

**NEW YEAR,
NEW GOALS!
SETTING MANAGEABLE
GOALS
FOR 2017
WITH KARI CHAPIN**

BEFORE WE BEGIN:

THINK BACK TO A MAJOR GOAL YOU HAD FOR 2016 THAT YOU WERE NOT ABLE TO ACCOMPLISH. ASK YOURSELF WHERE YOU GOT OFF TRACK IN THE PURSUIT OF THIS GOAL.

Here are some common reasons why setting goals often results in...
well, undesirable results:

- **the goal lacked true structure**
- **the goal was treated as if it were a ‘wish’**
- **there was no way to define the success of the goal**
 - **the goal wasn’t thought out well enough**
 - **the goal wasn’t actually important to you**
 - **you changed (which is totally okay!)**
- **the goal felt more like a ‘should’ to you, rather than something you truly wanted**

**YOU ARE NOT A FAILURE!
DID I REALLY WANT THAT?
WAS IT REALLY POSSIBLE?
DO I WANT TO KEEP TRYING?**

Now I'd like you to think about a goal you accomplished.

What are some of the reasons you experienced success with this goal?

Did you:

Have a support system around this goal?

Was there an attractive incentive to accomplish it?

Was something at risk if you did not accomplish it?

Did you have a practice built around it?

Were you really, really, *REALLY* attached to the outcome?

Did this goal connect to a bigger picture?

**HAVING A GOAL IS THE EASY PART.
SETTING YOURSELF UP FOR
SUCCESS TAKES MORE WORK.**

**PLEASE THINK OF A GOAL YOU HAVE FOR
2017.**

**IT CAN BE WORK RELATED OR PERSONAL.
THE HAPPIER YOU ARE IN YOUR PERSONAL
LIFE, THE BETTER YOUR WORK LIFE WILL BE.
(JUST SAYIN')**

**AS AN EXAMPLE IN THIS WEBINAR I
AM GOING TO USE THE FOLLOWING
MADE UP GOAL:**

*JANIS WOULD LIKE TO RECEIVE A
PROMOTION*

THE CONCEPT OF “GET A PROMOTION” IS PRETTY GENERAL, BUT A COMMON WAY TO THINK OF A GOAL.

Janis could try to accomplish this goal in the usual ways:

- She could wait to be noticed and promoted.
- She could check job boards and apply when and if she sees something good pop up.
- She could ask her co-workers to keep their eyes open for a good opportunity for her.
- She could wish it into happening.
- She could make a big declaration about it on Jan 1st, announce her desire to everyone she knows, and then forget about it.

I REALLY WANT JANIS TO GET THIS PROMOTION, AND I THINK SHE NEEDS A WELL THOUGHT OUT STRATEGY THAT HELPS HER DO JUST THAT.

**MY PROCESS IS
SIMPLE, FUN, AND
MOST OF ALL, IT
WORKS.**

STEP ONE:

JANIS NEEDS TO BE VERY CLEAR AS TO WHY THIS IS AN ACTUAL GOAL.

**DOES SHE WANT TO EARN MORE MONEY?
IS SHE UNHAPPY WITH HER CURRENT
POSITION?**

**IS SHE READY FOR A CHANGE BOTH
PERSONALLY AND PROFESSIONALLY?**

**SHE NEEDS TO ASK HERSELF:
WHAT IS THE BIG PICTURE BEHIND
THIS GOAL?**

THE REASON BEHIND THE GOAL IS GOING TO LEAD US TO THE INTENTION AND THAT IS VERY IMPORTANT. THE INTENTION OF THE GOAL IS THE BIG PICTURE. IT IS MOST LIKELY WHAT JANIS REALLY WANTS. SHE DOES NOT JUST WANT A NEW JOB OR A PROMOTION. WHAT SHE REALLY WANTS IS:

- **TO ADVANCE IN HER ORGANIZATION**
- **TO MAKE MORE MONEY**
- **TO HAVE MORE STATUS**
- **TO BE CHALLENGED IN NEW AND EXCITING WAYS**
- **TO FEEL REINVIGORATED AT WORK**
- **TO WORK WITH A NEW TEAM**
- **TO BE ABLE TO EFFECT CHANGE**
- **MOST IMPORTANTLY, SHE WANTS TO BE HAPPIER**

STEP TWO:

**I'D LIKE JANIS TO CONSIDER
SETTING AN INTENTION
RATHER THAN SETTING A
GOAL.**

**THE INTENTION PROVIDES THE
GOAL SOME STRUCTURE AND
A WAY TO MEASURE SUCCESS.**

**REALIZING THE INTENTION
MEANS CROSSING THE FINISH
LINE.**

STEP THREE:

SET UP SOME GUIDELINES FOR THE INTENTION.

