



RAYGOZA CONSULTING, LLC

HOW TO IDENTIFY YOUR GOALS



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INTRODUCTION

Welcome to the "How to Identify Your Goals" handout! My name is Jaime Gabriel Raygoza, and I am a business consultant and doctoral candidate specializing in organizational and professional development.

According to a study by the University of Scranton, only 8% of people achieve their New Year's resolutions. However, setting specific and measurable goals can increase the likelihood of achieving them by as much as 65%.

That's where this handout comes in! By following the 5 steps outlined in this guide, you can identify your needs, create a clear and motivating goal, and develop a plan to help you achieve it. By doing so, you can increase your chances of success and reach your desired outcome.

Let's get started!

STEP 1:

REFLECT ON YOUR VALUES

A value is a belief, principle, or quality that is important or desirable to an individual or a group. Values are often thought of as guiding principles that shape our attitudes, behaviors, and decision-making. They can be personal or societal, and they can vary widely from person to person.

When we reflect on our values, we can better understand what drives us, what motivates us, and what we need in order to feel fulfilled and satisfied.

Taking the time to reflect on your values can be a powerful and transformative process. Research has shown that people who align their actions with their values are more likely to be satisfied with their lives and feel more in control of their circumstances.

For example, if one of your values is family, you might prioritize spending quality time with your loved ones and creating a supportive and nurturing home environment. This value could influence your decisions about your career, your leisure time, and your overall lifestyle. By reflecting on this value, you might identify the need for a work schedule that allows you to be present for your family, or the need for a larger home that can accommodate everyone's needs.

Take some time to think about what values are important to you. These values can guide your decision-making and help you identify your needs. This can help you create goals that are more meaningful and motivating, and increase your chances of success.

Fill out the worksheets on the next couple pages and once you are head, go to step 2.

EXAMPLES OF VALUES:

- Acceptance
- Accountability
- Adaptability
- Altruism
- Ambition
- Appreciation
- Authenticity
- Balanced life
- Boldness
- Caring
- Challenge
- Community
- Compassion
- Confidence
- Consistency
- Cooperation
- Courage
- Creativity
- Curiosity
- Decisiveness
- Dedication
- Dependability
- Determination
- Devotion
- Empathy
- Empowerment
- Enthusiasm
- Excellence
- Fairness
- Faith
- Flexibility
- Forgiveness
- Freedom
- Friendship
- Generosity
- Gratitude
- Growth
- Happiness
- Honesty
- Honor
- Humility
- Imagination
- Independence
- Ingenuity
- Integrity
- Joy
- Justice
- Kindness
- Leadership
- Learning
- Love
- Loyalty
- Open-mindedness
- Optimism
- Passion
- Perseverance
- Personal responsibility
- Positive attitude
- Professionalism
- Respect
- Responsibility
- Self-control
- Self-discipline
- Self-improvement
- Self-reliance
- Service
- Sincerity
- Success
- Synergy
- Teamwork
- Tolerance
- Trust
- Trustworthiness
- Unity
- Warmth
- Wisdom

****This is only a partial list. As you reflect, you may find values that differ from this list. However, feel free to use this list as a guide to help you as you reflect.***

STEP 1: PART 1

REFLECTING ON YOUR VALUES

Reflect on your values by answering the following questions:

What do I believe in? What are my core beliefs and principles?

What do I care about most? What are the things that matter most to me?

What qualities do I admire in others? What qualities do I aspire to embody?

What do I need in order to feel fulfilled and satisfied? What are my needs and desires?

STEP 1: PART 2

REFLECTING ON YOUR VALUES

Reflect on your values by answering the following questions:

What choices have I made that align with my values? How have these choices impacted my life?

Have there been any times when I've made choices that don't align with my values? What were the consequences of those choices?

