**Workshop**: SMART Goals: Let passion drive you to success!

**Materials Needed:** white board or flip chart and pens; My flyers and business cards; Sign in Sheet printed; handouts (SMART goal page-last page in this document and Finding Goals b2b; Other?) reproduced; paper and pens (or personal journals) for participants; chairs from home and Massage Connection or Dana; candles and maybe the table from Aruba; guitar

**Ahead of time:** Tell participants they’ll want a journal and something to drink is desired.

**Web Description:** Of course you’ve tried New Year’s resolutions, promised yourself you’d really do “it” this time, and joined groups in support of reaching your goal. Yet, it eludes you. Success in achieving our goals is possible when our goals align with a deep purpose for our life, are exciting, are challenging but not impossible, and specific enough to define and celebrate completion. Come create a SMART goal and begin to see your dreams come true.

**Stake**/**Purpose**: Success in achieving our goals is possible when our goals align with a deep purpose for our life, are exciting, are challenging but not impossible, and specific enough to define and celebrate completion.

**Intended** **for**: Adults or young adults serious about making a “change for wellness, fulfillment, purpose, passion” in their life one goal at a time.

**Desired Impact:** The participant will embody what completion of the goal will feel like in their broader life experience and be moved to create a plan they will succeed at.

**Outcome:** A well-defined, personal “SMART” goal (specific, measurable, achievable, resonant, timely) and a commitment to share the journey of completing the goal with at least one other person.

**Musical content:** If I Were Brave and I Fairly Sizzle

**Resources (books, articles, etc.) for participants:**

**CONTENT**

**EVERY EVENING OUTLINE**

1. **Pre-Evening prep communicated by hostess**
   1. Date/Time (and be on-time)
   2. Cost
   3. Materials (journal)
   4. Setup with business cards, rack cards, table signs, Artist’s Way and other books…
2. **Logistics**
   1. Turn-off cell phones
   2. Hostess shares: Bathrooms, beverages, etc.
3. **Introductions (IN 30 SECONDS OR LESS OR SHARE WITH THE PERSON NEXT TO YOU)**
   1. Name, fill in nametags if desired, share one reason you are here that is important to you
   2. What about the topic intrigues you?
   3. I am here because … passionate about YOU being all you can be in this life
4. **Designing our Alliance – Expectations**
5. Interactive, participatory **(AS TIME PERMITS)**
6. Confidentiality and safety
7. No right/wrong when we’re dealing with personal growth
8. Some elements of any workshop will be repeat… some new. Ask questions, share experience, question! ***I do NOT subscribe to teaching \*the\* way but, rather, inviting you to discovery a way for YOU to try***
9. Start/Finish time and my job to keep us focused and intrude/bottom line as needed
10. Invite you to deeper **personal** truth and sharing – as you are willing
11. Forget what you know about your neighbor and allow each of you to go more deeply from where you are NOW.
12. **Going Deeper later** 
    1. The nature of this workshop is to give you a starting point.
    2. I am open to go deeper as time permits today but also later - COACHING is for that. SIGN UP.

**DESCRIBE THE 3 SESSIONS OF THIS SMART GOALS WORKSHOP**

1. TODAY WE WILL: Session one is 2-3 hours and gets to the goal by:
   1. Looking back to what worked and didn’t
   2. Describing SMART goals
   3. Dreaming/Brainstorming possible directions and goals
   4. Selecting ONE for the sake of this workshop and these 3 months
   5. Visioning completion
   6. Defining and completing the workshop
   7. Commitment
   8. FOLLOW-UP STEPS WILL BE:
      1. One individual call with Jeanne in between to further clarify goal if needed – SCHEDULE NOW OR BE IN TOUCH
      2. Work with accountability partner
      3. Rearrange anything else in life to accommodate your new commitments
      4. Consider adding a daily journaling time especially around *potential obstacles* and *how it feels to keep your commitments*
2. Session two is 1.5 hours
   1. What’s working. What’s not? Group coaching.
3. Session three is 1.5 hours
   1. Celebration
   2. What has changed in you? What’s possible now?
   3. Identify next goal, list of goals.
   4. Clarify next goal
   5. Identify next support system (me or others)

