

Charting Courses: **Defining Achievable Goals**

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Goals Towards Meaning and Success



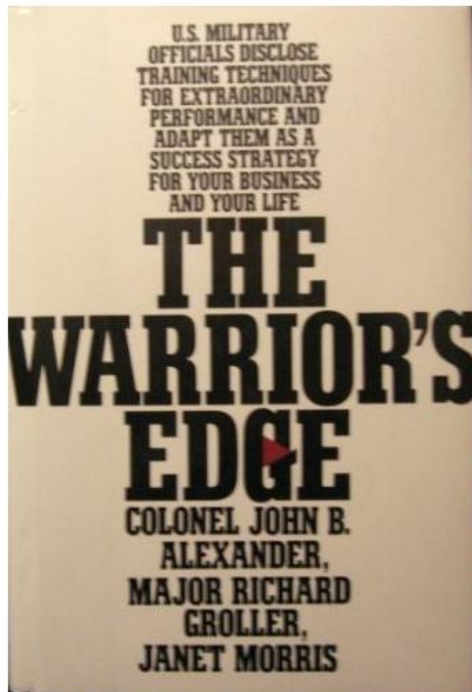
- Most people recognize the importance of setting and pursuing goals in order to be successful.
- Many discover a gap between the desired goals and the reality: the goals are more difficult to achieve than it seems.
- Others set goals which are too tactical and don't help realize their full potential (or even lead in a wrong direction).

How do we set goals which are both meaningful and achievable?

The objective of this workshop is to present complementary perspectives on setting and achieving one's goals offered to us by various thought leaders coupled with the personal experiences from the presenter's life's journey:

- Define a **reality map** for your journey
- Find an exciting and challenging **mission**
- Be a function of your **habits**, not environment

Create a Reality Map for Your Journey



“Every man takes the limits of his own field of vision for the limits of the world.”

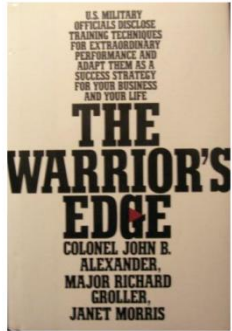
Arthur Schopenhauer (1788-1860)

- A reality map is a set of conceptual boundaries that determine the limits of expectation, what is – and is not – possible in a particular belief system.
- The scope of your belief system can never exceed that of your reality map, because possibilities that do not exist on your reality map are unbelievable and therefore out of reach.
- Because your reality map sets your expectations, the wrong reality map can lead to a disaster, while the right reality map can empower you.

Question your boundaries, but be realistic about your expectations (and costs: time, money, opportunity cost)

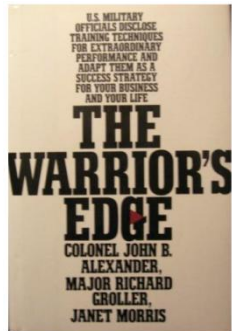


Tool 1: Reality Mapping



1. On a blank sheet paper draw a point or locus (current position and point of departure)
2. Draw a second point (a specific goal, achievement, or destination)
3. Make an interim dot (a step one of the journey)
4. Knowing your direction, the distance to your final destination, and length of a single step, draw incremental dots representing necessary steps to reach your destination.
5. Envision the terrain underlying the points you have drawn and analyze the obstacles in front of you; make a logistical analysis of your journey, including worst case scenarios. Perfect preparation prevents poor performance.
6. The invisible factor on the map is time ... no respecter of dreams: leave early.
7. **Get going, keep going, and let your desire and imagination fill in the blanks.**

