

"Goals"
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Success is goals, and all else is commentary. It doesn't matter where you're coming from; all that matters is where you're going (7) You become what you think about most of the time (8) A goal is clear, written and specific. It can be quickly and easily described to another person. You can measure it, and you know when you have achieved it or not (11) The difference between high achievers and low achievers is "action orientation" (36) You are the very happiest when what you are doing on the outside is congruent with your values on the inside (42) There is a direct relationship between the level of clarity you have about who you are and what you want and virtually everything you accomplish in life. Most people just throw themselves at life like a dog chasing a passing car (50)

What do I really want to do with my life? You can't hit a target you can't see (51) In my advanced coaching program, we teach our clients to identify those 20% of activities that contribute the most value and then do *twice* as many of them. We teach them to do fewer tasks but tasks of high value (54) Your major definite purpose can be defined as the one goal that is most important to you at the moment (63) Your major goals must be in harmony with your minor goals and congruent with your values (65) What one goal on this list, if I were to accomplish it immediately, would have the greatest positive impact on my life? (68) Knowing what I now know, is there anything that I am doing today that I wouldn't start again if I had to do it over? (87) In what area, at which skill, are you the very best at what you do? What is it that you do poorly that interferes with your ability to use your other skills? (90)

1. Where are we now?
2. How did we get to where we are today?
3. Where would we ideally like to be in the future?
4. What do we do now, to get from where we are to where we want to go? (93)

The greater clarity that you have with regard to deadlines and measures, the more you will accomplish and the faster you will get it done (101) What gets measured gets done. If you can't measure it, you can't manage it (105) Eighty percent of your constraints will be *within* yourself. Only twenty percent of your constraints will be outside of yourself, contained in other people and situations (110) Put your ego aside. Invite honest feedback and criticism. Be brutally honest with yourself (119) In most areas of life, it is more hard work and dedication than natural ability and talent that lead to excellence and great success (123) What one skill, if you developed and did it in an excellent fashion, would have the greatest positive impact on your career? (127)

If you are in management, seven key result areas determine your success or failure at your job. 1) Planning 2) Organizing 3) Staffing 4) Delegating 5) Supervising 6) Measuring 7) Reporting. One of your great goals in life is to identify and isolate the one or two skills that you can do better, and enjoy more, than anything else, and then concentrate on becoming absolutely excellent in those areas (130)

In a survey reported in *Success Magazine* a few years ago, 104 CEO's were presented with twenty qualities of an ideal employee and asked to select the most important. Eighty-six of the them selected two qualities as being more important for career success and advancement than any others. First was the ability to set priorities; to separate the relevant from the irrelevant. Second was the ability to get the job done fast, to execute quickly. Nothing will help you more in your career than to get the reputation for being the kind of person who gets the most important job done quickly and well (139,140)

The ability to function well as a part of a team was the most outwardly identifiable quality of a person who was marked for rapid advancement (141) Make no useless acquaintances (145) Your choice of the people you associate with will have more of an impact on what you become than any other single factor (146) Become a relational expert (147) Proper prior planning prevents poor performances (153) The fact is that you can't manage time, you can only manage yourself (165) A task that is valuable and important is a task that has *serious consequences*. Creative procrastination (167) Never do a "B" task when there is an "A" task that is left undone (169) Each day before you begin and through the day ask yourself five questions:

1. Why am I on the payroll?
2. What are my highest value activities?
3. What are my key result areas?
4. What can I and only I do, that if done well will make a real difference to my company?
5. What is the most valuable use of my time, *right now*?

TEN TOP GOALS

Make a list of ten goals that you want to accomplish in the coming year. These goals must be written and described in the positive, present and personal tense. (180) If you write and rewrite your ten goals each day the clearer you will become about what you really want and the more convinced you will become that it is possible for you (182)

After you have written your three goals, write down at least three action items you could take immediately to achieve that goal, also in the present, positive, personal tense (185)

Everything worthwhile in your life begins with a mental picture of some kind (190) Your performance on the outside is always consistent with your self-image on the inside (191) If you don't have a clear idea of what you want, you end up getting something else (200) Your super-conscious mind is stimulated by clear, written, specific, goals, intensely desired, visualized regularly, and constantly worked toward (206) The most important single quality that you can develop, in a time of rapid change, is flexibility (215)

People can fall in love with what they are doing, with their current methods and processes, and are unwilling to change, even in the face of overwhelming evidence (216) Be clear about your goal, but be flexible about the process of achieving it (225) On average, people use about 1 % or 2% of their brain capacity (228) In their attempts to be liked and accepted by their peers, they allow their creativity to die down, like a fire without fuel (229) One of the most important success factors discovered over and over again is the quality of "Action Orientation." (244) Your success in life will be in direct proportion to what you do after you do what you are expected to do (249) The future belongs to the risk-takers, not the security-takers (261) The single most important quality for success is self-discipline (262) Perhaps the most important demonstration of self-discipline is your level of persistence when the going gets tough (263)

"Happiness is the progressive realization of a worthy ideal or goal"

-Earl Nightingale

"The elevator to success is out of service, but the stairs are always open"

-Zig Ziglar

"You move from a wandering generality to becoming a meaningful specific"

-Zig Ziglar

"My success is due more to my ability to work continuously on one thing without stopping than to any other single quality"

-Thomas Edison

"The things that matter most must never be at the mercy of the things that matter least."

-Goethe

