


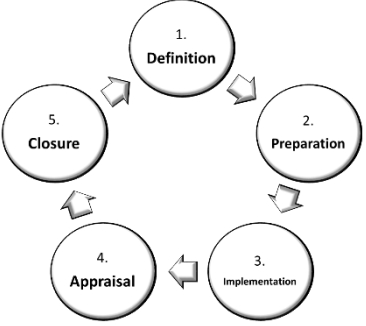
**In Search of Excellence  
through  
Goal Achievement**

Copyright © Cobus Terblanche


**Goal Setting**




**Goal Achievement Process (GAP)**




**Awareness**



- Thought that starts growing in the mind.
- *Instantaneously or gradually* over time.
- Could develop into a desire and eventually action.
- Includes areas such as social, physical, intellectual, financial, family, career and spiritual.





**Exercise 1: Awareness**



- Identify and list 5 – 10 positive and/or negative things that you have become aware of lately.
  - Consider any aspect touching your social, physical, intellectual, financial, family, career and spiritual areas.
  - Examples include things such as being overworked, unhappy with current job, can't pay all the bills, laptop/phone is out-dated, lack of physical exercise, etc.
- Classify the identified points as being *instant* or *gradual* awarenesses.


**Driving Forces**


- Awareness (and ultimately desire and action) is triggered by *driving forces*.
- Driving forces are categorised as *pull* or *push* forces.
- Driving forces are defined through strengths, weaknesses, opportunities or threats (**SWOT**).

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## ↓ Push Forces




- Push forces are characterised by negative or undesirable factors:
  - Hold us back
  - Push us into an unwanted direction
  - Prohibit us from moving forward.
- Indicate problems/issues from which we want to escape – require special attention.
- Include aspects such as unfortunate circumstances, unhappiness or dissatisfaction.
- Personal limitations or external constraints that hinder us from what we aspire to be.
- Categorised as either *weaknesses* or *threats*.




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## ↑ Pull Forces




- Awareness can also be triggered by positive forces.
- These forces are recognised by the existence of progressive or optimistic elements.
- Tend to pull us towards the promise of a better future - lure us into formulating a goal.
- Pull forces consist of
  - Strengths
  - Opportunities.



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## SWOT Analysis



<b>Internal</b>	<b>Helpful Strengths</b>	<b>Harmful Weaknesses</b>
	<b>Opportunities</b> ↑ Pull Forces	<b>Threats</b> ↓ Push Forces
<b>External</b>		

10


## Exercise 2: SWOT Analysis



1. Convert and capture the points identified during **Exercise 1** on the SWOT analysis template.
2. Complete your personal SWOT analysis by adding more pull and pus forces. (strengths, weaknesses, opportunities and threats)


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## Goal Classification




Goals are broadly classified as:

- Development goals.
- Offensive goals, and
- Defensive goals.



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## SWOT Analysis



<b>Internal</b>	<b>Helpful Strengths</b>	<b>Harmful Weaknesses</b>
	<b>Opportunities</b> ↑ Pull Forces	<b>Threats</b> ↓ Push Forces
<b>External</b>		

Diagram illustrating goal classification within the SWOT matrix:

- Development Goals:** A solid arrow points from Strengths to Weaknesses.
- Defensive Goals:** A solid arrow points from Weaknesses to Strengths.
- Offensive Goals:** A solid arrow points from Opportunities to Threats.
- Vulnerabilities:** A dashed arrow points from Threats to Opportunities.
- Temptation:** A dashed arrow points from Threats to Strengths.

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## The Wheel of Life

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## Goal Formulation

- Formulating a goal is not rocket science.
- Keep it short and simple by using a verb-noun phrase.
- A *verb* represents action; exactly what a goal is all about.
- A *noun* is a phrase used to name a physical object or an abstract idea.
- In goal formulation the *noun* represents the *weakness* we want to transform into strength, the *threat* we want to counter or the *opportunity* we want to realise.

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## Goal Formulation

Goals written down as a first attempt could look like this:

- Acquire a new skill
- Reduce stress
- Drop weight
- Patent a product
- Master the violin
- Quit smoking
- Write a poem
- Save money
- Run a marathon, or
- Start a business.

