

Quest

e-newsletter

Information, insight and inspiration for your quest

June 2003
CommuniQuest, Inc.
© 2003 Jennifer S. Beavers

This issue

A Goal-Friendly Environment

- The optimal climate
- Five key elements
- Twenty-seven NEW Q-Starters

LIFE MANAGEMENT PRINCIPLES

Creating a Goal-Friendly Environment

Setting goals is a powerful way to articulate your aspirations and establish focus in your life. In this edition of *Quest*, I'm not going to cover how to write goals, but how to create an environment where your goals can flourish.

Most of us know how to write goals, but it's the implementation and completion that can trip us up. When we set a goal, we have the best of intentions, but too often we lose sight of the goal, become discouraged and give up. I believe we can greatly increase our success rate if we invest time upfront asking ourselves some important questions that can help us determine if we can create an environment suitable for our goals.

In gardening, the right climate, amount of light, moisture and fertilizer are all combined to create the optimal environment for a plant's growth and success. We can do the same to establish an environment where our goals can flourish. The following five factors are essential to creating a goal-friendly environment:

Good mental and emotional attitude – Think through your reasons for wanting to achieve your goals, weigh the pros and cons, and consider the timing. It's important that you believe in yourself and the merits of your goals. Remember the process of achieving your goals will require sustained mental and emotional energy.

Commitment – Goals take time to achieve. You'll need to be persistent and dedicated. This includes a commitment to invest the right amount of time, energy and resources.

Adequate resources – Every goal requires certain supplies/tools (e.g. money, information, equipment or a specific physical environment). Some resources will be easy to access, while obtaining other resources may require you to be creative and/or innovative.

Support system – Establish alliances with those individuals who can help you move your goals forward and help you stay energized along the way (e.g. mentor, personal coach, a group of respected colleagues). A word of warning -- be selective about who you share your goals with - this includes family members and friends. Not everyone will embrace or applaud your goals.

Time – You will need to allocate time on your calendar to take the necessary actions. If your schedule is already maxed out, then you need to free up the needed time or delay the goal until you have time.

To determine if you have the necessary elements to create the optimal environment for your goals, write out your goals and then use the month's Q-Starters™ to assess **each** goal. It's important that you complete this step of the process **before** you begin working towards your goals.

(Continued on page 2)

Q-Starters

- **What prompted you to set this goal? What or who is the motivation behind it?**
- Why is it important to you that you achieve this goal?
- **How will achieving your goal satisfy a need in your life?**
- How do you anticipate the achievement of your goal will change or improve your life?
- **What is your attitude toward achieving this goal? (e.g. skeptical, enthusiastic, fearful, unwavering)**
- How would you rate your desire to achieve this goal? (very high, high, medium, low)
- **How would you rate the importance of your goal? (very high, high, medium, low)**
- Who else has a stake in you reaching your goal?
- **What possible barriers do you see that could keep you from achieving your goal or could hinder your progress? (e.g. changing priorities, limited time, loss of interest, lack of support)**
- How do you plan to deal with these possible barriers?
- **How will you maintain your enthusiasm and focus?**
- What will you do if you get off track?
- **What happens if you do nothing toward achieving your goal? What are the consequences?**
- If you've been challenged trying to achieve this goal in the past, how will your approach be different this time? What will you do differently?
- **What will you do daily to keep yourself focused and moving toward your goal?**
- How will you handle disappointments and setbacks related to your goal?
- **What have you learned from previous goal-setting experiences that will help you achieve your current goal?**
- How will you celebrate the achievement of your goal?
- **Why this goal now? What makes the timing right? And if not now, when?**
- What steps will you take to allocate the time needed to achieve your goal?
- **Who can help you achieve your goal? Or encourage you? Or support you? List these individuals and identify the type of assistance they can provide.**
- What steps will you take to enlist these individuals?
- **Who will you be accountable to regarding the progress and completion of your goal?**
- How will the process of achieving this goal impact others in your life? How will you prepare yourself for their reactions and/or feedback?
- **What skills and knowledge will you need to reach your goal? How will you acquire the necessary skills and knowledge?**
- List all the resources you anticipate needing to achieve your goal.
- **How will you set up your physical environment to assist you in achieving your goal? What needs to be added or removed?**

Q-Starters, a trademark of CommuniQuest, Inc., are tools designed to give you a jumpstart on the process of exploring your innermost thoughts, feelings and attitudes. Q-Starters also offer a framework for developing an action plan.

The first step in creating a goal-friendly environment is evaluating your mental and emotional attitude, commitment, resources, support system and schedule. Through this process, you can prepare yourself mentally and emotionally, crystallize your resolve, obtain the necessary resources, establish a support system and allocate the appropriate amount of time.

Setting goals is a powerful way to articulate your aspirations and establish focus in your life. Now you have tools to articulate and establish the optimal environment for your goals to flourish.



Jennifer is a professional speaker, author and president of CommuniQuest, Inc. Through her seminars and keynotes, she delivers fresh insight and proven techniques on how to work smarter and live a more satisfying life. For more information on her workplace strategies and inspirational programs, visit www.communiquest.com or call 1-888-866-0821.

For guidelines on reprinting *Quest* articles in other publications, please e-mail inquires to: Quest@communiquest.com. To be added the subscription list or to change your e-mail address, visit <http://www.communiquest.com/newsletter/newsletter.cfm>. To be removed from the list, e-mail Quest@communiquest.com. Please share *Quest* in whole or in part with copyright and attribution included.