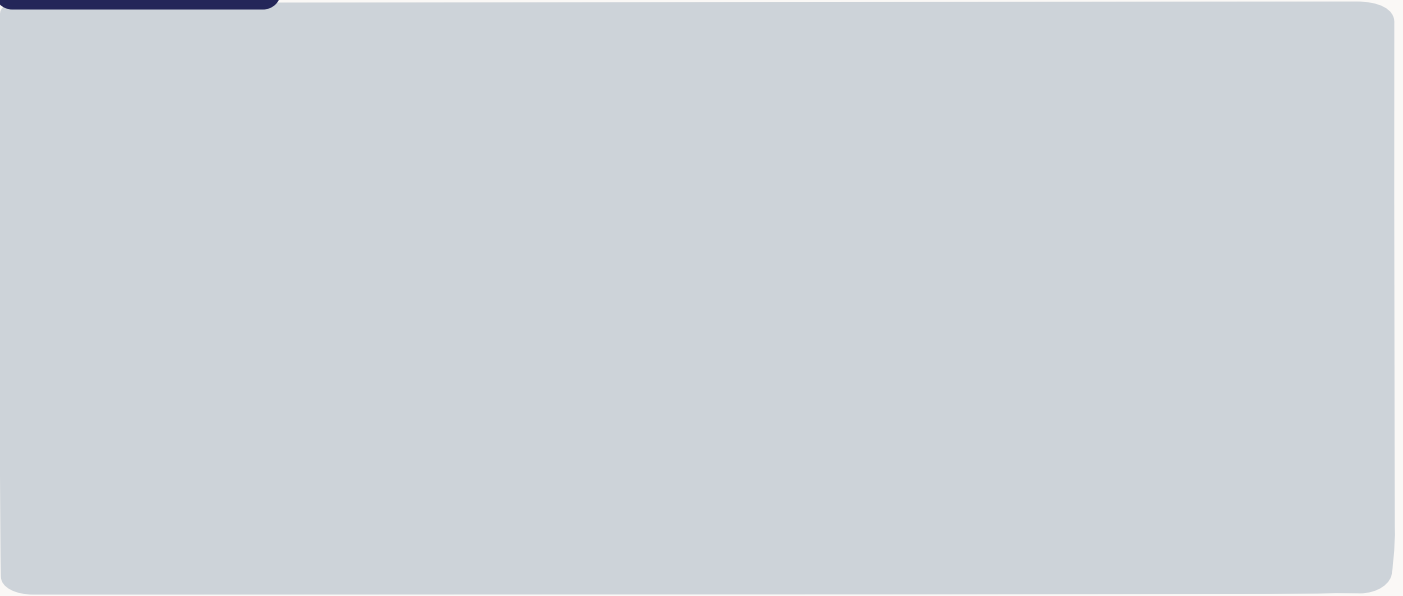
How do my values influence the way I make decisions on a daily basis? Do I consider my values when making decisions, or do I sometimes prioritize other factors?