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## Exercise 3: Goal Formulation

Using the SWOT analysis define at least one development, one defensive and one offensive goal.

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## Visible Goals

- Once a deliberate choice has been made to actually pursue a goal, write it down.
- People who write their goals down are surprisingly rare.
- A visibly defined goal is a distinguishing factor between ordinary and high-performance people.
- By simply writing a goal down we already differentiate ourselves from most people.
- The deed of setting a goal by writing it down is a giant step in the direction of achieving that goal.

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## Goals with Internal Focus

Goals have an internal or external focus.

- Goals aimed at the business/individual are internally focussed
- Goals with external focus are directed at other people or causes, including the environment.

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## Once-Off Goals



Goals can further be classified as *once-off* or *repetitive* goals:

- A *once-off goal* is a desire we wish to satisfy on one occasion only and then move on to other things.
- When this type of goal has been accomplished, the desire to repeat it, ceases to exist.
- Once achieved, awareness and desire to achieve other goals becomes more compelling.
- We nurture the memories of a once-off experience and perhaps even reap the benefits for a lifetime to come.



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## Repetitive Goals



- *Repetitive goals*, are associated with long-term or recurring needs.
- These goals may not have a specific end date; we need to repeat them over and over to uphold or achieve the desired outcomes.
- An example of a repetitive goal is to lose a certain amount of weight and then to maintain the new weight.
- Persevering with repetitive (sometimes boring) goals requires a lot of motivation and self-discipline; by slacking off, the purpose of the goal will be defeated.
- Break repetitive goals down into smaller parts where each part is viewed as an interim milestone.
- Celebrate the achievement of each milestone and reward yourself with something small to retain motivation.
- Alternate between two or more tedious goals and draw encouragement from others to uphold momentum.
- Switch between tedious recurring goals and exciting once-off goals to break the monotonous rhythm.



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## Exercise 4: Internal/External and Once-off/Repetitive Goals



1. Classify each of your identified goals as a goal with internal or external focus.
2. Classify each of your defined goals as a once-off or repetitive goal.
3. Indicate your classification by ticking the appropriate area in the table.

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## Choices



- Neither awareness nor burning desire constitutes a goal.
- A goal is born only when a conscious decision is made to set and pursue a goal.
- We have a choice to accept our fate or to actually take action and create the future we desire.
- Pursuing a goal is a choice!
- We can either wait for things to happen or we can make them happen.
- We are not the product of our circumstances but of our choices.



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## Motivation and Commitment



- Making a choice requires a great deal of motivation and commitment.
- A lack of motivation and commitment leaves the back door open; a chance not to fulfil any obligations.
- Motivation and commitment create more accountability; it sets us on a direct course to reach our goals.
- It may create costly negative consequences upon failure to attain a goal.
- Making a commitment might be something like having invested your savings in a new business which you will lose if it fails.
- Motivation and commitment are specific to your situation and life.
- The more personal you make your motivation and commitment statements for each goal, the more inspired you will be to accomplish your goal.



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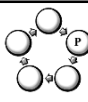
## Goal Definition Key Points



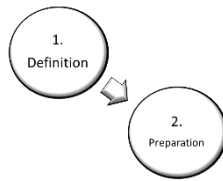
- Goal definition is the first step in the **GAP**.
- Goal definition is triggered by instant or gradual awareness.
- Awareness is caused by positive pull or negative push forces.
- ↑ Pull forces are driven by strengths and opportunities.
- ↓ Push forces are determined by weaknesses and threats.
- Awareness can spill over into desire ultimately leading to goal identification.
- Goals can be classified as development, offensive and defensive goals.
- *Development* goals transform weaknesses into strengths.
- *Offensive* goals are triggered by opportunities.
- *Defensive* goals are prompted by threats.
- Goals can be categorised as once-off or repetitive.
- Desire serves as a bridge between awareness and goal setting.
- The more compelling the desire the better the chances of setting a goal.
- Setting (and implementing) a goal is a choice.

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## Goal Preparation

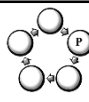


- Once a goal has been identified we are ready to move on to the next stage of GAP, namely **Goal Preparation**.
- Goal Preparation sets goal accomplishment into motion.
- It contains important steps which will determine the success for the remainder of GAP.