1: WHAT IS THE DESIRED TIMELINE TO REALIZE THE INTENTION?

2: WHAT DOES JANIS NEED TO DO TO REALIZE THE INTENTION?

3: WHAT ARE THE BENEFITS OF REALIZING THE INTENTION?

EXTRA CREDIT: MAKE A LONG, DETAILED, EXHAUSTIVE LIST OF ANYTHING YOU CAN THINK OF THAT WOULD NEED TO BE DONE TO CROSS THE FINISH LINE.

FOR JANIS, SOME THINGS MIGHT BE: UPDATING HER RESUME, FINDING A MENTOR, JOINING A PROFESSIONAL ORGANIZATION.

STEP FOUR:

REVIEW THE ANSWERS TO THE QUESTIONS WE JUST DISCUSSED, AND IF YOU WRITE A LIST, REVIEW THAT TOO. THIS COLLECTED INFORMATION IS GOING TO BE USED TO FORM GOALS THAT SUPPORT THE INTENTION.

GOALS ARE MEASURABLE ACTIVITIES THAT GUIDE YOU TOWARD REALIZING YOUR INTENTION.

**YOU ARE GOING TO
BE REALLY GOOD AT
THIS.**

STEP FOUR CONTINUED:

At first, when you're getting used to this new way of setting goals and working with intentions, I encourage you to make it easy on yourself. You don't have to do everything at once. You have reviewed the lists and decided on some goals. Now it's time to place them on a timeline. Ask yourself:

Can you decide on a cluster of goals to work on in the near future? Review your timeline and decide what will work best for you. Do you want monthly goals? Quarterly goals? Do you have a few urgent ones that you could complete in two weeks time? Map out these goals on a timeline or on a calendar. Double check your goals to make sure they lead you to realizing your intention.

DO NOT OVERWHELM YOURSELF.

INTENTION: TO GET A PROMOTION THIS YEAR

GOALS:

Jan 2017: Review my resume and look up modern resumes to see how mine compare.

Jan 2017: Make changes to resume and ask Kathleen to review it

Jan 2017: Update LinkedIn profile and makes sure connections are current

Jan 2017: Subscribe to a new professional online newsletter

Feb 2017: Seek out a mentor

Feb 2017: Schedule time to review job boards weekly. Look for new resources

Feb 2017: Begin writing a cover letter

Feb 2017: Research podcasts about interviewing and job hunting. Subscribe.

March 2017: When appropriate, let co-workers know that I am looking for a change

March 2017: Finalize resume / cover letter package and update appropriate places

March 2017: Make 3 connections in my industry that could be potential leads

March 2017: Research professional conferences and seriously consider attending

March 2017: Read up on negotiating skills

STEP FIVE:

**NOW IT'S TIME FOR THE JUICY STUFF!
THE ACTIONABLE STEPS THAT YOU
CAN DO WHEN YOU HAVE TIME THAT
HELP YOU REACH YOUR GOALS. I
CALL THESE
TASKS.**

**TASKS ARE SMALL STEPS YOU TAKE
THAT YOU ADD TO YOUR DAILY OR
WEEKLY CALENDAR. YOU ARE
BASICALLY BREAKING THE GOALS
DOWN INTO BITE SIZE CHUNKS.**

EXAMPLE OF TASKS FOR JANUARY'S GOALS:

Jan 2017: Review my resume and look up modern resumes to see how mine compare.

TASKS: Schedule time to research resumes on LinkedIn & Pinterest. Save the best ones and print them out. Makes notes on what I can borrow from them to improve mine.

Jan 2017: Make changes to resume and ask Kathleen to review it

TASKS: Email Kathleen and ask her to coffee to butter her up. Update resume and print out a copy to share it with her. Take notes during our meeting and ask her to schedule a lunch 3 weeks from now to review final efforts.

Jan 2017: Update LinkedIn profile and makes sure connections are current

TASKS: Treat self and laptop to a trip to the coffeeshop on Saturday and set aside 2 hours to update online profiles and to research connections.