SIGN IN/OUT SHEET

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| --- | --- |
| Name, E-mail, Phone | Your goal  (to be completed at end of workshop) |
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* **GENERAL DISCUSSION (whole group or small subgroups):** 
  + What do you think of when you hear the word “goal”? *resolution, failure, work*
  + How do “goals” relate to cherishing the journey of life, like the “practice” of yoga? Disconnect? Partnership?
  + Can you imagine a personal goal achieved? What **works** for you?
  + Not achieved? What **hasn’t worked**?
  + What happens in you when you imagine setting one? *Fear, Excitement?*
    - What gets in the way? *Old messages:“I can’t” or “No time”?*
  + The worst thing you can do is break a promise to yourself!!!
* What is a **SMART** goal?

IT VARIES WITH THE PERSON DESCRIBING IT! And, it is okay to personalize a method and create what works for “me”!

* + **S**pecific:  Identify a specific action or event that needs to take place.

"To find a job" is too general; "to find, research, and apply for five job openings before the end of the month" is better. Sometimes a more general goal can become the long-term aim, and you can identify some more specific goals to take you there.

* + **M**easureable:  The goal and its benefits should be quantifiable.
  + **A**chievable:  The goal should require you to stretch yet be attainable given available resources. [Goals can be broken down into several goals!]
  + **R**esonant:  The goal must align with your personal values and vision, it should resonate within you. Does achieving this goal make you light up? Does it fill you with excitement and energy? Does it feel right? Does it open doors to other possibilities for you?
  + **T**imely or **T**hrilling:  The goal should state a date or the time period in which it will be accomplished and be relevant to this period of your life. Thrilling goals are big enough to invite you to focus on the journey and *how you will be transformed in the process rather than just the goal itself.*

Examples:

* + Spend more time with my teen-age children - I will schedule a regular planning time each weekend with each child. Together, we will plan one specific activity to do together that week and mark our calendars for that time. After 2 months, we will talk about how this is impacting our relationship and determine if and how we will continue.
  + Lose Weight - I will start walking 2 miles each day, 2 days per week to begin losing 30 pounds.  I will re-assess my progress each month with the intention of increasing the number of miles and/or days per week in order to achieve my overall goal.
  + More Joy in my life - I will become more aware of joyful things in my life by writing one joyful thing/moment down at the end of each day and placing it in a fishbowl in my home.  At the end of the year, I will have 365 pieces of joy to remember and be aware of.
  + Learn Finale @20 minutes/day
  + New Clients - When networking, I will request to have coffee with 10 people each month who could become my potential clients with an ultimate goal of 3 new clients per month.
* **What goal will I focus on during this workshop?**

**DESCRIBE THEN HAND OUT THE PARTICIPANT SHEET titled:**

**Finding the Goal to Focus On**

***Finding the Goal to Focus On***

Allow the questions below to send you into journaling or daydreaming with yourself first. The intention is to list at least 5 or perhaps 50 ☺ things you could possibly set as your goal for the purpose of this workshop and beyond. Allow anything and everything, short-term and long-term, selfish and self-loving, improbable and impossible, to fall out on this page. If you have an internal censor with a load voice, invite him or her to go to lunch or take a nap. There is NOTHING for him or her to do now.

* What “have you always wanted to do when you have time”? Still want it?
* What frustrates you ‘cause you can’t do it … and perhaps working on something else will permit it? For example, “I want to play on the volleyball league but my weight prevents me” or “I want to volunteer but I never have a free moment.”
* What family values or activities always fall by the wayside?
* What have I always wanted to learn about?
* What is my ideal career?
* What personal creative endeavor, talent, have I neglected?

