



ADIRA

Confident, Bold, Wise

EFFECTIVE GOAL SETTING

How To Effectively and Practically Map Your Goals

The 5 Most Important Questions

1. What is the **ONE THING** you want to achieve this year?
2. What is the one thing you **NEED** to do this year for your career, business, life etc.?
3. What are your goals and are they aligned to the questions above?
4. Which area of your life is your goal anchored on?
5. Why does achieving these goals matter?



“A dream becomes a goal when ACTION is taken toward its achievement.”

Bo Bennett



How do you map out your goals?



What **Activities** are required to achieve your goal?-



Start exercising at
least 3 times a week
for 30 minutes



-Eat dinner by 7.00pm
and not later than
7.30pm



-Take a glass of water
every morning before
breakfast



-Join Loise in her
evening walk every
Wednesday

What Resources are required to achieve your goal?

1. Financial

- Sports shoes
- Sports gear(sports bra, tights, socks and jacket)

2. Non-Financial

- Nanny to help prepare dinner on Wednesday during walk

TIMELINE

How long will it take you to achieve this goal? What is a practical and realistic timeline?

What Challenges Are You Likely to Encounter?

- Time Management/ Competing Tasks
- Fear of failure
- Lack of resources
- Seeking perfectionism/Making Excuses
- Lack of tracking progress
- Un-supportive habits



Accountability Partner

An accountability partner is **someone who supports you to keep a commitment to a desired goal**. This person is often a trusted friend or acquaintance who will check in with you about your progress in a particular area.

- Who will keep you accountable and help track your progress?
- In what ways can they support you and help you achieve your goal?
- Ensure that this person is also “disciplined/has mastery” in this area or is able to keep you in check
- How often will you report to them?

Write the name of a person who can support and keep you accountable towards one of your goals and let them know of your goal and how often they should check in with you.



REWARD

In what ways will you reward yourself when you achieve your goal?

A reward serves as a motivator to help you stay focused on achieving your goal

Mapping Everything Together

Type of Goal: Is it provisional, foundational, capstone or lifetime

Goal- Loose 10kg

Timeline- July 2024

Area of life: Physical Wellness

Rationale/Why it Matters: I currently weigh 85kg. I need to maintain an average weight of 70-75kg to manage my blood pressure

How: What options are available for you? And which ones best fit your current schedule and resources

What is required- List financial and non-financial

Obstacles: Missing Gym due to work demands

Accountability Partner: Loise because she has successfully lost weight

Reward: I will buy myself an Iphone 17



**My goals are SMART but
I am still struggling?**

Let us explore several
insights from the book
Atomic Habits by James
Clear

1. Focus on Systems

Goals are specific outcomes you want to achieve (e.g., losing 10 pounds (kgs), writing a book).

Systems are the processes and habits that lead to those outcomes (e.g., a daily workout routine, writing a set number of words each day).

Example:

- **Goal:** "I want to run a marathon."
- **System:** "I will follow a structured training plan that includes running three times a week, cross-training, and following a nutrition guideline."

2. Make it Easy

To form new habits, create an environment that reduces friction. **Make the desired action as simple as possible.**

Example:

- If you want to eat healthier, stock your fridge with fruits and vegetables and prepare meals in advance. Conversely, limit junk food by not buying it.

3. Get 1% Better Every Day

James Clear, author of Atomic Habits says that small, incremental improvements can lead to significant changes over time. The idea is that a 1% improvement each day compounds, leading to remarkable results over the long term.

Example:

- If you improve your reading habits by reading just one more page per day, in a year, you could potentially read several extra books.

4. Identity Change

Long-term changes are more sustainable when they align with a new identity. Instead of just focusing on what you want to achieve, think about who you want to become.

Example:

