but still... it wasn't working.

Many times I would find myself thinking that whatever my goal was it wouldn't happen because it either wasn't meant to be, or I didn't have what it takes, or maybe I was just meant to daydream for ever and ever...

Been there yourself? I know. And it is not pleasant.

And like I said before, it doesn't surprise me why most never achieve their goals and dreams. When you come to think about it, most of us were never taught how to construct a plan in a way that makes sense, has a purposeful intention and leads to a definite goal. Yes, writing goals down on paper works. Visualizing the end goal works. Affirmations work too, as well as an array of other things...

But nothing will truly work until we put all of it together and create a SMART goal with clear steps to follow along. Creating a compelling vision and having the proper mind-set are also important, but these alone won't take us to the realization of our goal unless we know HOW to properly create a plan to achieve it, and then act upon that plan.

Does it make sense? Think about it... if my goal was to go to London one day... do you really think I'd be in London one day? Not anytime soon, for sure. So I'd just keep on daydreaming endlessly.

So if you want to learn how to properly develop a plan of action that will take you to your goal successfully every time –any goal- be prepared for a great treat.

Welcome and let's move on!

Yours in Achieving,

Tamara

Note: I highly recommend you take your time to do your assignments. Do not just read this ebook or rush over it and leave the "doing" for later. It is a quick read, yes, but this ebook is not just meant to be read. You must act on it. Get organized and complete every part of this ebook. It has the power to change your results, from wandering around to realizing every goal you set your mind to. I'm living proof that these steps work!

# Be Very Clear About What It Is That You Want

This may appear odd to you but before you embark on anything, you must get clear on what it is exactly what you most desire. As strange as this may sound, you'll be surprised to know how many people do not know EXACTLY what they want. But together we're going to go through a simple process to help you set and achieve any goal.

But first, let's clear up some misconceptions... In general, goal-setting seems like a process that should be quite simple and straight forward, doesn't it? I mean, you decide you want something, create a plan, and then go get it! Unfortunately, you can probably think of many times when you did just that – but you ended up NOT achieving your goal, am I right?

Well, as you've probably figured out, you are not alone! The truth is, there is much more to goal-setting than simply having just a plan. Events don't always adhere to the plans you make, and if you're not careful you can easily get side-tracked by obstacles, fear, procrastination and much more.

This ebook is going to help you work through any self-sabotage tendencies you might have, as well as give you an easy-to-follow blueprint to help you move steadily toward the achievement of any goal you set. When you do this, you will create more powerful road map, and will be on your way to achieving results faster and easier than you ever thought possible!

Let's get started!

Do you already have a clear goal in mind? Remember that a vague idea is not good enough. Every goal must be clear and set up in a **SMART** way before you can see it come to life. If not, take some time to figure out what you really want – but start with just one thing for now and make sure it is **specific**.

For example, "I want to make more money" is **NOT** specific, BUT "I want to make \$5K a month" is specific. Once you master the goal-setting process and overcome the tendency to sabotage your efforts you'll be able to handle multiple goals, but for now you'll want to start small... so what is the first goal you want to concentrate on?

Take some time and determine it now. Jot it down in a few words (if you decide to print this ebook, there is space provided to work on the last page). Don't worry if creativeness doesn't come into play right now. As an artist molds his sculpture, we'll work on your goal as we go, until it becomes the precise piece of art we want it to be!

Your goal should also be both **achievable** (it will challenge you), and **measurable** (it will be easy to tell if you are making progress -or not). And it must be **realistic**. Without being disrespectful in any way... It wouldn't be realistic for a 70 year old man with just a High School diploma to become the best brain surgeon in North America, would it?

In addition, you should have a general **time-frame** during which the goal will be achieved. Keep in mind that sometimes it's not possible to control the timing of events, especially when some of them may be out of your hands, so be flexible. However, you should be able to determine a general length of time in which your goal can be achieved.

Equally important as clarifying what you want to achieve is understanding the reasons **WHY** you want to achieve it.

Please take your time with this part of the course because if you don't have solid reasons for wanting something, you will not be able to stay motivated long enough to accomplish it!

So, be sure to write down your goal in as much detail as possible, along with the general time-frame in which you want to achieve it, and then be sure to write down exactly **WHY** you want to achieve this goal.

What qualities or benefits will it contribute to you and your life?

What do you stand to gain from the achievement of this goal?

