

An 8 Step Process to Set Goals in ALL Areas of Your Life



*"In the absence of clearly defined goals,
we become strangely loyal to performing daily acts of trivia."* – Author Unknown

Some people don't ever set goals. Others might have some general ideas of where they want to go or what they want to achieve in their heads, but nothing is ever written down or planned. I believe that God wants us to live more intentionally – to steward well the resources of time and ability that He has given us. To do this will take some effort as you will discover later in this document.

Before setting goals, it is important to know our values. As a church we are in the process of doing this. Marc mentioned them at our last section leaders meeting.

At GBC we value:

- Participation
- Growth
- Courage
- Generosity
- (Interdependence/working together)

Before you start on the process of goal setting, spend some time praying and thinking about your personal values. (The goals you set under your role of section leader can reflect your personal values but importantly they should be consistent with the values held by GBC as an organisation)

Write your personal values down here:

-
-
-
-
-
-
-
-

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Now to begin the goal setting process.

Step 1: Work out what roles you play?

Life is complex. We live in so many worlds – family, friends, work, recreation, ministry. Each of these areas can be subdivided into specific roles. Family may include the roles of spouse, parent, child or sibling. So what roles do you play? To get you thinking, these are my current roles - disciple, wife, parent, daughter of aging parents, friend, leadership development GBC, regional leadership development facilitator and coaching business owner.

Write your roles in the table below:

If you need more space – you are thinking too specifically, try combining roles.

1	6
2	7
3	8
4	9
5	10

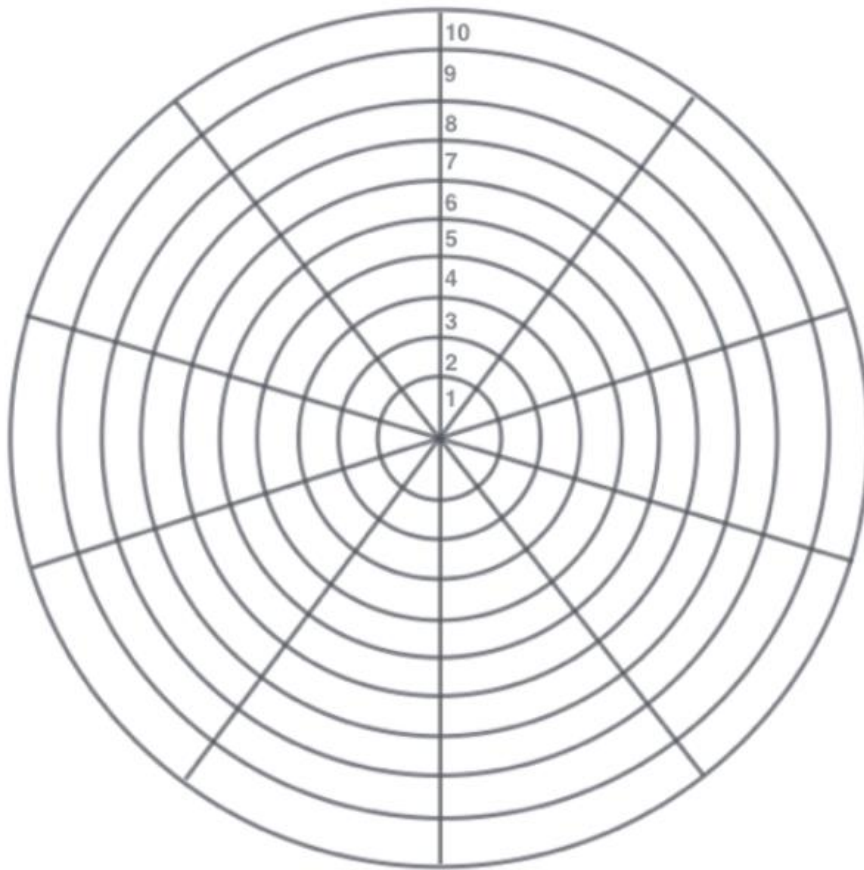
Step 2: Plot and then rate your performance in these roles on a Wheel of Life

The diagram on the next page is called a “wheel of life” or “coaching wheel”. It is used by coaches to help people assess and visualise how they are going in various aspects of life. Wheels can be general or can be focussed on a particular area. For example, you could do one for your entire life or do one just focussing on the areas you want to develop in your leadership. The wheel below will be for your roles, so go ahead and **write your roles** at the end of each spoke. You can add as many spokes as you need to.

Now spend some time praying and thinking about each of your roles. Ask God to help you honestly assess how you are going in each one. **Rate how you are going in each role** from 0 to 10 by colouring in segments. For example, to rate a goal 4, start at the centre and colour in 4 circle segments.

*“Life's a balancing act. You have multiple roles and goals,
and you can do it all - just not all at once” - Denise Morrison*

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Step 3: Work out which roles to focus on

Whilst all roles are important, some may need more investment during a particular season than others. Some might be put into maintenance mode for a season, while others will require a lot of your time and energy. Spend some time with God and ask Him to show you what roles He wants you to be more invested and intentional about in this season. Remember that your lowest scoring areas may not be where God is directing you. Do not rush this step. Write down these 'focus' roles below.

Roles I will focus on:

- 1.
- 2
- 3
- 4

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"I think goals should never be easy, they should force you to work, even if they are uncomfortable at the time."