Tool 2: The Targeting List

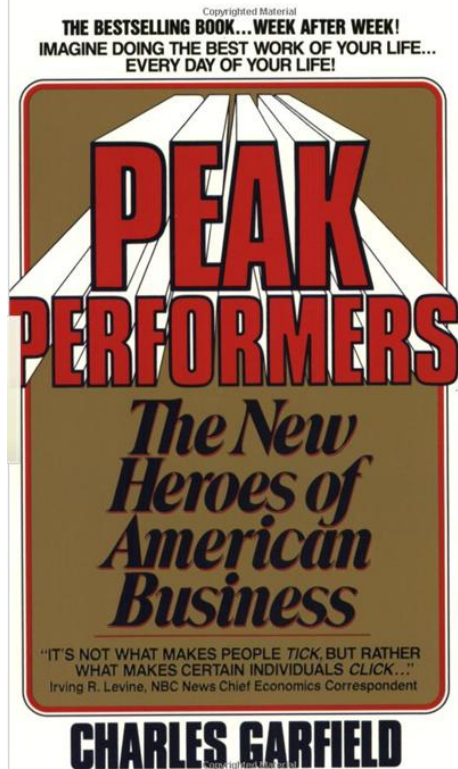


1. On a sheet paper make a list of what you wish to accomplish in life, in order of importance, with item number one being the most important entry.
2. Don't be afraid to put on your list extremely material short-term goals or extremely idealistic or long-term goals.
3. Make some items on the list specific by assigning dates.
4. Show your list to no one. Memorize it. Read or recite it upon awakening, before bedtime, and any other time it occurs to you to do so.
5. Reconstruct the entire list any time you achieve a goal or whenever you realize that that some item is not in the correct order of importance. Items placed in the incorrect order will create an internal conflict between the root level of your belief-system tree and your reality map.
6. **You are instructing yourself to succeed, targeting goals you have chosen as harmonious with your belief system.**

“Using your targeting list, you can and must reconcile the differences between your reality map and the maps of others with whom you must interact.

Remember, all behavior, business included, succeeds only to the extent that it is motivated by sound judgment. Products and services must fill a real need and perform creditably. Not in the short term, perhaps, but ultimately, in the larger time frame where the big ones are won and lost, morality counts.”

Find an Exciting, Credible and Challenging **Mission**

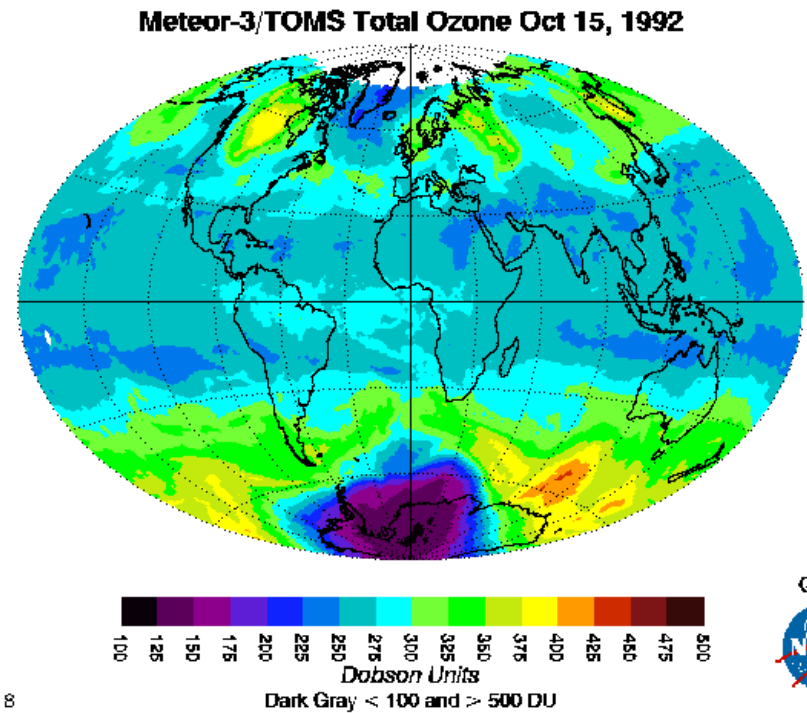
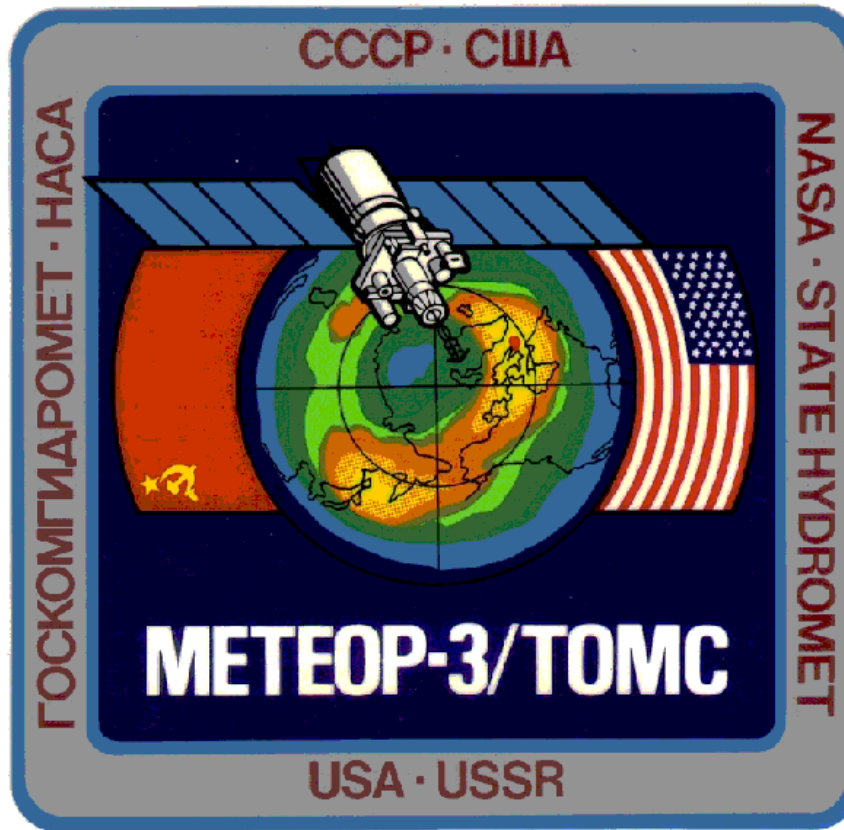