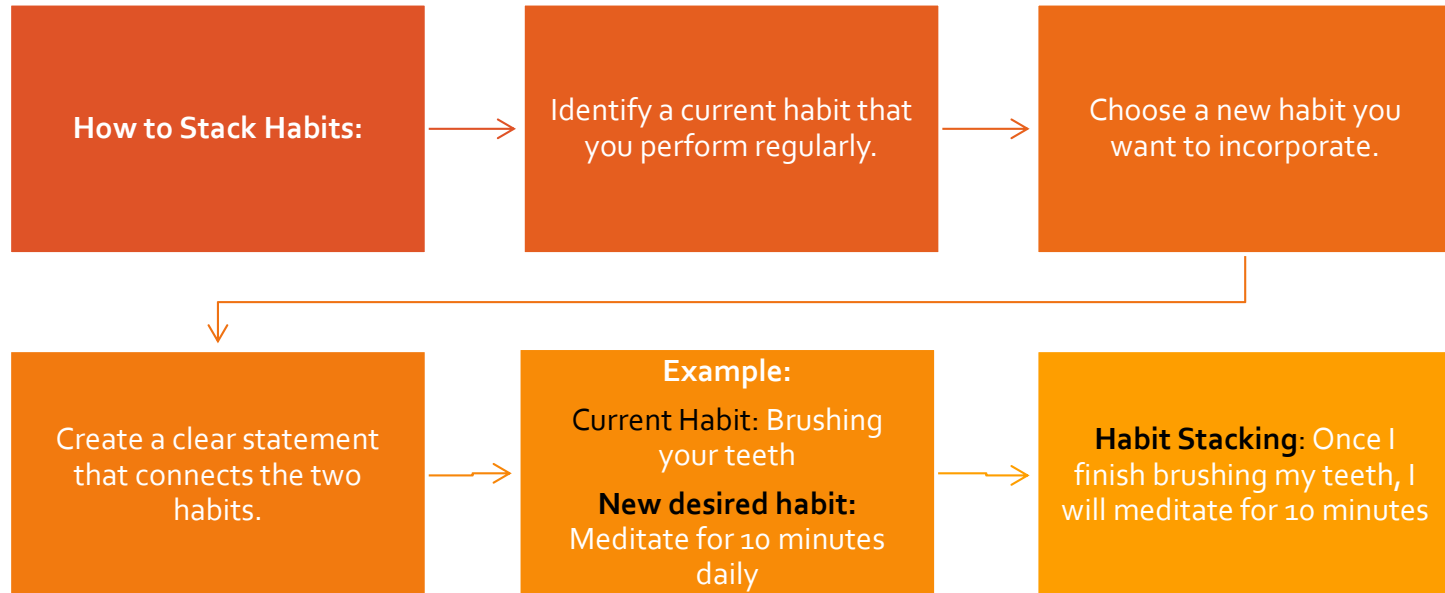
- Instead of saying, "I want to lose weight," reframe it as, "I am someone who prioritizes health and fitness." This shift in mindset can motivate consistent behavior.
- Instead of saying I want to read 10 books this year, say "I want to become an active reader"

Practical Techniques

Stacking	Habit Stacking:
Make	Make it Obvious:
Bundling	Temptation Bundling:
Law	Law of Least Effort
Choice Architecture	Create an Environment that Simplifies Desired Behaviors

Practical Techniques-1

Habit Stacking: This involves pairing a new habit you want to adopt with an existing habit you already do consistently. This technique leverages the established routine as a trigger for the new behavior.



Practical Techniques-2

Make it Obvious

- You cannot change a habit you aren't aware of; goal achievement starts by redesigning your physical environment so that visual triggers for your desired actions are impossible to ignore.

Example:

- If your goal is to practice guitar daily (your *passion*), you don't keep it in the closet. You put the guitar on a stand right in the middle of your living room, so you see it every time you walk past the TV.

Practical Techniques-3

Temptation Bundling (Dopamine pairing)

- You pair an action you *need* to do (but find boring or hard) with an action you *want* to do (instant gratification), so your brain starts associating the hard work with a reward, fueling your motivation to get paid for your *vocation*.

Example:

- If your goal is to send out 5 job applications a day (your *vocation*), but you dread it, you *only* allow yourself to listen to your favorite true-crime podcast while you are typing out those applications. The desire for the podcast fuels the dreaded task.

Practical Techniques-4

Law of Least Effort (Reduce Friction)

- Humans are inherently lazy; to achieve big goals, you must systematically lower the friction for good behaviors and raise the friction for bad ones, ensuring your default choice is always the one that moves you toward your *mission* (what the world needs).

Example:

- If your goal is to eat healthier to have more energy for your work, you don't rely on willpower. You wash and chop all your vegetables on Sunday and put them at eye-level in the fridge, and you move the junk food to a high, hard-to-reach shelf in the pantry. The easiest snack to grab is now the healthy one.

Practical Techniques-5

Create an Environment that Simplifies Desired Behaviors (Choice Architecture)

- Willpower is a finite resource, so you must design your physical and digital spaces so that the path to your most important goal requires zero mental effort, automatically moving you toward *Ikigai* (the center of all four elements).

Example:

- If your goal is to write a book (your *profession* and *passion*), you don't rely on "finding time to write." You uninstall social media apps from your phone, keep a notepad and pen on your nightstand, and set your computer to automatically open a blank document at 7:00 AM every day. Your environment does the heavy lifting, so you just show up and type.

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IN



"Only the disciplined ones in life are free. If you are undisciplined, you are a slave to your moods and your passions."

ELIUD KIPCHOGE

Reflection

1. What did you learn from this session?

2. What will you implement in your life starting now?





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