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## Goal Preparation



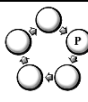
The Preparation Phase includes:

- conducting proper research.
- transforming initial goals into SMART goal.
- visualising goals.
- aligning goals with a value system.
- creating a reliable support team.
- communication.
- selecting the best route.
- considering the rules of engagement.
- determining the resources required.
- planning, and
- practicing.




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## Research

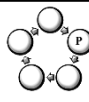


- When pursuing goals the chance of venturing into uncharted territory is high e.g. starting a new business.
- Research results serve as main input for final decision-making, planning and preparation.
- To conduct research:
  - read up on the topic
  - browse the internet
  - talk to other people;
  - consult the experts, or
  - embrace a mastermind.
- Watch and observe how others do it and learn as much as possible.




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## SMART Goals

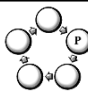


- An initial goal (verb-noun phrase) was formulated during the definition phase i.e. lose weight, save money, run a marathon or start a business.
- Insight gained from research serves as a basis for revisiting and, if necessary, abandoning or improving the previously defined goal statements.
- The real art of goal formulation is to set SMART goals.



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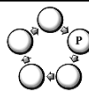
## SMART Goals



- S** Specific – exact, unambiguous and without any superfluous information contained in the goal statement.
- M** Measurable – we can quantify or qualify the goal or its results.
- A** Achievable or Attainable – we are capable of completing the goal with existing competencies or new competencies we are able to develop.
- R** Realistic or Relevant – we are able to reach the goal after all limiting factors have been considered, including resources at our disposal. Relevancy – how important is it to achieve the specific goal in relation to the problem or opportunity we want to address.
- T** Time bound – we must always set a fixed target date by which we want to achieve our goal, thereby encouraging commitment and self-discipline.

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## SMART Business Goals



- Increase productivity in our division with 5% by August 31, without adding any personnel.
- Gain five new customers and increase gross sales to R20,000 by July 1 within an expense budget of R1,000.
- Expand market share to 5% by December 31, without increasing advertising expense beyond current levels.
- Reduce operating expense in department A from 2% of sales to 1.5% over the next three months.
- Secure two clients by June 30 that will produce R30,000 income and require only 30% of my time to service.

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## SMART Personal Goals



- Health: Lose X amount of weight by X date.
- Recreation/Health: Complete a marathon before 30 June next year.
- Intellectual/Creative Goal: Publish a book by end 2020.
- Spiritual: Pray twice a week for other people over the next 3 months.
- Society: Devote 5 hours of my time per month to a good cause for the next 12 months.
- Financial: Save a minimum of R500 per month over the next 24 months.
- Career: Complete a diploma/degree within the next 4 years.

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## SMART Goals



“If you don’t take the time to get really clear about exactly what it is you’re trying to accomplish, then you’re forever doomed to spend your life achieving the goals of those who do.”

- Steve Pavlina -

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## Exercise 5: SMART Goals



- Convert the goals defined in exercise 3 into SMART goals.
- Test your goals for compliance against the SMART principle.

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## Visioning



- Having a clear vision of the end state before taking action is a key factor in accomplishing any goals.
- Do you have a clear mental image of your SMART goal?
- Your vision is a “picture” of what you aspire to – and what inspires you.
- Articulating a vision is an important step in helping you eventually reach your goals.
- When creating a vision be positive and inspiring.



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## Values

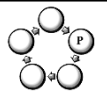


- Values provide a solid foundation for pursuing goals.
- Values are important and lasting beliefs or ideals shared by the members of a culture about what is good or bad and desirable or undesirable.
- Values have major influence on a person's behaviour and attitude and serve as guidelines in all situations.



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## Support Structures



- Goal achievement involves teamwork.
- No matter how simple or complicated the goal, other people will always play a pivotal role in the success or failure of our efforts.
- A support team includes any person or group with a vested interest in or with expectations about the outcome of a goal.