- Peak performers are not born, but *made*
- A mission is a prerequisite to peak performance
- Goals fall into place as the stepping stones towards the *mission*



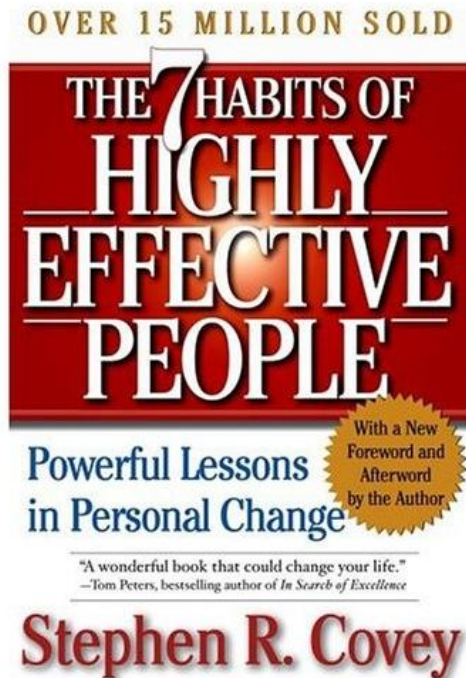
Peak Performance: A Personal Experience

Joint USA-Former USSR Space Mission to explore Earth Ozone Layer



Source: <http://toms.gsfc.nasa.gov/m3toms/m3sat.html>

Be a Function of Your **Habits**, Not Environment



1. **Be proactive®**

This is the ability to control one's environment, rather than have it control you, as is so often the case. Self determination, choice, and the power to decide response to stimulus, conditions and circumstances

2. **Begin with the end in mind®**

Covey calls this the habit of personal leadership - leading oneself that is, towards what you consider your aims. By developing the habit of concentrating on relevant activities you will build a platform to avoid distractions and become more productive and successful.

3. **Put first things first®**

Covey calls this the habit of personal management. This is about organizing and implementing activities in line with the aims established in habit 2. Covey says that habit 2 is the first, or mental creation; habit 3 is the second, or physical creation.