**Possible Goals, Intentions, Dreams for ME are:**

***COME BACK TOGETHER AS A GROUP TO CONTINUE***

* **HOW TO SELECT ONE general goal/focus point**
  + Avoid SHOULDs that others are placing on you
  + Pick a focus that aligns with personal values and vision and resonates. Does achieving this goal make you light up? Does it fill you with excitement and energy? Does it feel right? Does it open doors to other possibilities for you?
  + Take some time…
  + Need help?
* **VISIONING – 10 minutes, prepare them ahead of time with:**
  + **Get quiet/Listen to questions/Consult your being/Journal or draw if necessary/return**

With your focus point in mind, close your eyes, breathe, come with me to completion.

* Six months later and the success is still impacting your life, still leading you to other steps.
* What does it feel like in your body? What do you notice about your energy, emotions, attitude, your fulfillment barometer?
* What has changed in your outer life?
* How do you move differently in the world? What different choices do you make?
* What new goals and dreams have entered the picture?
* How do you feel about YOU?
* **Define your SMART goal**
  + Write the first draft of your goal statement:
    - In order to experience \_\_\_\_\_\_\_\_\_\_\_\_\_ in my life, I will \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Realize that you may have a HUGE goal that can be broken down

* + State goals as **declarations of intention**, not items on a wish list. "I want to apply to three schools" lacks power. "I will apply to three schools," is intentional and powerful.
  + Is your goal SMART? Specific? Measureable? Achievable? Resonant? Thrilling?
  + **Share your goal with the group or the small group. Get help.**
* **PASS OUT THE FORM, DISCUSS, HELP AND FILL IT IN**

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| **My Goal is** | ***Give your goal a creative, memorable title!*** |
| **SMART Goal Statement**  **Include measurements, date, specific time frame, number of repetitions, etc.** | ***In order to experience***  ***in my life, I will:***  ***(S)pecific, (M)easurable, (A)chievable, (R)esonant, (T)hrilling*** |
| **Completion Date** | ***I will accomplish this goal by:*** |
| **Potential Obstacles**  **What external messages are not serving me?**  **What holds me back?**  **What do I need to release?**  **What am I resisting?**  **What am I afraid of?** |  |
| **Personal Reminders**  **What truth am I honoring?**  **What touchstones will I use?**  **What does “on track” feel like?** |  |
| **Safety Zone** | ***Who in my life is safe enough to share this goal with?*** |
| **Keep Quiet!** | ***Who in my life is NOT safe? I must NOT share this goal with:*** |
| **Accountability Partner** | ***Which safe person (with no vested interest) will be my partner and hold me accountable to myself, my goal, my dream and hold my feet to the fire?*** |
| **Hold Me Accountable!** | ***My accountability partner will help me specifically by:*** |
| **If I’m off track…** | ***My accountability partner will notice and:*** |
| **If I do not meet my goal…** | ***My accountability partner will:*** |
| **Celebrate!** | ***I will celebrate my success by:*** |

* **CLOSURE STEPS**
  + RECOMMENDATION:
    - Spiritual support
    - Healthy Personal habits (sleep/eating/exercise)
    - Member of group here as accountability partner
  + EXPECTATIONS FROM ME: E-mail, one-on-one, coaching options
  + CEREMONY: Stand and embody your goal and what it will feel like down the road (speak, dance, sing, celebrate, claim)
    - Read/Speak your goal with intention

***SEE THE EVERY EVENING OUTLINE FOR CLOSING PIECES:***

1. **Review expectations – did we meet them?**
2. **Workshop Survey/Feedback**
3. **Other Workshops/Special Offers – HAND OUT MY FLYERS!** 
   1. **Coaching**
      1. Coaching is about guidance to MAKE your life what you want it to be.
      2. You are unique.
      3. You have talents, gifts, passions, purpose
      4. Coaching helps you identify these things for yourself
   2. **Other Evenings of Connection**
   3. **Artist’s Way groups**
   4. **Spiritual music offerings**
   5. **Retreats**