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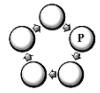
## Exercise 6: Support Structures



- Select one of your SMART goals to be the focus for the remaining exercises.
- Identify potential support team members relevant to your goal and shortly describe what roles and responsibilities they will fulfil.

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## Other Characters



- Over and above the support team there will also be other individuals and groups who willingly and sometimes even unknowingly play a role in the goal achievement attempt.
- They do not form part of the core support team but their contributions play a vital role (direct or indirect) towards goal achievement.
- These individuals may or may not have a stake in the goal achievement process but they may contribute towards its success.
- Recognise and value their contributions; you will depend on them from time to time.
- Interaction with these individuals or groups can be positive or negative.



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## Communication

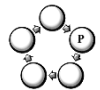


- Communication helps us to connect and interact with each other.
- Without communication the entire attempt can fall apart because of confusion and misunderstanding.
- Communication is perhaps the single most important critical success factor for any goal achievement attempt.
- A lack of communication can result in false conclusions and wrong assumptions.



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## Alternative Routes



- No matter the goal, there are always different routes leading to the destination.
- Different routes may have different risks, challenges and milestones along the way.
- Explore the various options during research.
- Use inputs from the support team and other role players.
- Generate alternative options and evaluate them according to your own needs and limitations.
- Select the most appropriate route based on the research results and other inputs.



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## Rules of Engagement

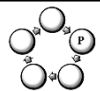


- Rules of engagement specify the code of conduct permitted during the course of goal achievement.
- Stipulate the dos and don'ts.
- Guide the practices to be followed or behaviour to be displayed.
- Can be written or unwritten, enabling or limiting.
- Normally specify the what, when, who, why but not necessarily the how.



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## Resource Requirements



- Achieving goals, no matter how simple or difficult, requires resources of both a financial and a non-financial nature.
- An important question to ask during the preparation phase is, "Do I have adequate resources?"
- Without the appropriate resources we will find it very hard to achieve our goals.



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## Exercise 7: Resources Requirements



1. Make a list of potential resources with associated costs required to achieve your goal.
2. Do you have the means to cover the costs?
3. If not, how would you go about obtaining the required resources?

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## Action Planning



- Having a goal with no plan is like travelling into the unknown without a map.
- Goal achievement is not the execution of day-to-day routines; it usually requires a degree of extra effort, dedication and perseverance.
- It also demands careful *planning*, preparation and creative input.



45

## Action Planning



- An action plan may vary between a virtual action list (for simple goals) to a detailed project plan (for complicated goals).
- Moving from awareness and desire to action without a preconceived plan can result in chaos.
- Putting an action plan in place is important for effective goal achievement.
- The action plan serves as baseline for performance measurement.
- A good action plan should also include a budget to determine the economic feasibility.



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## Action Planning



“A good plan, violently executed now, is better than a perfect plan next week.”

- George S. Patton -

“Nobody ever wrote down a plan to be broke, fat, lazy, or stupid. Those things are what happen when you don't have a plan.”

- Larry Winget -

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## Exercise 8: Action Planning



Compile a basic action plan for achieving your goal by using the provided template.

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## Managing Risks




- Goal achievement always contains potential risks.
- Choice; ignore risks or accept and manage them.
- Inadequate risk management can result in severe consequences for companies/individuals.
- Managing risks reduce potential harm.
- Companies/individuals have different appetite for risk.
- Some thrive under high risk conditions; the higher the risk, the sweeter the reward.
- The biggest risk of all is not to attempt any goals whatsoever; the price we pay is to remain locked-up in current situation.






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## Practise Makes Perfect




- Achieving goals require an abundance of effort and dedication.
- Practise makes perfect.
- Practise is a method to prepare for the real situation through simulation.
- Rehearse an action or behaviour repeatedly with the aim of refining or mastering it.
- Take note that the road most mortals travel is a long and winding road.
- Nothing comes easily unless we are naturals, with heaps of talent or perhaps a touch of luck.
- Prepare as well as possible.



