



RAYGOZA CONSULTING, LLC

7 STEPS TO ACHIEVING YOUR GOALS



COPYRIGHT ©2022 JAIME G. RAYGOZA

ALL RIGHTS RESERVED. THIS DIGITAL HANDOUT OR ANY PORTION THEREOF MAY NOT BE REPRODUCED OR USED IN ANY MANNER WHATSOEVER WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE PUBLISHER EXCEPT FOR THE USE OF BRIEF QUOTATIONS IN A BOOK REVIEW.

**RAYGOZA CONSULTING, LLC
TWITTER, TIKTOK, INSTAGRAM: @RAYGOZA_CONSULT
WWW.RAYGOZA-CONSULTING.COM**



INTRODUCTION

Welcome to the 7 Steps to Achieving Your Goals handout! My name is Jaime Gabriel Raygoza, and I am the founder of Raygoza Consulting.

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 create a strong and achievable New Year's resolution or goal and increase your chances of success.

Let's get started!

STEP 1:

REFLECT ON YOUR PAST YEAR

Before setting a new goal, it's important to reflect on the past year and identify any areas for improvement. Research shows that taking time to reflect on the past year can help individuals identify their values, strengths, and areas for growth.

To reflect on your past year, consider your successes, challenges, and areas for growth. Write down any insights or observations that come up during this reflection process. Here are some questions you can ask yourself to get started:

- What were my biggest achievements or accomplishments in the past year?
- What were the biggest challenges or setbacks I faced in the past year?
- What did I learn from these challenges or setbacks?
- What are some areas of my life where I would like to see improvement or growth?

For example, let's say you want to set a goal to improve your physical health in the new year. As you reflect on the past year, you might realize that you didn't make time for regular exercise, and that this is an area where you would like to see improvement. You might also realize that you faced challenges with time management and finding a consistent workout routine that works for you. By identifying these challenges and areas for growth, you can start to think about strategies and solutions that will help you achieve your new goal.

By taking the time to reflect on your past year and identify areas for improvement, you can set more targeted and achievable goals that will lead you to success. Remember, research has shown that setting specific and measurable goals can increase the likelihood of achieving them by as much as 65%.

Fill out the worksheet on the next page and once you are head, go to step 2.

STEP 1:

REFLECTING ON YOUR PAST YEAR

WHAT WERE MY BIGGEST ACHIEVEMENTS OR ACCOMPLISHMENTS IN THE PAST YEAR?



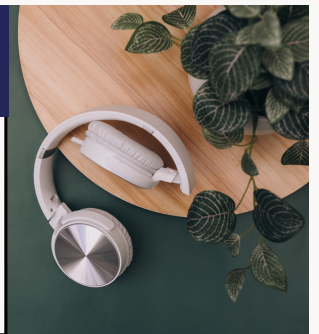
WHAT WERE THE BIGGEST CHALLENGES OR SETBACKS I FACED IN THE PAST YEAR?



WHAT DID I LEARN FROM THESE CHALLENGES OR SETBACKS?



WHAT WERE MY BIGGEST ACHIEVEMENTS OR ACCOMPLISHMENTS IN THE PAST YEAR?



STEP 2:

SET A SPECIFIC & MEASURABLE GOAL

Setting specific and measurable goals can help individuals focus on what they want to achieve and track their progress. Research has shown that people are more likely to achieve their goals when they have a strong sense of purpose and are motivated by their values.

To set a specific and measurable goal, consider using the SMART criteria:

- **Specific:** Make your goal clear and specific so you know exactly what you want to achieve.
- **Measurable:** Choose a goal that you can track and measure progress towards.
- **Achievable:** Choose a goal that is realistic and achievable given your current resources and limitations.
- **Relevant:** Make sure your goal aligns with your values and overall vision for your life.
- **Time-bound:** Set a deadline or timeframe for achieving your goal.

Use the insights and observations from your reflection in step 1 to help inform your goal. Write down your goal in a clear and concise way. For example, if you want to set a goal to improve your physical health, you might write down a specific and measurable goal like "I will exercise for 30 minutes at least 3 times a week for the next 6 months."

Breaking down your goal into smaller, actionable steps can also help you create a plan or roadmap for achieving your goal. For example, if your goal is to exercise for 30 minutes at least 3 times a week, you might create a plan that includes finding a consistent workout routine, scheduling time for exercise into your weekly calendar, and finding a workout buddy or accountability partner to help keep you motivated.

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

STEP 2:

SMART GOALS

WHEN SETTING GOALS, MAKE SURE IT FOLLOWS THE SMART STRUCTURE. USE THE QUESTIONS BELOW TO CREATE YOUR GOALS.

