GOAL SETTING

Goals are dreams with deadlines

Most people live with undirected time. If you don’t have a plan you will waste your time. The emergencies of each day will take your time. Goal setting gives focus to your days. Don’t let what you can’t do keep you from doing what you can do.

Destiny is not a mystery. For better or worse, your destiny is the result of your daily decisions.

The pattern of living needs to change: We live in constant tension between the **urgent** and the **important**. Urgent tasks call for immediate action. Their irresistible demands devour our time and energy. The greatest danger is letting the urgent tasks crowd out those that are important.

* Develop the wisdom to say “NO” to even the good things that demand your attention and time, which can keep you from taking care of the important things. It gets easier to do after you practice and you know what priorities are important
* We need to teach our children to say no & value their time and use their time wisely.

Goal Setting Focus: **narrowing the things we give our energies to**; narrowing our attention to do the things that count, the things that matter.

* List the top five priorities in your life for this day. Keep the priorities before you and measure all other activities and “to dos” against them.

Prioritize daily: Keep an account of daily/weekly/monthly priorities. Once you prioritize, scheduling becomes much easier. However, you may not be popular with some people once you get priorities straight. That is a reality of getting things in order.

* What are the top 5 priorities today? Do this daily.
* When something comes up, think about the glass ball vs. rubber ball theory. Ask**: Is this a glass ball or rubber ball? If I drop it, will it break?**

7 areas of goal setting: work, relationships, physical, spiritual, heart, time, and finances, be careful not to set too many goals. The more goals you have, the more unrealistic they will be to achieve. Try to limit to one or two per area or maybe just pick one area this year to focus on. The goal of this exercise to help you become successful in goal setting!

* Goals can be short term (daily/weekly/monthly) and long term (Life Goals list)

Daily planner: Many people make the mistake of thinking they are being productive because they are busy. Being productive and being busy are not necessarily the same thing.

* It may be helpful to print off a daily calendar and fill in what you give your time to; starting from the time you get up in the morning until you go to bed at night. You may be surprised what time you waste watching tv or chatting on the phone, etc. Or you may find that you are unrealistic in how much you think you can accomplish in a day. This will help with realistic goals in the areas of life.
* For a week, write down at the end of the day what you did that day. What actions did you take today that moved you in the direction of fulfilling a goal? At the end of the week, look back over your lists and take an inventory. Not only will it tell you a lot about the truth of your everyday life, but you may already have begun making some changes to your daily habits/routines that are moving you forward.

Time: Goal setting is good stewardship. Instead of letting things happen, goals help us to make things happen. Each day offers hours and opportunities for action. **We do not have time, but rather use it**. It is *ourselves* that we manage as we set goals, determine priorities, make plans and take on tasks.

* Our question needs to be: How can I make my days and hours count for the Lord~ to bring Him Glory?

**Personal Inventory:**

On a scale from 1-10 (1 being least, 10 being best/highest score), rate the following statements:

\_\_\_\_\_ 1. Right now, I’m very satisfied with my life.

\_\_\_\_\_ 2. I have a vision for my future (plans; dreams; long-range goals; I see where I am going)

\_\_\_\_\_ 3. I take time during the day to rest; plan; have fun; be alone with the Lord; do something that nourishes me.

\_\_\_\_\_ 4. There are attitudes or behaviors that I would like to change.

\_\_\_\_\_ 5. I am struggling in a relationship (spouse, kids, friend, family member, co-worker, etc)

\_\_\_\_\_ 6. I spend time of things that are important (I know how to prioritize).

\_\_\_\_\_ 7. I seek the Lord on a daily basis for wisdom and direction.

\_\_\_\_\_ 8. I know what my gifts and talents are.

\_\_\_\_\_ 9. I feel like life is passing me by and I have no control over it.

\_\_\_\_\_ 10. I have a guiding Vision that gives me purpose.

“*… David had served God’s purpose in his own generation…”* Acts 13:36

“*I have…completed the work you gave me to do,”* (Jesus speaking) John 17:4

*“If you love life, do not waste time~ for that is the stuff life is made of.”* Ben Franklin

“*Let every detail in your lives~ words, actions, whatever~ be done in the name of the Master, Jesus, thanking God the Father every step of the way,”* Colossians 3:17 (Message)

Questions to consider as you begin the goal setting exercise:

1. Any character qualities you want to cultivate or change this year?
2. Any relationships that need to be restored?
3. Any professional/educational goals?
4. Any spiritual goals?
5. What do I want my focus to be?
6. What are the priorities in my life?
7. Am I guided by the important or the tyranny of the urgent?
8. What am I spending my time doing?