STEP 1: PART 3

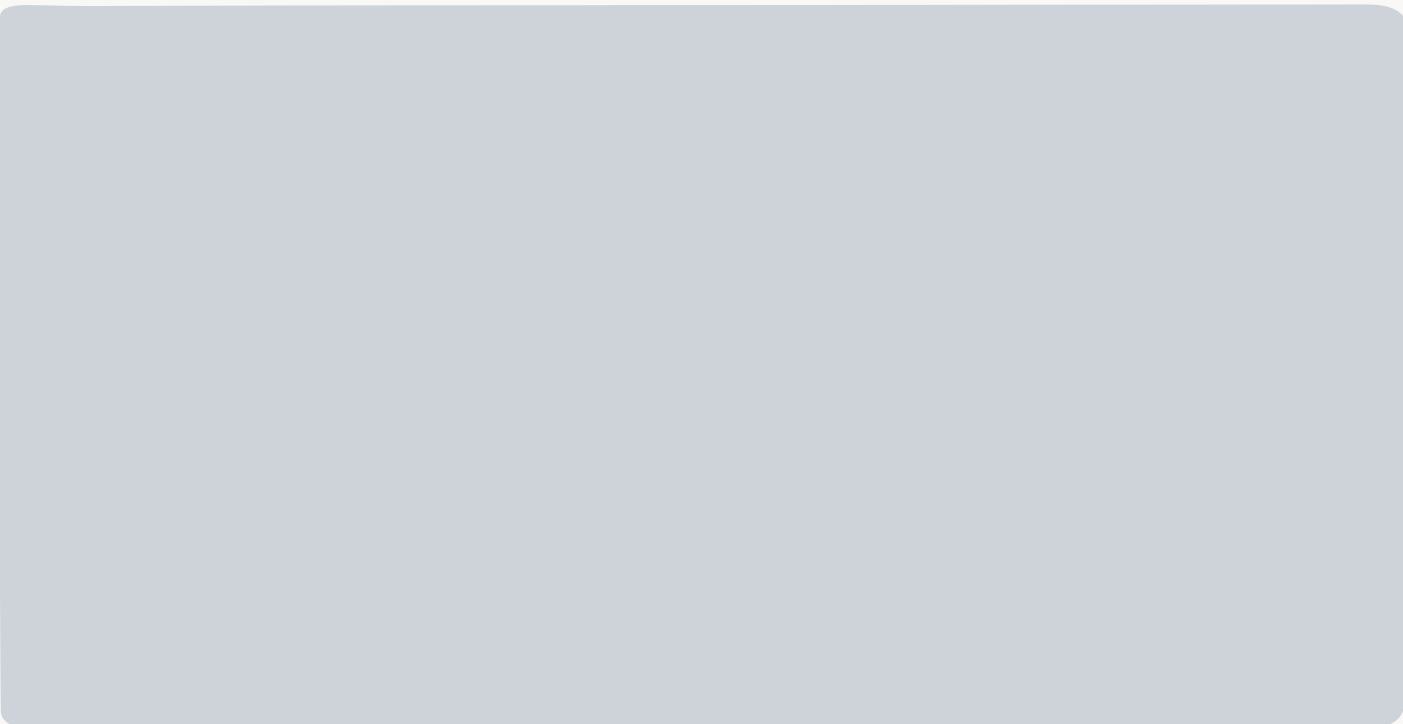
REFLECTING ON YOUR VALUES

Reflect on your values by answering the following questions:

Are there any areas where your values and actions are misaligned?



How can you make changes to better align your values with your goals and actions?



STEP 2:

DEFINING YOUR VISION

Defining your vision is an important step in creating a clear and motivating goal. Your vision is your long-term aspirations and what you want to achieve in the future. It can be a broad, overarching goal or a specific outcome you want to achieve.

Having a clear vision can help you create a goal that is meaningful and motivating, and it can provide direction and purpose as you work towards achieving your goal. Research has shown that people who have a clear and specific vision are more likely to achieve their goals than those who don't.

To define your vision, try the following steps:

1. **Consider your values:** Reflect on what values are most important to you and how they align with your vision. Your vision should be consistent with your values and what is most meaningful to you.
2. **Imagine your future:** Think about what you want to achieve in the long-term. This might be a specific outcome, such as starting a business or traveling the world, or it might be a more abstract goal, such as making a positive impact on your community or living a fulfilling life.
3. **Make it specific:** Be as specific as possible when defining your vision. The more specific your vision, the clearer and more motivating it will be.

For example, if your vision is to make a positive impact on your community, you might define it as "starting a non-profit organization that provides education and resources to underserved youth in my city." This specific and measurable vision can help you create a clear and motivating goal and provide direction as you work towards achieving it.

By defining your vision, you can create a goal that is meaningful and motivating and provide direction as you work towards achieving it.

Fill out the worksheet on the next page and once you are head, go to step 3.

MY VISION BOARD

For each box below, think about what you want to achieve in the long-term. Be as specific as possible. Consider your values and see how they align with your vision.

PHYSICAL	INTELECTUAL
EMOTIONAL	SPIRITUAL
FINANCIAL	OCCUPATIONAL
ENVIROMENTAL	SOCIAL

STEP 3:

ASSESSING YOUR SITUATION

Assessing your current situation is an important step in identifying your needs and creating a goal. By considering your resources, skills, and limitations, you can gain a better understanding of what you have available to work with and what challenges you may need to overcome.

Here are some ways to assess your current situation:

- 1. Identify your resources:** Think about the resources you have at your disposal, including financial resources, time, skills, and support from others. Consider how these resources can help you achieve your goals.
- 2. Evaluate your skills:** Reflect on the skills and abilities you have that can help you achieve your goals. These might include technical skills, communication skills, problem-solving skills, or other types of expertise.
- 3. Consider your limitations:** It's important to be realistic about the limitations you face, whether they are financial, time-related, or related to your skills and abilities. Understanding your limitations can help you identify any gaps you need to fill in order to achieve your goals.

Research has shown that people who take an inventory of their skills and resources before setting goals are more likely to achieve them. By assessing your current situation, you can gain a better understanding of what you have available to work with and what challenges you may need to overcome in order to achieve your goals.

For example, if your goal is to start a business, you might assess your current situation by identifying your financial resources, evaluating your business skills and expertise, and considering any limitations you might face, such as a lack of experience or a limited network of potential customers. By doing this, you can identify any gaps you need to fill in order to achieve your goal, such as seeking additional training or building a network of contacts.

Fill out the worksheet on the next page and once you are head, go to step 4.

