

I'm not robot





Your Performance Planner is designed to integrate Zig Ziglar's GoalSetting System with daily time-organizing systems, allowing for flexible use. To set goals, invest a minimum of ten hours, and commit to taking these steps NOW. The journey begins with a single step; take action to achieve your objectives. By following these procedures and using the Performance Planner daily, you'll gain several extra hours each week to pursue personal interests. Action Step I: On your Dream List, print everything you want to be, do or have, and include family members. This process channels your logical left brain, freeing your creative right brain for more effective use of your imagination. Go ahead - take action NOW. Action Step II: Wait 24-48 hours and answer the question "why?" for each item on your Dream List, then cross it off if you can't verbalize a reason. At this point, you should have reduced your dreams to realistic goals. Action Step III: Ask five questions: 1. Is it truly my goal? 2. Is it morally right and fair to everyone concerned? 3. Is it consistent with my other goals? 4. Can I emotionally commit myself to finish this goal? 5. Can I "see" myself reaching this goal? Answering these questions will help you make decisions in all areas of life. Action Step IV: After each remaining dream, ask yourself: 1. Will reaching this goal make me happier? 2. Will reaching this goal make me healthier? 3. Will reaching this goal make me more prosperous? 4. Will reaching this goal win me something? By following these steps and using the Performance Planner daily, you'll gain clarity on your goals and have several extra hours each week to pursue your personal interests. Looking at your goals can help you determine if reaching them will bring peace of mind and security. Eliminate any goal that won't improve your relationships or make you feel happy. Divide your remaining goals into three categories: Short-range (less than a month), intermediate (1-12 months), and long-range (more than 12 months). Mark them as SR, I, or LR on your Things I Really Want To Be, Do Or Have sheet. Some goals must be big to make you stretch, some need to be long-term to keep you on track, while others should be small and daily. Ongoing goals are essential, but analysis may be needed for certain types of goals like sales or education. Most goals should be specific, such as having a 3,000 square foot Tudor-style home. Less specific goals can be broken down into smaller steps. For example, becoming a better parent could mean spending one hour per week with each child. Choose the four most important goals you need to work on now and enter them in "My Goals For This Week" on your Weekly Activity Record sheet. Record these goals on a General Goals Procedure Chart, and work each one through the process shown in the examples. You're not done planning yet. Look at pages 151-177 and fill in the Monthly Activity Record with activities from the next year. Include big events like vacations, birthdays, and holidays. You'll probably have more blank dates than planned ones at first, but as time passes and you set new goals, those dates will get filled in. By doing so, you'll see a clear picture of how far you've come and what else you can achieve to reach even greater success. Now that your goals are set, turn to pages 14-15 to learn how to actually achieve them. Make sure to mark this page with a ribbon for easy access.

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