

Quality of Work

Rosemarie M. Rowley

January 2008

New Year, New You!

Volume 3, Issue 3

Three E-Z Steps to Setting Goals

The political primaries are in full swing across our country. The buzz word for the 2008 campaign is "change." We all know change can be energizing, but it can also be hard to achieve, especially on a personal level. However, the New Year is a great time to get serious about what we want to accomplish and what change we want to bring to our lives. In order to change anything, we need to start by establishing goals. This newsletter will cover three easy steps to setting and attaining your goals for 2008. These critical steps are: **commitment, written goals, and assigned time frames.**

Before we begin, let's first look at the word "**commitment.**" I have made so many commitments to losing weight that I should be a size 0. (I assure you I am not!) Looking up the word "commitment" in Webster's Dictionary, two definitions stand out for me. They are: *to make a pledge or promise to do something; and a dedication to a long term course of action.* I understand now that I needed to make a pledge to myself, as well as the dedication to the *long* course of action needed in order to lose the weight, both of which I did not do. I can confidently say that with no commitment, there will be no desired results. Someone once said that the definition of insanity is when you continue to do the same thing over and over again, and expect a different result.

To achieve your goals you will need to make a pledge to yourself that you are going to stay the course until your goal is achieved.

Action brings results. No action; no results. Money doesn't grow on trees and results don't fall from the sky. You need to work hard for both. As you begin your Goal Setting Journal for the New Year, make a promise to yourself that you are going to take *some actions* that will enable you to be the person *you* want to envision, one year from today. Remember life is a journey; not a destination. Each year you should set new goals, and should have achieved new accomplishments from the previous year's goals. If you find you are setting the same goals each New Year, then you have not made the "pledge" or "promise" that is necessary for your life's vision. In 2008, make "action" your friend.

The second key component of goal setting is having a **written plan.** Statistics show that if we write a goal down, we are more likely to achieve it. When you write down a goal, be specific - write exactly what you want to accomplish. Each goal you set must be realistic and doable. I always recommend to my coaching clients to break goals down into smaller ones or "baby steps." For example, if you want to change your job this year, break this goal down into smaller steps, such as conducting research on companies in your area; accessing your strengths;



Think About This:

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READY, SET, GOALS!™

For more information on Goal Setting, contact Rosemarie Rowley to learn more about the, READY, SET, GOALS!™ Program which makes goal setting easy. This program is available in her career coaching and business advisory services.

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New Year, New You! (*Continued*)

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composing your ideal job description; writing your resume, etc. The purpose of "baby steps" in goal setting is to make your actions more manageable and less overwhelming. The more realistic the goal, the more likely it is that you will accomplish it.

The third component of goal setting is to **establish time frames**. If you do not put a time constraint on your goals you will most likely not achieve them. Scarlett O'Hara in *Gone with the Wind* always said, "I can't think about that now, I will think about that tomorrow." What she didn't realize is that "tomorrow" never comes. Today is the day for achieving our life's purpose; and what we do today matters. When you list your goals, you must place a "due date" next to each one. Life happens, so plan for unforeseen circumstances and possible setbacks that will come into your life. If you need to adjust your time frame, do so, but do not abandon your goals. Your time frames must be as realistic as your goals. Don't be a tough "task master." It is better to have accomplished something than nothing at all. For example, if you are saving for a down payment on your dream house, don't set an unrealistic financial goal or an unrealistic time frame to save the money. Saving some money is better than saving no money.

There are many more components to goal setting; however, these three easy steps should be enough to get you started on your goal-setting journey. Don't let another year go by without making a commitment to yourself that by New Year's Day 2009, you will have achieved the goal (or goals) that will enrich your life and get you one step closer to achieving your life's purpose.

For more information on Goal Setting, contact **Rosemarie Rowley** for **Business Advisory, Career Coaching, Lunch and Learn Seminars, or Speaking Engagements**.

Rosemarie M. Rowley assists individuals in discovering their gifts and talents and setting their life's goals through her coaching practice. She also functions as a Business Advisor to businesses and entrepreneurs. If you are interested in contacting Rosemarie you can speak to her at (516) 223-3228.

Rosemarie M. Rowley has 25 years of business experience in human resources consulting. She has held officer level positions with two New York based international consulting firms, Ernst & Young and Mercer Human Resource Consulting, and is currently the Founder and Principal Consultant of Ambassador, Inc., a human resources consulting firm. Ms. Rowley has been coaching professionals for 20 years. She has coached Chief Financial Officers, Consulting Partners, Business Owners, Sales Professionals, Middle Managers and new Supervisors. Ms. Rowley has had two published articles in the *Wall Street Journal's National Business Weekly*, and has been a guest speaker at various organizations, including NYU's Stern School of Business, the National Convention of Broadcast Financial Executives, the American Association of University Women, WEDLI and LIWA. Miss Rowley was also a member of the Board of Directors for the Stein Center in New York City for seven years, and is a licensed facilitator for *The Path*, Creating a Mission Statement for Work and Life.