STEP 3:

ASSESSING YOUR SITUATION

Pick a Vision statement from the worksheet above. Add it below and break it down by assessing your current situation. Answer the questions as it relates to the vision statement you picked.

My Vision:

What
resources
do I have?

What
resources
do I
need?

What
skills do I
know?

What
skills do I
need to
learn?

What are
my
limitations?

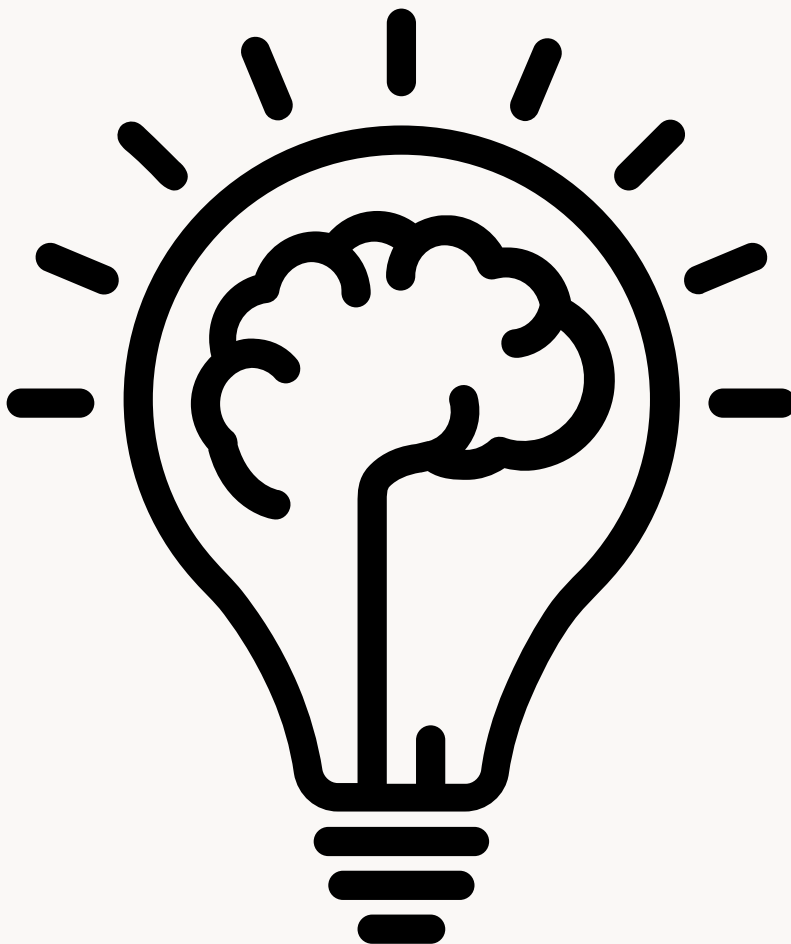
STEP 4:

CREATE YOUR GOAL!

Use the information from the above worksheets to create a goal. Don't worry on being detailed and specific. Write down what you want to accomplish.

Based on your vision, values, limitations, skills, and resources what do you need to do to get you one step closer to achieving your vision. It can be one big goal or it can be broken down into smaller goals.

Complete the last worksheet on the next page and go to the conclusion page.



STEP 4:

CREATE YOUR GOAL

WRITE DOWN YOUR GOAL(S)

A large white-bordered box containing 20 horizontal dashed lines, intended for writing a goal.



CONCLUSION

Congratulations on making it through our "How to Identify Your Goals" handout!

We hope you feel more equipped and motivated to work towards your goals. Remember, setting and achieving goals is a journey. Now, identifying a goal is only one portion of the process. It is still recommended you create a roadmap, have an accountability system, and a few more steps to help you succeed.

If you're looking for some additional support, don't forget to check out our handout, **"7 Steps for Achieving Your Goals"** available for purchase and download now on my website. It was designed to help you develop a plan that outlines the steps you need to take to achieve your goal.

We encourage you to take the next step and put these strategies into action! Sign up for our email list to receive more helpful resources like this one, as well as check out our services by visiting www.raygoza-consulting.com.

Use discount code below to get a one-time 10% off services/products.

UNICORN10

We're here to support you on your journey to success.

GET IN TOUCH WITH JAIME

SCAN THE QR CODE TO CONTACT ME!
REACH OUT TO ME ANY TIME FOR MORE
INFORMATION ABOUT MY COURSES,
CONSULTATION OR COACHING PROGRAMS.



Jaime G. Raygoza