

A man with short brown hair, wearing a dark suit, light blue shirt, and red patterned tie, is smiling. He is positioned on the right side of the frame. The background is a red, textured surface with a circular inset showing a city skyline with a river in the foreground. The text 'Business Keys to Success' is overlaid on the left side of the image.

Business Keys to Success

Lesson 5
Progress Set Free?
Goals And Truly
Forward Movement



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Business Keys To Success

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Foreword

Welcome to Week 5 of “The Keys And Steps To Small Business Success: A Definitive Guide To A Better Business And A Better You”.

You started in Week 4 on the process of goal setting. This week you will take it to another level. You will start visualizing what the future is going to be for your business and for you.

Last week, I pointed out that this is when the real fun starts. This course is all about you and your personal development. Why? Your business and life will seldom grow any larger than you.

The way you grow larger is through personal development. After all, if you won't become bigger than the challenges you face then in some shape or form you will remain stuck or overwhelmed.

The process for success is about starting with the small challenges and overcoming them. In the process you will learn new disciplines. And, in overcoming the small challenges, you will build momentum and the ability to take on bigger challenges and have greater success. Why? You will have become more as a person through personal development.

And, when you become more, you will attract more.

Introduction

Have you ever had dreams of success for your business and life? Wouldn't it be wonderful if all those dreams came true? Of course it would.

Would you like to increase the odds in your favor of having a large number of them come true? If you do then I encourage you to attack this section on goals. In fact, you must have goals for your dreams to have a good probability of becoming true.

Why? Goals make your dreams like high octane gasoline. They super charge the process of making your dreams a reality. Goals take your dreams and give them a deadline for accomplishment.

In reality, goals are nothing more than dreams with a deadline. There are three aspects to successful goal setting.

First, you must have a dream or a goal.

Second, you either must write it down or record it in audio form. Most people fail at this step. You must be committed to the process. There are no short cuts.

Third, you must regularly read your goals or listen to them. I suggest three times per week. This is also a commitment with no short cuts.

If you want to further amplify this success process a "vision board" is very helpful. On your vision board you should have pictures of places, people and things that are part of your goals. A suggestion would be to have a vision board for the next year.

Having goals will bring a new clarity and forward momentum to your life. After all, once the future is finished in your mind, then what you have to do in the present becomes absolutely clear.

Then you can start living your life in the present with clarity, focus and momentum. This is the most important section of the course.

Set your goals. Put fuel into the engine of your success. And, your business and life will start to move forward more rapidly than you ever imagined.



week

5



Progress Set Free Goals & True Forward Movement

Hello, Business Keys To Success Members

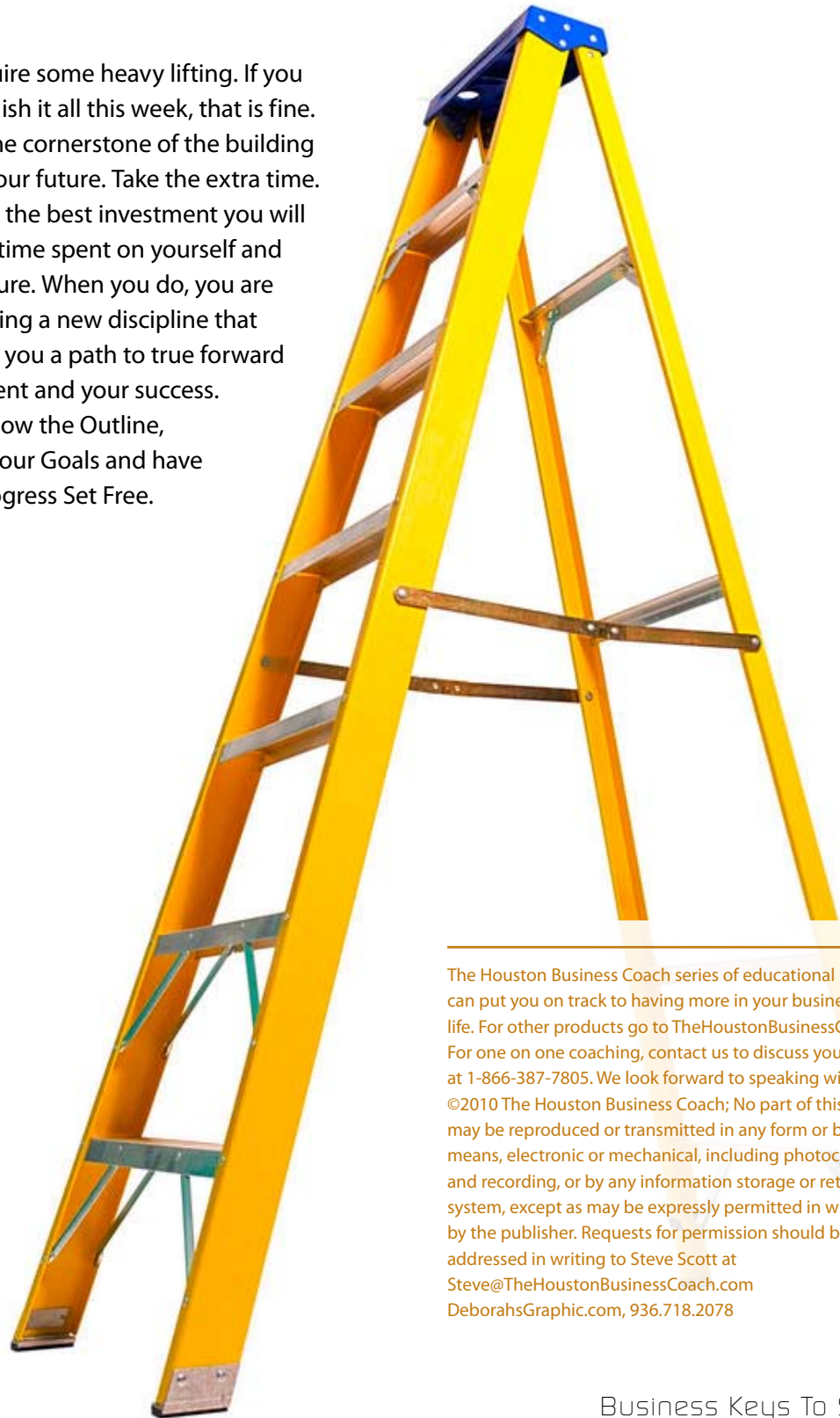
Last week you started on your priorities and vision for the future. You set 5 Rapid goals in the areas of the spiritual, family, business, financial and personal. These are goals that can be accomplished in the next 30 days. You should be seeing your changes in your life already. The only way to move forward is to develop new disciplines. Goal setting may be a new discipline for you. If it is, that is great. You are getting started on the right track. For those of you who have set goals before, you