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## Practise Makes Perfect




“Tomorrow’s victory is today’s practise.”  
- Chris Bradford, *The Way of the Warrior* –

“The way anything is developed is through practise practise practise practise practise practise practise practise practise practise and more practise.”  
- Joyce Meyer -

51


## Goal Preparation Key Points



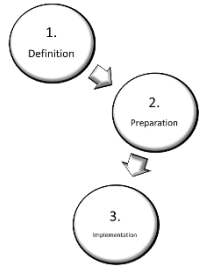
- Preparation is paramount for successful goal implementation.
- Conducting research forms a solid basis for goal preparation.
- Write goals down by using a verb-noun phrase, and make them visible.
- Define SMART goals.
- Visualise your goals.
- Align goals with your personal value system.
- A reliable support team is the cornerstone of success.
- Recognise other role players who assist during the journey.
- Communication is an essential part of the goal achievement process.
- Consider all options and then choose the best route.
- Understand and respect the rules of engagement.
- A goal cannot be achieved without appropriate resources.
- Conduct careful planning. Time spent on planning is never wasted.
- Carefully manage the risks associated with achieving the goal.
- Creativity is fuel for successful goal achievement.
- Practise, practise, practise!

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## Goal Implementation




- Once preparation has been completed it is time for action!
- The next stage of GAP, namely **Goal Implementation** is the heart of goal achievement.




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## Goal Implementation




- A goal without action, is nothing but a scheme or a wish.
- Goal accomplishment is a planned and deliberate action.
- It starts off with an intention and results in successful accomplishment only through dedicated action.




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## Ready, Steady, Goal...



- Taking the first small step is perhaps the most important action.
- A poor start does not mean we can’t finish on a positive note.
- Be ready to experience obstacles and problems en route.
- Achieving goals will challenge us on a physical, mental and emotional level.
- Focus and stay on track; attitude determines success.
- Be patient and move forward with passion.



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## Intermediate Milestones

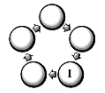


- Milestones play a significant role in goal achievement.
- Reaching each milestone brings us closer to our destiny.
- Milestones assist in gauging progress towards the final destination.
- Reaching certain milestones calls for celebration and a well-deserved break if we can afford it.
- Each milestone is an important puzzle piece in the greater scale of events.
- Milestones make it bearable to cope with the long and sometimes lonely process of goal achievement.
- Milestones serve as beacons of assurance that we are still on track.
- Milestones assist in breaking the goal achievement attempt up into smaller chunks easier to cope with.



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## Keep the End State in Mind



- Sometimes the final outcome is intangible or difficult to comprehend.
- There are also numerous obstacles and distractions competing for undivided attention.
- Reflect on the desire and driving forces behind the goal.
- Reinforce the vision; makes it easier to keep the end state in mind.
- Stick to the action plan.



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## Negative Thoughts

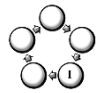


- Critique and stumbling blocks can evoke negative thoughts during the GAP.
- It is also normal to go through ever-changing cycles of emotional highs and lows.
- Some days we feel strong and motivated; other days depressed and feeble.
- One day may be plain sailing, the next bumpy and strewn with stumbling blocks.
- During these low times extra effort is required to continue with passion and to guard against negative thoughts.
- Physical and emotional demands result in huge pressure during GAP.
- These challenges occasionally trigger pessimistic feelings which give rise to demoralisation and *negative affirmations*.



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## Negative Thoughts



Typical *negative affirmations* are:

- "I can't do it"
- "I'm not good enough"
- "I won't make it"
- "I'm going to fail"
- "Other people are better than me"
- "People will laugh at me"
- "Stumbling blocks are too big to overcome"
- "I can't cope anymore"
- "I am alone; I don't have support"
- "I can't trust anyone"



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## Cynics

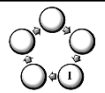


- Dealing with cynics is part of GAP.
- Cynics don't add value to the goal achievement attempt.
- Project negative energy and provide "good" reasons why the goal achievement attempt can't work.
- Driven by ignorance, bitterness or envy; never allow them to steal your dream.
- Rather avoid and ignore these prophets of impending doom altogether.