What do you stand to **LOSE** if you do not achieve the goal?

This is important, don't skip it! Think about this and answer these questions with as much detail as you can and then set aside the sheet of paper in a safe place – you will be using it again later.

Once you've done this, you can move on to Chapter #2.

# Working With Your Goal

## By Breaking It Into Smaller Pieces

Have you done your homework? If so, you can proceed. Bring out the sheet of paper you were working on. Take a look at the goal you've set, and write it on another sheet of paper for the next exercise.

Almost every goal has many "sub-goals" that make up the whole. For example, a goal to lose 25 pounds could be broken down into 25 consecutive goals to lose one pound each! We could even break it down further into ounces, but we won't go that far.

Here's another example... A goal to obtain an educational degree is made up of many smaller goals like enrolling in a degree program, successfully completing all of the coursework and assignments, passing all tests and eventually graduation, right?

Unless your goal is very small and simple to begin with, you can probably see many smaller goals that make up the bigger goal you have in mind. Today we'll be working on breaking down that big goal into smaller goals.

Depending on your goal, it might not be obvious how to break it down, but do your best.

One thing you may find helpful during this process is thinking of the end result you want and then working backwards to where you are now. Which actions were needed in order to bring you to that final result?

Here is an example... when I wrote my first book, I focused on that main goal as a point of reference. Then I started taking it backwards... what needed to happen just before that, and before, and so on and so forth. The answers kept coming to me like this... Publish it, proofread it, hire a designer for the cover, making first draft, etc. etc... until I got to step #1, researching the subject.

You can always fine tune it if you find out that you missed a step on the way.

Like going backwards on a ladder of 10 steps, to get up you must start with step #1. Makes sense?

We'll be focusing more on those action steps later, but for now just separate the big goal into more manageable chunks as best you can.

Once you've got them all written down, take a close look at them. Most likely you'll have steps related to:

- Research and education. If you don't already know everything you need to know in order to achieve your goal, you'll probably have to do some research and information gathering in order to proceed efficiently later.
- Planning and preparation. Before you begin moving toward a goal, it's best to know exactly what you'll need to do, and how you'll go about it.
- Preliminary steps. You might have some minor legwork to do before you can really begin working toward the goal and tackling the larger action steps.

All of this will depend on your specific goal, of course. If some of the above items don't apply to your goal, just disregard them

When you are done with this, save your paper. You'll be using the flip side of it to set some clear action steps later.

This may seem like a lot of work before you even start working on your goal, but by planning and preparing like you are doing it now you're actually moving toward the goal!

Some get stuck at this stage and there are several reasons for that. It can be that you have a diversity of interests and want to do it all but have no idea where to start. Or it can be that you are not very sure of what you want to accomplish.

If this is happening to you, hiring a Life Coach may be a good option for you. A [Life Coach](#) can help you determine your goals based on your values, talents, desires, experience and passion.

# Identify Clearly Every Action Step

Are you ready to move forward? Great! Flip over the paper you worked on to use it for your next assignment.

By now, you've broken your goal down into smaller goals. I hope by doing that, you are now feeling a bit more confident about tackling your goal! If nothing else, you should see just how attainable it really is, one step at a time. Achieving anything is as simple as having a plan and working a plan!

Now we're going to identify some very clear action steps that you can take in order to begin moving toward your goal. First, look closely at the smaller goals you've written down.

You'll probably notice immediately that there are a few clear steps that should take place first. Some of them might be related to what we discussed in the prior chapter, such as research, education, planning, preparation, preliminary steps and so on.

Write down what those steps should be. For example:

- 1) Research degree programs in my area.
- 2) Inquire about tuition fees and educational requirements.
- 3) Borrow books on the topic from library, study them.
- 4) Interview a couple of people that know the subject matter
- 5) Internet Research... etc, etc.

This list will probably resemble a "to-do" list, and in effect, that's exactly what it will be – a list of steps that you need to take in order to begin moving toward your goal!

Once you've written down as many action steps as you can, take another look at them and consider whether they are listed in the proper order or not. Ideally you'll want to have them listed in the order in which they will be taken so you don't get scattered. You want your action steps to be like a map that leads directly to your chosen destination!

Once you've got your action steps in the proper order, consider whether some of them might be unnecessary or redundant. For example, if you plan to do much of your research online, you might not need to visit the library after all (or vice versa).