Jan 2017: Subscribe to a new professional online newsletter

TASKS: Dig around and find some exiting new industry resources - even industry adjacent! Expand the professional development information I normally subscribe too. This is also a great professional conversation starter - asking other folks what their favorites are.

QUICK REVIEW:

**INTENTIONS SUPPORT WHAT YOU WANT
FOR YOURSELF**

GOALS SUPPORT THE INTENTION

TASKS SUPPORT THE GOALS

- **Go easy on yourself. Do not over schedule yourself.**
- **Set an end date. People are more successful at accomplishing big things when they have a deadline.**
- **WRITE IT ALL DOWN. All of this stuff can't live in your head, and chances are you'll be working on more than one goal.**
- **Consider using a special notebook or planner to keep track of all of your Intentions and Goals.**
- **Check in with yourself - make sure you still want what you're working toward. It's okay to change your mind.**
- **Think about what motivates you and make sure you're rewarded.**
- **Keep the trolls away from your goals. If you have set a BIG INTENTION - a giant scary, possibly life changing Intention - only let people who you can truly count on in on what you're working toward. NO NAYSAYERS ALLOWED.**

Q & A

+++

**ASK YOUR Q & I WILL GIVE MY
BEST A**

THANK YOU

I LOVE DOING THESE WEBINARS AND
SPENDING TIME WITH ALL OF YOU.
I WISH YOU A YEAR CHOCK FULL OF
REALIZING YOUR DREAMS,
DISCOVERING NEW PATHS AND LOTS
OF HAPPINESS, HEALTH, AND MUCH
PROSPERITY.

CONNECT WITH ME @KARICHAPIN

KARICHAPIN.COM

KARICHAPIN@GMAIL.COM

WAIT, THERE'S MORE!

HERE ARE A FEW MORE TIPS TO HELP YOU ALONG THE WAY:

CONSIDER SETTING UP A FREE EMAIL ACCOUNT WHERE YOU CAN SEND NEW SUBSCRIPTIONS AND THINGS YOU WANT TO SAVE. THIS WILL KEEP YOUR REGULAR INBOX CLEAN AND GIVE YOU A DEDICATED SPACE TO WORK WITH WHEN YOU'VE SET ASIDE TIME TO WORK ON YOUR INTENTIONS, GOALS, AND TASKS.

SCHEDULE TIME TO WORK ON WHAT YOU REALLY WANT FOR YOURSELF. THIS IS STUFF THAT ONLY YOU CAN DO. SO DO IT. REVIEW YOUR PROGRESS AT A MINIMUM OF EVERY THREE MONTHS BUT NEVER MORE THAN ONCE A MONTH. YOUR LIFE EBBS AND FLOWS, AND YOU MIGHT FIND YOURSELF KNOCKING OUT GOALS AND TASKS LEFT AND RIGHT FOR 3 WEEKS IN A ROW, BUT THEN NOT BE ABLE TO FIND ANY TIME THE NEXT TWO WEEKS. THAT'S OKAY FRIEND! BUT IF YOU CHECK IN AT LEAST EVERY THREE MONTHS YOU CAN REEVALUATE, REWARD, AND RECONFIGURE IF YOU NEED TOO.

YOU HAVE PERMISSION TO DITCH ANY INTENTION OR GOAL THAT NO LONGER WORKS FOR YOU. GUILT FREE. NO JUDGMENT.

ASK FOR HELP IF YOU NEED IT. FIND A MENTOR, GET AN ACCOUNTABILITY BUDDY, JOIN A SUPPORT GROUP, HIRE A GURU. IF YOU NEED HELP, THAN GIVE YOURSELF THE GIFT OF GETTING IT.

PAT YOURSELF ON THE BACK JUST FOR EXISTING. MAKING CHANGES IS HARD. SOMETIMES PEOPLE WON'T NOTICE YOUR CHANGES OR PROGRESS. DEPEND ON YOURSELF FOR THE PRAISE YOU NEED. GIVE YOURSELF A PEP TALK IN THE MIRROR, BUY YOURSELF A TREAT, CELEBRATE YOUR MILESTONES. YOU DESERVE IT. I PROMISE.

**PS: JANIS GETS A SUPER COOL
NEW JOB IN JUNE. SHE TAKES
HERSELF ON AN AMAZING
TROPICAL VACATION TO
CELEBRATE. (WITHOUT HER
FAMILY)**