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## Cynics



We are all too familiar with expressions such as:

- "You can't do it"
- "You're too old"
- "You're too young"
- "It can't work"
- "It's a bad idea"
- "If I were you I wouldn't do it"
- "But you don't know anything about it?"
- "The risks are too high"
- "What if this or that goes wrong?"
- "I've never really pictured you as someone who does that"



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## Stumbling Blocks

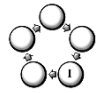


- A stumbling block is an obstacle or hindrance to progress; something that stops us from achieving a goal or a difficulty that causes mistakes.
- Encountering stumbling blocks is a given during executing GAP; only the form and shape will differ.
- The key is to not get frustrated with stalled progress; do not let bad thoughts derail the dream.
- Stumbling blocks put the strength of our character to the test.
- Occasionally we encounter stumbling blocks unexpectedly/short notice which doesn't give time to prepare.

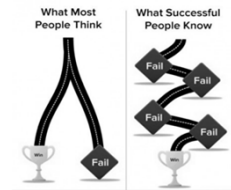


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## Dealing with Failure



*Failure* is the state or condition of not meeting a desirable or intended goal, and may be viewed as the opposite of success.



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## Dealing with Failure



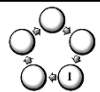
Why goals fail:

- The goal was not written down.
- Rewards for achieving the goal did not materialize as anticipated.
- The goal was unrealistic or not specific enough.
- The goal is not really believable or little commitment exists.
- Keep changing or switching goals with the weather.
- The person who set the goal has not told anyone else for added accountability, help and support.
- The goal was not incorporated into a realistic plan that includes measurements, timelines and resources.
- Something outside scope of control derailed the goal achievement attempt.



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## Miracles



- Be alert and on the lookout for miracles crossing your goal achievement attempt.
- Sometimes they are disguised in strange ways and pop up in the most unusual places.
- When they unexpectedly cross your path, recognise them, enjoy them, be thankful and extract much needed vitality from them.
- Believe, and always keep your eyes open for miracles.
- They are interventions from something bigger to change even the most desperate situation into hope and confidence.



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## Enjoy the Journey

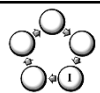


- Enjoyment is an important part of any goal achievement effort.
- This is particularly true in cases where we pursue goals driven by pull forces.
- Pull forces stem from positive impulses which normally makes the goal achievement experience an enjoyable one.
- If we don't enjoy the experience we should question why we are doing it in the first place.
- Successful people usually do what they enjoy, and people who enjoy the things they do are usually successful.



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## Enjoy the Journey



- Some goals are triggered by push forces which are anchored in negative and undesirable circumstances.
- While travelling this route we may experience less excitement.
- The path will be scattered with obstacles and bad experiences.
- Under these conditions enjoyment will perhaps only surface close to the end or even after the final destination has been reached.
- When chasing such a goal, we must be physically, mentally and emotionally tough.
- A vision of our final destination will reinforce a positive image of the desired end result.
- Always keep the end state in mind and focus on intermediate milestones.



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## Interim Victories



- During any goal achievement quest the victory over every milestone calls for celebration.
- Celebrating small victories in the build-up to the final destination is as important as the ultimate celebration.
- Each milestone is important in the broader context of goal achievement; no matter how big or small the victory.
- Seek out all sorts of opportunities to celebrate on a frequent basis and *reward* yourself for a milestone successfully accomplished.
- Even though it isn't the final destination, share and enjoy the moment.
- Don't postpone rewards and celebrations until the end; use these opportunities to stimulate positive thoughts and to inspire further positive actions.
- We don't need to celebrate in an extravagant way each time.
- Humble gestures can serve the same purpose.



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## Final Destination



- Realising a goal is the apex of a long and winding journey.
- By successfully reaching a goal, we have set ourselves free; free from internal weaknesses and external threats.
- Enjoy and savour the moment.
- Conquering a specific goal also creates the freedom to move on to a new one; perhaps something bigger and better.
- Consider focusing on goals that are not only directed on personal gain alone; think about uplifting others too.
- Goal achievement could be an unconditional liberation from the past; a life changing experience.