Sometimes we tend to make things more complicated than they really need to be, so this review process can help you avoid that. If you notice any steps that seem excessive, go ahead and cross them off your list.

Then read over the list of steps one more time. (I'm not trying to annoy you with constant repetition; it actually helps cement your goal and the steps required to reach it in your mind!)

Does everything look good on your list?

If so, set it aside and get another sheet of paper ready! Next, we'll be going to prepare for obstacles that could derail your plans.

# Identify Your Blocks and Prepare For Obstacles

Seems like you are making great progress! If you have followed along, there's no way you could fail now, right?

Well, unless you encounter some obstacles.

Obstacles have the power to derail your plans faster than you would believe! An obstacle basically means a challenge or unexpected event that prevents you from moving forward on your goal.

Take a few moments and think about an obstacle you've experienced in your past...

- How have you dealt with obstacles in the past?
- Did you lose your determination and give up?
- Or did you find a way around the obstacle and achieve your goal in the end?

No matter what happened in the past, know that you can arm yourself with effective strategies for dealing with any obstacles that may arise in the future.

Below are two types of obstacles you need to be aware of, along with suggested coping strategies:

## **1. External Obstacles.**

These are obstacles that are caused by outside influences, other people, events, or situations. Usually these types of obstacles are out of your control.

However, remember that even if the obstacle itself is out of your control, your REACTION to it is not. When you come up against an obstacle like this, you have a choice: you can give up or you can use your creative thinking ability to find a way around it.

Have you ever gotten rejected after a job interview even though you prepared in advance and know you did excellent? That is an example of an external obstacle.

## **Coping Strategy for External Obstacles...**

The most important thing you can do to cope with these kinds of obstacles is NOT TAKE THEM PERSONALLY. It would be easy to feel like the universe is picking on us when we come up against obstacles. Please understand that external obstacles are not personal. Everyone faces them. Keep this in mind and make a solemn vow to work through them whenever they come up.

In the example above, you could take it as a learning experience (hey, everybody gets rejected at one point or another!), use the experience to possibly improve your interviewing skills and move on to the next appointment with more confidence.

## **2. Inner Obstacles.**

In addition to obstacles in your environment, you may also bump up against plenty of inner obstacles, such as negative thinking, procrastination, self-doubt, and self-sabotage, to name a few. You'll know when you encounter these types of obstacles because you'll notice yourself doing things that are completely in opposition to the goal(s) you have set for yourself.

For example, you'll find yourself avoiding working on your goals (subconsciously), even though you really want to achieve them (consciously). Or you may catch yourself thinking and speaking pessimistically about your goals, or you may notice you are allowing other people's negative comments to erode your self-confidence.

This happens when our thoughts, feelings and actions are NOT congruent with each other which is how blocks originate in the first place. These types of obstacles sometimes require additional self exploration, especially if they have deep roots.

We'll talk more about this later on.

## **Coping Strategy for Internal Obstacles...**

If the obstacles are not too deeply ingrained you'll be able to work through them by yourself. However, a solid level of self-awareness is a must. Almost ALL of the time, these behaviors are due to limiting beliefs. You'll learn about limiting beliefs in more detail in the next Chapter.

For now, take a few minutes to jot down possible obstacles you might face while pursuing your current goal. Then, jot down some alternative steps you could take to work through them.

Remember; if you simply refuse to allow obstacles to stop your progress, you will breeze through them with barely a hitch in your step. However, sometimes it may be a bit more difficult to identify those obstacles or deal with them in a constructive manner. If this is the case, you may benefit from a [Life Coach](#) to help you through this process.

So take some time right now to identify those blocks and start bringing them on to the light. Analyze them and get clear on how you'll handle them when they come up.

The next Chapter will cover some helpful tips for overcoming self-sabotage.

# Overcoming Self-Sabotage

In the prior chapter, we've touched on self-sabotage a little bit, and now I'd like to expand on those concepts further – and give you some instruction on how to work through any self-sabotage tendencies you may have.

As I mentioned before, self-awareness is key. You have to be able to tell when you start acting in ways that are counterproductive to your goals. If you notice that you're avoiding working on your goals or thinking negatively about them, it's a sure sign that something is going on.

Usually the culprit is a limiting belief. Here are some of the most common limiting beliefs:

- Not believing you deserve success and accomplishment.
- Not believing you have the ability to achieve or maintain success.
- Fearing the increased responsibility and attention that comes along with success.
- Fearing failure and being disappointed in yourself.
- Fearing failure and disappointing others.
- Fearing failure and becoming embarrassed by it.