Michael Phelps

Step 4: Set goals for the roles God is asking you to focus on.

There has been so much written on how to set goals. You will be familiar with SMART Goals. (If not, just Google SMART Goals and have a read). However, over the years, the concept of HARD Goals is gaining traction. HARD Goals are Heartfelt, Animated, Required and Difficult. Unlike achievable and realistic goals that leave you stuck in the status-quo, HARD Goals light up the brain and encourage great performance. A truly effective goal should push and challenge you to achieve great things. Read more at [here](#).

Despite all you read and hear, the goal setting process is quite simple. Just **write down 2-3 goals** in a way that works best for you! Writing goals down is a really important step as it helps to clarify our thoughts. Add some emotion and write them as if you have already achieved them. Science says that doing this will help motivate you to achieve your goals.

Role 1:	
Goal 1	
Goal 2	

Role 2:	
Goal 1	
Goal 2	

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Role 3	
Goal 1	
Goal 2	

Step 5: Keep going and set goals for your other roles

It might just be a matter of maintenance - doing what you are already doing. My goals for my role as the *Daughter of Aging Parents* have been the same for a few years. They are, "Remain aware of their mental/emotional and physical ability" and "Regularly spend quality time". Remember try not to to not have any more than 3 goals for each role.

Role 4:	
Goal 1	
Goal 2	

Role 5:	
Goal 1	
Goal 2	

Role 6:	
Goal 1	
Goal 2	

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Role 7:	
Goal 1	
Goal 2	

Role 8:	
Goal 1	
Goal 2	

Role 9:	
Goal 1	
Goal 2	

Role 10:	
Goal 1	
Goal 2	

Step 6: Set action steps for all your goals

This is where the hard work really begins!!!! This is the step where you need to think about all the steps that you need to take to achieve the goal. Some goals will have only a few action steps, others will have many. Build in as many action steps as you need to be able to fit things into your schedule. As you work out the action steps, think about the **resources** you will need, potential **obstacles** you will face and who can **support** you in achieving this goal. Afterall, we all need a support crew!

Remember, it is OK not to know how to do an action step – this is when you use the resource column. For example, you may decide that you need to train your team in an area that you are not familiar with. In the resource column write “find someone who can help me or train them for me”.

TIP: Do not print this document out. Work on it electronically. It is far easier to adjust columns etc

A group of sailboats with various colored sails (blue, red, white, yellow) sailing on the water under a blue sky. The boats are of different sizes and are clustered together, moving across the water. The sails are fully deployed, and the boats are leaning slightly to the side. The water is a deep blue, and the sky is a clear, bright blue. In the background, there are some buildings and trees on a hillside.

St. Augustine

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[illegible]

Role 3:		
Goal 1		
	Action Steps	Resources
		Obstacles

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Goal 2			
	Action Steps	Resources	Obstacles

Role 4:			
Goal 1			
	Action Steps	Resources	Obstacles
Goal 2			
	Action Steps	Resources	Obstacles

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Role 5:		
Goal 1		
	Action Steps	Resources
		Obstacles
Goal 2		
	Action Steps	Resources
		Obstacles

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Role 6:		
Goal 1		
Action Steps	Resources	Obstacles
Goal 2		
Action Steps	Resources	Obstacles

Role 7:		
Goal 1		
Action Steps	Resources	Obstacles

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Goal 2			
	Action Steps	Resources	Obstacles

Role 8:			
Goal 1			
	Action Steps	Resources	Obstacles
Goal 2			
	Action Steps	Resources	Obstacles

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Role 9:

Goal 1

Action Steps

Resources

Obstacles

Goal 2

Action Steps

Resources

Obstacles

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Role 10:		
Goal 1		
Action Steps	Resources	Obstacles
Goal 2		
Action Steps	Resources	Obstacles

Step 7: Schedule your action steps

This is such an important step in achieving goals. Nothing will ever happen if action is not taken. Some people put a time required next to each action step so they can more easily schedule it. It's always helpful to know if the action step will take 15 mins, an hour or 4 hours!

There is no easy way to do this (let me know if you find one). It is tedious! The effort you put in will pay off if each day you are committed to doing the action step that you have scheduled. Be realistic as you schedule, build in buffer space and catch up time. Life happens, and there will be some days that you will not be able to get to your action step despite all your best efforts.

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Step 8: Accountability – celebrate progress and listen to your support crew

No one of us is an island! God made us for community, and we function as social creatures. We are part of the body of God's People. We are to support and encourage each other.

So work out who can be your support crew. There will probably be a cast of them, different ones for each role you have and some that span all roles. Invite these people to be your support crew and share your goals with them. Ask them to pray for you and arrange with them to check in with you on a regular basis. Give them permission to speak honestly into your life as needed.



Every action step you complete is a reason to celebrate! You are moving forward, you are taking action and that is a fabulous. Often it means you have taken that next faithful step that God has called you to. Well done you!!

Sometimes you will stop moving, and sometimes this will be beyond your control. Do not allow yourself to stay stuck! Reach out to your support crew. Remember God should be the first person on your support crew.

More tips here <https://www.mindtools.com/pages/article/goal-setting-mistakes.htm>

FINALLY – try and capture everything on one page so you can see it all at a glance. Place it in several spots where you will see it every day. Make sure you read it often.

Action
Changes
Things