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# Forward Movement



## TAKE FLIGHT COACHING

Committed to your Clarity, Possibility, and Action

### Have A Plan

When people set goals, they all too often create a "laundry list" of hopes and wishes they never get around to fulfilling. While their feelings and thoughts might be in the right place when they make their goals, they probably haven't thought realistically about how they are going to achieve them. Here are six steps to help you create a plan for turning your goals into reality.

**Have a plan. Follow the plan, and you'll be surprised how successful you can be. Most people don't have a plan, that's why only a few are successful.**

#### 1. Write down your goals

This may sound basic, but fewer than 10% of all people set and review goals on a regular basis. You can change that!

Take a few minutes and write down your goals. Here are a few tips. Make sure that you are writing down goals that are specific and attainable. Make sure that your goals are meaningful, in other words, you are motivated to go after them. Finally, write down goals in every area of your life (Family, Career, Financial, Spiritual, Fun, and Physical). Obviously, it takes a lot more than simply writing a goal down to make it happen, but the act of committing your goals to paper begins the process.



#### 2. Plan how you'll achieve them

Once you've got your goals, you need to plan how you'll

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### Have A Business Plan

A Business Plan is a pathway to reaching your goals in your job. It does not have to be long and complicated. In fact, the key to business planning is clarity and simplicity. The Business Plan that actually gets executed is the one that is clear, brief, and easy to understand.

A good Business Plan tells you...

- What you will accomplish
- Where you need to make improvements of adjustments in order to reach your stated goals
- How will you act in order to accomplish those goals

- When do designated aspects of the plan need to be completed

Having a Business plan and a coach is a powerful combination. A coach is continually asking questions such as, what is your next step? What are achievable results and what is the specific timeframe? What resources are needed to help you achieve your goals? What behaviors need to be different in you or your team to accomplish the results? A coaching relationship helps the person being coached clearly articulate their goals, format a plan, and then take consistent steps forward.

# Have A Plan *Continued...*

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achieve them. This process is different for each of us, but a good start is to write down the first concrete action you can take toward achieving your goal. Then write down the next steps. Don't be afraid to brainstorm at this stage. Always go for quantity and write down every idea or detail. Just try to line out what it will take to accomplish your goal. Once you've got all your ideas, you can start to review them and put them into a coherent plan.

As an example, if I had a goal of becoming more organized. I'd want to get as many ideas, as possible, on what it would take to become more organized. Then I'd create a plan that is easy to follow, made up of small steps that I could complete every day. This might include; sorting my current stacks of paper, buying organizers and files, committing to filing or trashing paperwork the first time I handle it, choosing a weekly time to get caught up, etc. If you find your self getting stuck here in the brainstorming phase, don't worry. When you start searching for ideas, they tend to appear when you least expect them to. Remember, it's not the plan that is important, it's the planning. So take time for planning, and the ideas will come.

### *3. Pull out your calendar*

Now you have a list of activities that you need to do to reach your goal. Place some dates next to each of those ideas. When do you want to reach your goal? When do you want to get started? Putting a time frame to your list of activities gives concrete form to your intangible desires and goals. Developing a plan means actually laying out the sequence of events that have to occur for you to achieve your goal. Now that you have planned the work, it is time to work the plan.

### *4. Get started... Today!*

Very simply, a plan is a list of actions arranged in whatever sequence is thought likely to achieve an objective. Here are a couple of suggestions. First, don't make your plan too complicated. What is important is that you start moving toward your goals. Secondly, don't wait to have the perfect plan, get started today. A good plan today is better than a perfect plan tomorrow. Planning is bringing the future into the present so that you can do something about it **now**.

### *5. Review your goals regularly*

Once your goals are committed to paper and planned out, you need to make sure you review them on a regular basis. Reading and re-writing your goals helps to galvanize them, and creates the drive and momentum that will push you to achieving them. Read your goals every morning and every night, and review them every week. Make sure you are making progress. If you are not making progress, analyze why the goal is not being met, and get help. Don't allow the goal to just fade away. Figure out what you need to do to accomplish it.

### *6. Get Support*

Who can help you achieve your goal? Who are your cheerleaders? List the people and companies you will need to contact for assistance. Contact them and ask for their help. Most people are more than happy to give a hand, be a cheerleader, or to mentor someone. If you need to hire someone to help you - a coach, a financial planner, or a trainer - do it. Remember, you are investing in yourself!



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