



CLEAR YOUR WAY!

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10 Minute Goal Setting

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Do you have goals?

Of course you do, but perhaps the question should be, “What are your goals doing for you?” If they are simply floating around in your head, they are probably just frustrating you, but if you take the time to do something with your goals, they can enrich your life.

Many people say they don’t use goals because it seems so complicated. Not so. Using goals to shape your life more the way you want it is really quite easy. Take ten minutes and you are on your way to accomplishing the things in your life that are most important to you.

Before you begin, it is important to review a few key terms relating to Goal Setting. A goal is an action statement that reflects a desired outcome. Life areas are areas you consider important in the balance of your life, i.e.: business, self, family, and service. The term measurable means quantifiable through time, quantity, result, or concept.

Action Plan for 10 Minute Goal Setting:

1. Take 3 minutes and write down three to four things you’d like to accomplish in the next 6 months, perhaps one per life area – label these Short Term Goals.
2. Take 3 minutes and write down three to four things you’d like to accomplish in the next 6 months to 3 years, perhaps one per life area – label these Long Term Goals.
3. Take 2 minutes to re-write them in a form that makes them measurable:
 - Book 3 new clients per month.
 - Lose 10 pounds by working out twice a week and following the nutritionist’s program.
4. Take 1 minute to copy them on to a pleasing piece of paper.
5. Take 1 minute to post them in your work area.

The process is simple. Most people have a sense of what they want – they just haven't taken the time to verbalize it or to write it down. Taking 10 minutes to record your goals in a measurable manner will help keep the things that are important to you in the forefront. Having them posted in your work space provides you with not only a reminder of these goals, but also a check point when you question if something you are considering doing is worth your time, money or energy.



Ellen Faye is founder and Principal of Ellen Faye Organization, a Professional Organizing, Coaching, and Consulting firm located in Southern New Jersey since 2001. She is a Certified Professional Organizer and has trained under Denslow Brown in the highly acclaimed Certified Coach Organizer Program. Her passion is helping clients identify their goals and find the balance and skills to reach them through organization.

Ellen welcomes your inquiries at ellen@ellenfaye.com or through www.ellenfaye.com.