

## Compelling Outcome Goals

Here's a series of questions to ask when setting goals.

### **The Steps and Questions:**

1. What specifically do you want?  
*Stated in the positive*
  
2. Imagine its one year from today and it's been your best year yet... What have you achieved? What is your new 'current reality'?
  
3. In relation to your goal, where are you now?  
*Specify present situation*
  
4. What will you see, hear, feel, etc., when you have it?  
*Specify Outcome*
  
5. How will you know undeniably when you have it?
  
6. What will this outcome get for you or allow you to do?  
*Is it congruently desirable?*
  
7. Is it only for you?  
*Is it self-initiated and self-maintained?*

Find more of our resources here: [www.centredexcellence.co.uk](http://www.centredexcellence.co.uk)

Contact us to see how we can help you further, call us on **0845 3194838** email us on [enquiries@centredexcellence.co.uk](mailto:enquiries@centredexcellence.co.uk)

## Compelling Outcome Goals (cont.)

8. Where, when, how and with whom do you want it?
  
9. What do you have now, and what do you need to achieve your outcome/goal?  
*What resources are needed?*
  - Have you ever had or done this before?
  - Do you know anyone who has?
  - Can you act as if you have it?
  
10. Is there more than one way to achieve your goal?

Write your Goal stated in positive terms, in the present tense:

(e.g. 'It is 31<sup>st</sup> December 20XX and I have £1 million of my own money in my bank account. I drive a car worth more than £20,000 that I am happy with, and I am happily married to a partner I adore and who adores me.')

## Compelling Outcome Goals (cont.)

### 30 Day Performance Goal

Your Step by Step Guide to Getting More Done in Next 30 days than the Last Three Months.

#### Step 1: Your 30 Day Vision

Imagine it's thirty days from today and during this time, a miracle occurred in your business and your life and everything is exactly as you want it to be. How do you know a miracle had occurred?

What would you see, what would you hear, what would you feel, what would you believe, what would you experience that would let you know a miracle had taken place?"

Imagine:

- Being in control of your desk. How you feel as you're totally focused? Notice how confident and calm you are.
- Imagine you're totally clear on what needs to be done.
- Think about what you're saying to yourself.
- Who have you become?
- What are you doing with your clients and candidates? What's making a difference?
- How are you planning your day?
- How's your work environment set up?
- What's changed? What have you started doing?
- What have you stopped doing

Your Thoughts, Observations, Feelings and Results

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## Compelling Outcome Goals (cont.)

### Step 2 – Creating Your Vision Now

Now put your thoughts, observations, results and feelings into a paragraph. Write it in the present for example,

i.e. “It’s the 28<sup>th</sup> of June and I have £20k worth of starters for the month. I have an organised day to day structure that I stick to and I have 3 new clients in the pipeline. Each candidate I register I have structured process that to work to. I feel calm, confident and am achieving my values. It’s important to me that I set boundaries around my time. My team are energised and motivated, they too are organised and clear on what they need to do to achieve the goals they have set themselves.”

#### My 30 day Vision:

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## Compelling Outcome Goals (cont.)

### Step 3: Process Goals - Key Priorities

Next step is to look at your vision and underline or highlight the key priorities in your vision:

i.e. - "It's the 28<sup>th</sup> of June and I have £20k worth of starters for the month. I have an organised day to day structure that I stick to and I have 3 new clients in the pipeline. Each candidate I register I have structured process that to work to. I feel calm, confident and am achieving my values. It's important to me that I set boundaries around my time, with my team, my clients, my candidates and myself. "

### Step 4: Consistent Action Steps

Take each key priority in turn and ask yourself this question:

**"What are the key actions that I need to be doing or focusing on consistently to make this priority inevitable?"**

For example: If you want **£20k worth of starters in the month**, your consistent actions to make this inevitable may be:

- set time each day for bus development, face to face meetings with X,Y, company
- market out place able candidates within 24 hours

Priority	Actions
1	- - -
2	- - -
3	- -
4	- - -

## Compelling Outcome Goals (cont.)

### Step 5 – Your Weekly Review

Now you've got a list of key actions to be doing consistently and you'll notice that some are more urgent than others. How do you work out what you need to be doing today?

**The key is to review weekly. This is the difference that can make the difference!**

On a weekly basis, take time out, away from your desk, to review what you achieved the week before, what you didn't get done from your key priority list and then ask yourself:

**“What are the 3 business critical things that I must accomplish this week to move me forward powerfully?”**

### Step 6: Your Daily Plan

Daily, before you even switch on your computer or the night before, take your 3 weekly priorities and ask yourself this question:

**“What are the 3 business critical things that I need to accomplish today to move me forward powerfully?”**

By only having 3 business critical things each day gives you the freedom to deal with anything that's unplanned that might come up!

### Step 7: “Vision Without Action is Dreaming, Action Without a Vision is a Nightmare”

The final and most important step now is to take action and **JDI – JUST DO IT!**

When you implement small actions consistently and become accountable to yourself in the areas that are linked and consistently aligned with your vision that's when really amazing things start to happen.