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## Goal Implementation Key Points



- Goal implementation is about taking action.
- Focus on intermediate milestones whilst keeping the end state in mind.
- Don't rush; slow down to speed up.
- Rely on your trusted support team.
- Ban negative thoughts and ignore the pessimists.
- Encountering obstacles is part of goal achievement; deal with them in a positive way.
- Failing is not the end. Try again.
- Draw motivation and encouragement from your inner self, from others and from the environment.
- Believe in miracles.
- Celebrate milestones and reward yourself for achieving success.
- Enjoy the journey.
- Reach your dream with pride and delight.

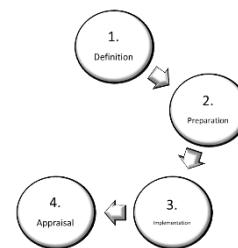


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## Goal Appraisal



- Up to this point we have covered the definition, preparation and implementation phases.
- During the preparation phase we have devised an action plan to serve as a baseline for measuring progress and performance. Phase 4 deals with **Goal Appraisal**.



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## Goal Appraisal



- How will I know when I have reached the outcome?
- What are the signs I need to recognise that I have reached the goal?
- Goals must be *reviewed*.
- Goal appraisal is a continual process; don't wait until the end to assess progress and performance.
- Measuring in hindsight might be too little, too late.
- Even though post-goal achievement reflection is important, regular gauging over the entire lifespan of the goal achievement process is of more significance.
- Goal appraisal is a non-stop activity embedded in all the phases, from definition to closure.



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## Performance Gaps




- The aim of measurement is to identify performance gaps.
- Measure progress and performance and compare the results against baseline.
- The extent of a negative performance gap indicates the degree of remedial action needed to get back on track.
- At times a small intervention is required but sometimes a fundamental turn-around is needed to salvage the situation.




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## Reflection




- Reflection is the practice of sporadically stepping back to consider one's destiny.
- It encompasses retreating to a place of comfort and safety to review, re-plan and refocus.
- Reflection brings clarity to the significance and implication of our quest and provides direction for future action.
- As such it provides an opportunity to ponder over the road travelled, as well as the road ahead.
- Review and measurement also allows us to ponder over the road travelled but for the purpose of determining the way forward including the actions needed to take us there.
- Desire and defined goals may change over time as a result of changing needs or a shift in circumstances and hence we need to consider if our goal will still satisfy the latest requirements.



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
## Goal Appraisal Key Points



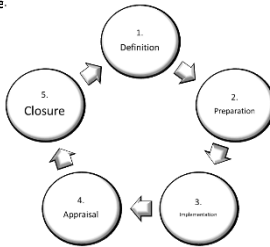
- Appraisal is an integral part of goal attainment.
- Progress and performance must be measured frequently.
- The purpose of measurement is to identify performance gaps.
- Address the root cause of deficiencies, not the symptoms.
- Realign activities or update the action plan to address gaps.
- Despite measuring one's own performance, also obtain feedback from the support group and other persons.
- From time to time reflect on the entire goal achievement attempt.
- Reflection entails stepping back to review, re-plan and refocus.

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## Goal Closure




- We came a long way since defining a personal goal in response to prevailing pull and push forces. To reach our goal we had to conduct preparations followed by action and goal appraisal.
- We still need to deal with a number of activities to finally close the goal. Phase 5 deals with **Goal Closure**.




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## Post Goal Achievement Activities




- Reaching a goal, does not automatically spell the end; dealing with the aftereffects is part of many goal achievement attempts.
- When defining and preparing for a goal achievement attempt, motivation levels are high and no effort is spared.
- The same holds true for when we are in the process of implementing our goal; for the most part at least.
- However, after the delight of having achieved our goal, energy and motivation could plummet to a low.
- Human nature kicks in and suddenly the slightest effort needed to bring matters to a full conclusion seems like a mammoth task.



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
## Dealing with the Aftermath



“Having a baby..., is the most glorious thing you'll ever do, but the aftermath is not so glorious!”  
- Halle Berry -

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## Goal Closure Key Points



- Goals require some form of wrap-up.
- Once all activities have been completed it's time to conduct final celebrations.
- Formally acknowledge those who deserve it.
- Review the final impact on stakeholders and the environment.
- Tick the completed goal off to indicate its accomplishment.
- Be proud but remain modest.
- Don't stagnate. Move on to new heights.
- Extend a supporting hand by sharing newly acquired knowledge and expertise.