These types of beliefs can make you act in opposition to what you think you want!

As I said, this creates imbalance or “Lack of Congruency.”

**Any goal –no matter how well planned it is- will NOT become a reality  
UNLESS your feelings, thoughts and actions ARE congruent.**

This could very well be the most important statement of this whole ebook! You **MUST** be congruent in mind, body and spirit (another way to refer to thoughts, feelings and actions) before you can move forward.

When you first become aware that you're sabotaging your efforts, the first step is to question why. Try these questions to start:

- What am I really afraid of?
- How could I overcome that fear?
- Is this fear even supported by evidence?
- Do I really want to achieve this goal?
- What's the worst thing that could happen if I'm successful?
- What's the worst thing that could happen if I fail?

If your answers to these questions reveal limiting beliefs, you'll have to challenge them and work on changing them around. For example, let's say your answers to the questions above were similar to these:

~ I'm really afraid of becoming successful because I'll feel like a fraud.

~ I do want to achieve this goal, but I doubt my ability to maintain it over the long term.

~ The worst thing that could happen if I'm successful is that people will realize I don't have what it takes to stay successful for long, and that will hurt my feelings.

~ The worst thing that could happen if I fail is that I'll have confirmation that I'm a loser and I'll never amount to much, just like my father said.

~ The worst thing that could happen if I fail is that I'll be embarrassed to look at people who will say "I told you so"

Whoa! Some pretty heavy insights came out in those answers, right? What do they tell us? That this person has serious doubts about his or her own abilities, right? In this case, he or she would need to work on building up belief and confidence in her/his abilities in order to overcome the self-sabotage.

Your limiting beliefs may be different than these, but I wanted to give you a good example of the process so you can see how to identify and change your own limiting beliefs if they come up.

Remember that you'll never do anything without a driving reason behind it. When you catch yourself acting in opposition to what you think you want, find out why – and then take steps to bring yourself back on track!

In the next segment we'll talk about staying motivated!

# Motivation... How to Stay Motivated When the Going Gets Tough!

By now you're most likely feeling more confident about achieving the goal(s) you've set for yourself! You've got a solid plan in place, you know how to handle obstacles, and you're keeping on the lookout for even the tiniest hint of self-sabotage.

Another common reason people don't achieve goals is because they lose their motivation. What is motivation, anyway? Motivation is the **desire to do something**, and that desire must have a strong underlying reason.

If you've ever lost your motivation, you know the feeling of "blah" that comes over you. What do you do when that happens?

First, you must examine the real cause that made you lose motivation. Here are some questions to ask yourself...

- Is this goal just not as important as once was?
- Am I losing motivation because things are getting harder than what I thought they'd be?
- Or... is it that my old blocks are surfacing?

There are several ways to motivate yourself again, but all of them involve one simple thing:

## **A CHOICE**

If you discover that the goal is just not as important anymore (maybe you wanted to write a book, but once you started you discovered your heart was not into it), it is OK to switch to another goal that is more relevant to your passion in life. Just make sure you are being honest with yourself.

If, on the other hand you are getting discouraged because you discovered you have to do something that you hadn't considered at first, you may want to re-evaluate the goal. If it is that important to you, you will discover that you want to do whatever it takes to achieve it, even when the going gets tough!

And then there is that possibility that an old block may be raising its ugly head again... if this is the case, a [Life Coach](#) could help you with this too.

One thing is key here. If you won't make the effort to get your motivation back, then no one else can help you either! So before you try any of the techniques below, be sure you are willing to set aside any feelings of disinterest and give your best effort to motivating yourself again.

Once you've made a commitment to getting motivated again, try one or more of these activities:

- **Exercise.** You've probably heard it before, but exercise is a great way to get your energy flowing again. You don't have to do a long, drawn-out session either; try a brisk 10 minute walk or a 30 minute aerobic workout. The idea is to get your heart pumping and lungs working, blast the cobwebs and lethargy out of your head and energize yourself again. Yoga can be a great alternative for some too!
  
- **Meditation.** Feeling drained or scattered mentally is bound to decrease your motivation, and meditation is a great way to remedy that. You don't have to tie your body into knots and chant like a guru – just sit quietly and breathe slowly and deeply for 10-20 minutes. Concentrate on your breathing... feel the air going in and coming out of your lungs. It's achievable and can often be more refreshing than a long nap!
  