*This is my note page – NOT to be handed out to anyone*

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| --- | --- |
| **My Goal** | **Give your goal a creative, memorable title!** |
| **SMART Goal Statement/Specifics**  **(Include measurements, date, specific time frame, number of repetitions, …)** | **In order to experience**  **in my life, I will:** |
| **Completion Date** | **I will accomplish this goal by:** |
| **Potential Obstacles**  **What external messages are not serving me?**  **What holds me back?**  **What do I need to release?**  **What am I resisting?**  **What am I afraid of?** |  |
| **Personal Reminders**  **What truth am I honoring?**  **What touchstones will I use?**  **What does “on track” feel like?** |  |
| **Safety Zone** | **Who in my life is safe enough to share this goal with?** |
| **Keep Quiet!** | **Who in my life is NOT safe? I must NOT share this goal with:** |
| **Accountability Partner** | **Which safe person (with no vested interest) will be my partner and hold me accountable to myself, my goal, my dream and hold my feet to the fire?** |
| **Hold Me Accountable!** | **My accountability partner will help me specifically by:**   1. *Contact me only on my due date requiring a response* 2. *Contact me weekly for an update* 3. *Contact me monthly for an update* |
| **If I’m off track…** | **My accountability partner will notice and:**   1. *Contact me, remind me why this goal is so important to me (provide your partner with a list)* 2. *Contact me and give me a stern talking/reality check* 3. *Suggest something specific I can do toward my goal* |
| **If I do not meet my goal…** | **My accountability partner will:**   1. *Make me send an e-mail to my family & friends letting them know I have not followed through on achieving my goal.* 2. *Make me write a check for $100 to my favorite charity* |
| **Celebrate!** | I will celebrate my success by:   1. *A celebratory dinner* 2. *A trip/vacation/weekend getaway* 3. *Shopping spree* |

TIPS FOR SETTING SMART GOALS

1.      It is good to have big goals that make you **stretch** **and** **grow** but be careful **not to make them too bi**g.  A goal that requires a huge leap to get there means that you are likely to fall flat on your face.  For instance, a goal of losing 50 pounds in 2010 is great but make sure you are being realistic.  That is actually a little over 4 pounds a month which is possible but it is very difficult to keep that momentum every month for 12 months.  Try breaking down that goal into smaller, baby-step goals.  For example, if you don't currently work out, you could make a goal of working out 20 minutes a day for 2-3 days a week or walk 1 mile per day, 2-3 days a week.  Once you accomplish this goal, then you can set the bar higher.  When breaking the bigger goal down into smaller steps that you can increase, you are much more likely to achieve the bigger goal.     
  
2.    State goals as **declarations of intention**, not items on a wish list. "I want to apply to three schools" lacks power. "I will apply to three schools," is intentional and powerful.     
  
3.    **Attach a date or a time frame** to each goal. State what you intend to accomplish and by when. A good list of goals should include some **short-term and some long-term** goals. You may want a few goals for the year, and some for two- or three-month intervals.

4.    **Be specific**. "To find a job" is too general; "to find, research, and apply for five job openings before the end of the month" is better. Sometimes a more general goal can become the long-term aim, and you can identify some more specific goals to take you there.     
  
5.    **Share your goals with someone you trust** implicitly and who cares if you reach them. Sharing your intentions with your parents, your spouse, a best friend, or a coach will help ensure success.     
  
6.    **Write down your goals and put them where you will see them every day**. The refrigerator, your desk area, or your bathroom mirror are great places to start.  The more often you read your list, the more focused you are in achieving the desired results.     
  
7.    **Keep a list of goals** and constantly review and revise your list. Experiment with different ways of stating your goals. Goal setting improves with practice, so play around with it. Having goals and achieving them keeps us moving forward with excitement, passion, energy, purpose!