“*Be very careful then, how you live~ not as unwise, but as wise, making the most of every opportunity…”* Ephesians 5:15-16

 **Goal Setting exercise:**

In the first column, write where you are now in each of the following areas. In the second column, write where you would like to be in the beginning of next year. This is to be a “working document” or “rough draft”.

Where am I: Now: (20 ) A year from now: (20 )

|  |  |  |
| --- | --- | --- |
| **Work:** \*Satisfied? \*Any changes? |  |  |
| **Relationships**:\*friends/family/spouseCo-workers |  |  |
| **Physical body:**\*exercise\*sleeping\*Eating habits\*fasting discipline |  |  |
| **Spiritually:**\*time with the Lord\*journaling\*memorizing scripture\*sharing your faith\*gifts of the Holy Spirit |  |  |
| **Heart:**(mind/will/emotions)\*thoughts/attitudes/behaviors\*habits to develop\*any “flesh” areas\*healing needed? |  |  |
| **Time:**\*schedule changes?\*Is my time connected to purpose?\*planning? |  |  |
| **Finances:**\*tithe?\*how am I using my finances?\*what am I investing in? |  |  |
| **Other:** |  |  |
| **Other:**  |  |  |

Vision Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mission Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Area: | Goal for this year: |
| Work:  |  |
| Relationships: |  |
| Physical body: |  |
| Spiritually: |  |
| Heart (mind/will/emotions): |  |
| Time: |  |
| Finances: |  |
| Other: |  |

FOCUS applies on two levels: **duration** and **scope**. Focus in terms of **duration** means developing the ability to give ourselves to something over the long haul, to be faithful. Focus in terms of **scope** means narrowing the things we give our energies to~ narrowing our attention to do the things that count, the things that matter.

**Planning Your Daily Schedule:**

* Pay attention to your energy ebb & flow throughout the day. Plan to accomplish demanding tasks when you’re likely to have the energy needed
* As you fill in your planner, highlight those 2-4 things that are the essentials of the day (the “have-to’s that only you can do)
* Check e-mails at the time(s) of the day when you are tired, so you can answer quickly and not expend too much energy. And do not feel pressured to answer your phone or respond to texts quickly. Do that when you have the time.
* Build in buffer zones before & after each significant task, rather than scheduling back-to-back: 1) it builds in the breaks you need to be effective, 2) it helps you tend to unexpected items (urgent things)/phone calls/filing/checking e-mail/etc.
* Be realistic as you plan. Do not compare yourself to anyone else. Understand your limits.

* Multitasking is not productive (talking to you women ☺). It is not a productive use of time.
* If the tasks are piling up as the day continues, ask yourself of each activity: Is this a rubber ball (can be dropped; it will bounce back) or glass ball (will break if not attended to)?
* Schedule your time with the Lord, just like a meeting or class: My challenge to you for this year: Tithe your time, like your money (2 ¼ hours each day set apart for the Lord; to listen to His voice; to study His Word; for prayer; meditating on Him)
* Remember, time is a commodity. Each day offers hours and opportunities for action. We do not *have* time, we *use* time. Ask, “How can I make my days and hours count for Jesus?”
* Begin your day giving it to the Lord. Ask the Lord to prioritize your schedule.
* Plan ahead. See what’s coming in your week and get ready for it
* Facebook/Twitter/Internet availability/Games/Movies/Etc at any time because of our “smart phones” can steal our time….be alert to the amount of time you are spending on such things

**Daily Planner**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 12-1 am |  |  |  |  |  |  |  |
| 1-2 am |  |  |  |  |  |  |  |
| 2-3 am |  |  |  |  |  |  |  |
| 3-4 am |  |  |  |  |  |  |  |
| 4-5 am |  |  |  |  |  |  |  |
| 5-6 am |  |  |  |  |  |  |  |
| 6-7 am |  |  |  |  |  |  |  |
| 7-8 am |  |  |  |  |  |  |  |
| 8-9 am |  |  |  |  |  |  |  |
| 9-10 am |  |  |  |  |  |  |  |
| 10-11 am |  |  |  |  |  |  |  |
| 11-12 pm |  |  |  |  |  |  |  |
| 12-1 pm |  |  |  |  |  |  |  |
| 1-2 pm |  |  |  |  |  |  |  |
| 2-3 pm |  |  |  |  |  |  |  |
| 3-4 pm |  |  |  |  |  |  |  |
| 4-5 pm |  |  |  |  |  |  |  |
| 5-6 pm |  |  |  |  |  |  |  |
| 6-7 pm |  |  |  |  |  |  |  |
| 7-8 pm |  |  |  |  |  |  |  |
| 8-9 pm |  |  |  |  |  |  |  |
| 9-10 pm |  |  |  |  |  |  |  |
| 10-11 pm |  |  |  |  |  |  |  |
| 11-12 am |  |  |  |  |  |  |  |