- **Revisit your initial excitement.** Another reason we lose motivation is because we forget how excited we were initially about achieving our goals. Take a few minutes to think about why you wanted to achieve your goal in the first place. Here are a few questions to get you going...
  - What will your goal do for you?
  - What qualities or essence will the achievement of this goal bring to your life?
  - How will you feel when you do achieve this goal?

Let yourself get fired up by these ideas again! They worked once, they will probably work once again.

Finally, even if these suggestions and others don't motivate you, commit to working on your goals anyway. Sometimes we need to give ourselves a little push forward and then we get back into the groove of motivation before we know it.

The last chapter of this little ebook talks about something that can make ALL the difference in keeping you moving forward – even when your motivation takes a nosedive.

# Mind-set, Attitude and Focus

By now you should be feeling very confident that your goals are easily achievable when you plan your goals the SMART way and take the right steps from start. Throughout this ebook you've learned how to get clear about what you want, how to break down a bigger goal into smaller ones, and how to set clear, attainable action steps that move you steadily forward.

Just in case you have not figured it out yet, **SMART** goals are **Specific, Measurable, Achievable, Realistic, and Time limited**. That is what S.M.A.R.T. stands for! Have this in mind every time you set a new goal for yourself.

You also know how to handle obstacles and blocks when they come up, how to recognize and overcome self-sabotage, and you know some simple strategies for keeping yourself motivated.

That is a true recipe for success if I ever saw one!

And then again, if you find yourself getting stuck in the process, a [Life Coach](#) is one of the best options to get unstuck.

Now I'd like to cover something that can help you stay on track long after you would have given up in the past. I will also share with you some resources that may be of help to you as you go.

And when you get these steps going... you'll discover that the Sky is the Limit!!

So let's start by talking about mind-set and attitude. This is the MOST important element that will keep your focus, reduce the pressure and increase your sense of satisfaction as you go along.

**With a focused mind and the right attitude,  
you see the path to your goal as the goal itself.**

Please read that again and let it sink in.

Now let me explain. When most people set a goal, they are interested only in the end result. Nothing else along the way will satisfy them, so it seems to take forever to reach their goal because they are focused on the lack of having what they want.

Even worse, if they fail to achieve the goal for any reason, their sense of disappointment is much sharper than it would be for someone with the right focus.

When you adopt the kind of mind-set we're referring to here, you'll ultimately realize that the journey itself is the most important part of any goal-setting process.

You understand that WHO YOU BECOME through the achievement of your goals is much more important than the goals themselves. You learn to take pride and pleasure in each step of the journey, rather than pinning all of your expectations on some far-off result.

You've probably heard the phrase, "Progress, not perfection" before, right? If you can adopt that type of focus throughout the entire journey to your goals, you'll become flexible and adaptable – and nothing will be able to break your spirit!

You'll face challenges with ease, overcome obstacles in record time, and generally have a much easier journey than someone who sees only the finish line.

As you move steadily toward your goals, remember that progress IS the real goal. If you are always striving to improve yourself and your life, you'll be always progressing and there will be no such thing as failure -ever!

Every small goal will take you a step closer to your final destination, and every small step is already a success.

The spirit of moving forward is what matters. What I'm trying to say here is that if you broke your goal down into smaller goals in the assignment at the beginning of this ebook, realize that every time to accomplish one of them you are already succeeding –even if you were to change directions or your main goal got modified as you go.

You'll always be a success no matter which stage of the journey you're in – and the end result will simply serve as a great bonus.

Picture yourself preparing a cake... mixing the ingredients exactly as directed... placing it on the oven... you are succeeding in making your cake. Enjoy and rejoice even before it is totally baked and you get to eat it!

The real prize will be the confidence and self-mastery you gain along the way.

Keep that in mind as you go along, and your journey will be much smoother! I trust that you're ready to get out there and achieve more than you ever dreamed possible before, so go to it!

And once you've got those clear **SMART goals** on paper, go act on them...

Your life is about to change for the better. Be ready!!

I Wish You Immense Success and a Smooth Journey,

Tamara

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# Resources

Would like to hire a **Life Coach** but is not within your budget?

Discover Your Potential may be the answer for you!

[Discover Your Potential](#)

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The **tools to create abundance** in every aspect of life...

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