Setting yourself up for success

2020 WORKBOOK
The Goal Setting Guide is updated every year. We’re especially pleased to share this edition with you because it’s full of valuable new tips and information.

Taking the first step and downloading the guide shows that you’re serious about making changes, whether it’s professionally or personally.

We’re going to help you do just that.

The first section of the guide deals with setting goals. That may seem like the easy part, but it actually requires a lot of careful consideration. Identifying realistic and measurable objectives is the key to achieving great outcomes.

The second section looks at fear setting. Here you’ll learn how to stay focused and how to deal with setbacks.

We recommend you work on both sections of the guide simultaneously.

You’ve made it this far so don’t give up. Your future self will thank you for it.
PART 1
Goal Setting

1. List the goals you want to reach in 2020

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2. Select the top 2 or 3 goals you are most passionate about and prioritise them based on what means the very most to you.

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_____________________________________________________________________
_____________________________________________________________________

NOTE: With the above goals, you need to ensure they are S.M.A.R.T:

> **Specific:** A specific action that will take place
> **Measurable:** Are the outcomes quantifiable?
> **Achievable:** Given all available resources, can you achieve it?
> **Realistic:** It must represent something you are willing and able to work towards
> **Time-bound:** Set the time period that it can be accomplished in xxxxxx???

3. List people who have achieved these goals before and plan how you can learn from them/have them provide mentorship.

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_____________________________________________________________________
_____________________________________________________________________
4 Write down some ways that can make your goals easier to achieve. i.e. if it’s to start a blog with weekly blog posts, one way you can make this easier to achieve is by preparing two blog posts at a time.

5 List some people that can help keep you accountable to achieve your goals.

6 How often will you review your goals (weekly, fortnightly or monthly)?

7 What are some tasks you can do right now to set you on the path to achieve your goals?
Extra tips

Visualisation
Close your eyes and imagine yourself taking the steps to achieve and then actually achieving the goal. Feel the emotions of accomplishment – it’s incredible how powerful this can be when done consistently!

Affirmation
Create a positive mantra to repeat to yourself regularly focused on your goal. Whenever you feel like giving up, revert back to your mantra, stay positive and dedicated to the outcome.

Enjoy the Journey
Imagine how much easier it would be to achieve your goals if you enjoyed the steps you had to take to reach them! Whatever challenges you come across, know these are happening because you are doing something worthwhile.
Many people are unfamiliar with the concept of fear setting, a practice originally developed by Tim Ferriss, author of “The 4-Hour Workweek. Even though fear setting isn’t as mainstream as goal setting, in many cases, it is more effective in helping people achieve their goals.

Fear setting should be applied to goals which seem risky or mean that in order for you to achieve them, you need to step outside of your comfort zone. We encourage you to identify goals that may create a sense of nervousness within you (this could be anything from changing jobs, moving cities or starting a business) and apply the fear setting technique outlined below.

First, think of one goal and start with a piece of paper and divide into three columns. The three columns should be split as follows:

1) Record all of things that could go wrong should you attempt this goal. Don’t hold back, think of absolute worst case scenarios.

2) Record all the ways you could prevent these things from going wrong. What measures could you put in place to mitigate any risks?

3) Write down all of the ways you may recover from each of the scenarios in the first column.
After this exercise, it will become apparent that the reasons for your worries, are not only preventable, but if they did occur, reversible.

The exercise of fear setting is extremely eye-opening. It will give you the confidence to take the leap of faith and achieve your goals!

Goal setting is crucial if you want to be successful and reach your full potential. We hope you have found this useful! Please keep an eye out for more guides and events WORK180 are offering to support you in your career. You can do this by following us on social media and keeping an eye on our website.

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