know that this is always a work in progress. It is important that your goals be reviewed and revised over time. You will set goals that you see over time are not truly important. Be proactive in sorting through your goals and keeping the right ones in front of you.

The purpose this week is to get very specific about what you want and how you are going to go about it. Only when your movement is specific and on purpose can you achieve what you desire. This section

will require some heavy lifting. If you don't finish it all this week, that is fine. This is the cornerstone of the building that is your future. Take the extra time. After all, the best investment you will make is time spent on yourself and your future. When you do, you are developing a new discipline that will give you a path to true forward movement and your success.

Follow the Outline,
Create Your Goals and have
Your Progress Set Free.



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Goal Setting - Spiritual

Example:

Short-term: To regularly attend worship services - by _____

Mid-range: To teach a class at my local church - by _____

Long-range: To build an orphanage in Mexico - by _____

Short-Term (within 90 days)

Action Steps



Mid Range (90 days to 18 months)

Action Steps

Long-range (18 months to as far as you can think!)

Action Steps

Goal Setting - Family

Example:

Short-term: To double the amount of time with my kids - by _____

Mid-range: To plan and take great vacations with my family to
Maui and Europe - by _____

Long-range: To host a family reunion - by _____

Short-Term (within 90 days)

Action Steps



Mid Range (90 days to 18 months)

Action Steps

Long-range (18 months to as far as you can think!)

Action Steps

Goal Setting - Business

Example:

Short-term: To decrease my expenses by 50% - by _____

Mid-range: To increase my sales volume by 50% - by _____

Long-range: To build a business I could sell - by _____

Short-Term (within 90 days)

Action Steps



Mid Range (90 days to 18 months)

Action Steps

Long-range (18 months to as far as you can think!)

Action Steps

Goal Setting - Financial

Example:

Short-term: To have a working budget - by _____

Mid-range: To have a savings account with 6 months living expenses in it - by _____

Long-range: To build a fortune and leave a financial legacy - by _____

Short-Term (within 90 days)

Action Steps



Mid Range (90 days to 18 months)

Action Steps

Long-range (18 months to as far as you can think!)

Action Steps

Goal Setting - Personal, Mental Health & Physical

Example:

Short-term: To drink at least 64 oz. of water daily - by _____

Mid-range: To read at least a book a month - by _____

Long-range: To finish my college degree - by _____

Short-Term (within 90 days)

Action Steps



Mid Range (90 days to 18 months)

Action Steps

Long-range (18 months to as far as you can think!)

Action Steps

Goal Setting - Fun For Me Celebration & Reward

Example:

Short-term: To start piano lessons - by _____

Mid-range: To hike the Grand Canyon - by _____

Long-range: To build a brand new home - by _____

Short-Term (within 90 days)

Action Steps



Mid Range (90 days to 18 months)

Action Steps

Long-range (18 months to as far as you can think!)

Action Steps

Summary of My Next 90-Day Goals

Your Name/Your Coach's Name

Date

Spiritual

Family

Business

Financial

Personal

Fun/Celebration and Reward

Coming Up Next

You will be beginning the next module

The Movements of Navigating the Waters To Reach Your Port. The first module was preparation for setting the sail for a successful business and life. Now that you have completed your goals the next step is to start sailing to the business and life you desire.

Successful navigation involves many things. To support you in navigating to the destination you chose in your goals there are five areas you will explore:

Week 6 - What's Recording on Your VCR/DVR? The Movement Of Reflection And Evaluation.

Week 7 - Driving Using the Rear View Mirror. The Movement of Self-Association

Week 8 - Nice, Nasty or Necessary? Associations, The Mind, Performances and Movement

Week 9 - Echoes And Boomerangs. The Circle Of Movement

Week10 - How Does Your Clock Move? The Movement of Time and How To Manage the Ticks.

That's what lies ahead as you set sail through the waters of self-employment and life.

Accountability is one of the most important keys to success. Having someone else hold you accountable has been shown to significantly increase the odds of success in your favor.

Now that you have goals, accountability is the key to making them a reality. Too often people set goals and get excited, only to get wallowed down a few weeks later and lose their enthusiasm and direction.

Accountability from others can accelerate the process of your successful performance.

I have a few openings for one on one coaching. If you wish to increase the probabilities of success in your favor then contact me at

Steve@TheHoustonBusinessCoach.com Or Call me at 1.866.387.7805

Embrace the process! Stay motivated! Enjoy the outcome!



Steve

P.S. - Goals are dreams with a deadline. Commit to your goals and it will change your business and life.