4. **Think win-win®**

Covey calls this the habit of interpersonal leadership, necessary because achievements are largely dependent on co-operative efforts with others. He says that win-win is based on the assumption that there is plenty for everyone, and that success follows a co-operative approach more naturally than the confrontation of win-or-lose.

5. **Seek first to understand and then to be understood®**

One of the great maxims of the modern age. This is Covey's habit of communication, and it's extremely powerful. Covey helps to explain this in his simple analogy 'diagnose before you prescribe'. Simple and effective, and essential for developing and maintaining positive relationships in all aspects of life.

6. **Synergize®**

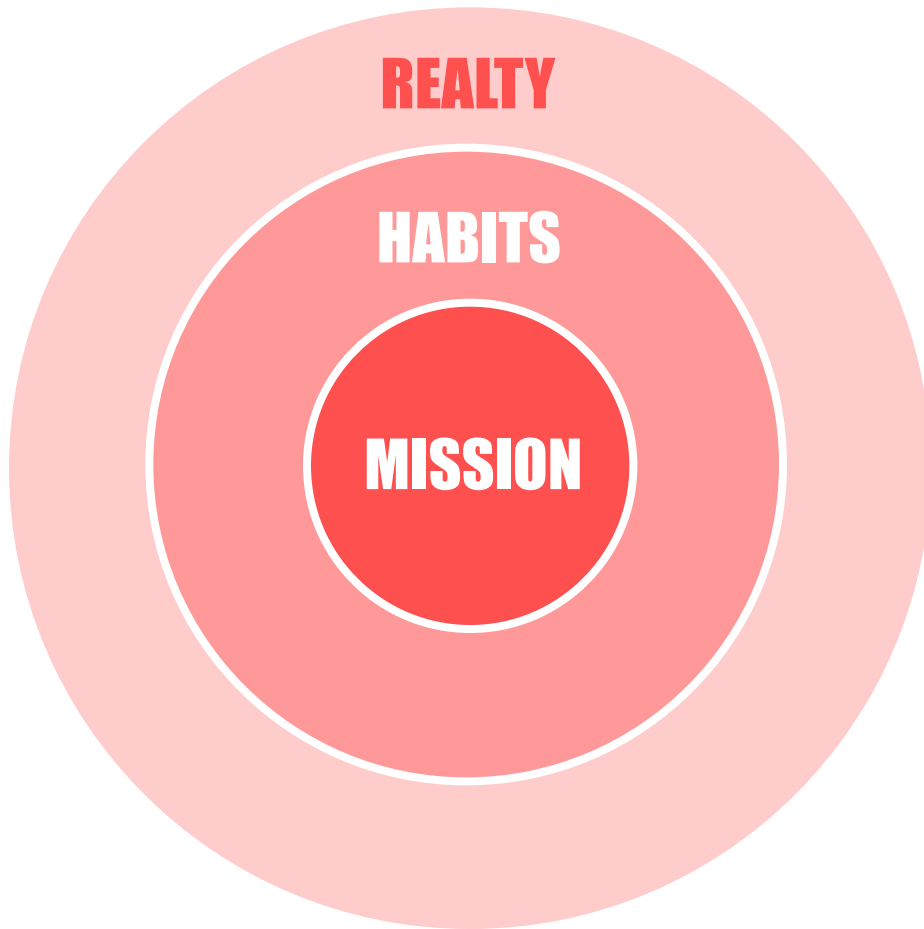
Covey says this is the habit of creative co-operation - the principle that the whole is greater than the sum of its parts, which implicitly lays down the challenge to see the good and potential in the other person's contribution.

7. **Sharpen the saw®**

This is the habit of self renewal, says Covey, and it necessarily surrounds all the other habits, enabling and encouraging them to happen and grow. Covey interprets the self into four parts: the spiritual, mental, physical and the social/emotional, which all need feeding and developing.

Source: <http://www.businessballs.com/sevenhabitssteven Covey.htm>

Putting It All Together



- Define a **REALITY** map for your journey
- Find an exciting and challenging **MISSION**
- Be a function of your **HABITS**, not environment

*Use your judgment and common sense when using these techniques.
Even the best intentions taken literally may lead you on the wrong path.*