S	<u>SPECIFIC</u> WHAT DO I WANT TO ACCOMPLISH?	
M	<u>MEASURABLE</u> HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?	
A	<u>ACHIEVABLE</u> HOW CAN THE GOAL BE ACCOMPLISHED?	
R	<u>RELEVANT</u> DOES THIS SEEM WORTHWHILE?	
T	<u>TIME BOUND</u> WHEN CAN I ACCOMPLISH THIS GOAL?	

STEP 3:

SET A DEADLINE & CREATE A ROADMAP

Research suggests that individuals who create a roadmap or plan for achieving their goals are more likely to be successful. Setting deadlines and tracking progress can help individuals stay motivated and on track with their goals.

To set a deadline for achieving your goal and create a plan or roadmap, consider the following tips:

- Break down your goal into smaller, actionable steps. This can help you create a roadmap for achieving your goal and make it feel more achievable.
- Create a timeline for achieving your goal, including deadlines for each step. Consider using a planner or other tracking tool to help you stay on track.
- Set realistic deadlines for each step. Make sure you allow enough time to complete each step, but also challenge yourself to stay on track and make progress towards your goal.
- Track your progress along the way. Celebrating small victories and accomplishments can help keep you motivated and on track with your goal.

For example, if your goal is to exercise for 30 minutes at least 3 times a week for the next 6 months, you might create a plan that includes finding a consistent workout routine, scheduling time for exercise into your weekly calendar, and finding a workout buddy or accountability partner to help keep you motivated. You might also set deadlines for each step, such as finding a workout routine within the first week, scheduling time for exercise by the end of the first month, and finding an accountability partner within the first 2 months.

By setting a deadline for achieving your goal and creating a plan or roadmap, you can stay motivated and on track with your progress.

Fill out the worksheet on the next page and once you are head, go to step 4. On the worksheet, break down a goal into 7 steps. Add deadlines for each step. Add deadline of the overall goal at bottom.

STEP 3: *CREATE A ROADMAP & SET A DEADLINE*

STEP 2

STEP 4

STEP 6

OVERALL GOAL DEADLINE:

STEP 1

STEP 3

STEP 5

STEP 7

STEP 4:

UNDERSTAND THE "WHY" OF YOUR GOAL

Achieving our goals is dependent on whether we take action.

Understanding the "why" of your goals can help motivate you to take action and stay on track. According to research, having a clear sense of purpose is associated with increased motivation and engagement in activities. In addition, setting goals that are aligned with our values and passions can increase the likelihood of achieving them.

- For each goal, write down why it is important to you. Be specific and consider your values, motivations, and passions. For example, if your goal is to exercise for 30 minutes at least 3 times a week for the next 6 months, your "why" might include wanting to improve your health, increase your energy levels, and reduce stress.
- Review your responses and look for patterns or themes. Understanding the underlying motivations and values that drive your goals can help keep you motivated and on track, even when challenges arise.
- Use your understanding of the "why" of your goals to create a positive, motivating statement that encapsulates your purpose. For example, "I want to exercise for 30 minutes at least 3 times a week for the next 6 months because I value my health and want to feel energized and stress-free."
- Sometimes it can be difficult to determine what our "why" is. We have to "peel" the onion at times to discover our true "why". Use the worksheet on the next page to help discover your true "why".

Use this positive, motivating statement as a reminder of the "why" of your goal whenever you need a boost of motivation or are faced with a challenge.

Fill out the worksheet on the next page and once you are ready, go to step 5.

STEP 4:

UNDERSTANDING THE WHY

ACHIEVING OUR GOALS IS DEPENDENT ON WHETHER WE TAKE ACTION. USE THE TABLE BELOW TO UNDERSTAND THE "WHY" OF YOUR GOALS.

GOAL:

WHAT WILL THIS GIVE YOU?



AND WHAT WILL THIS GIVE YOU?



AND WHAT WILL THIS GIVE YOU?



AND WHAT WILL THIS GIVE YOU?



SO, WHY IS THIS GOAL IMPORTANT?

STEP 5:

ACTION BRAINSTORMING

Action brainstorming can help identify what things are helping or stopping you from achieving your goals. To start, make a list of actions you can take to achieve your goal. This might include things like setting aside time each day to work on your goal, seeking out new resources or learning opportunities, or asking for help or support from others.

Next, consider any potential barriers or challenges that might prevent you from taking these actions. This might include things like lack of time, lack of resources, or negative self-talk. For each barrier or challenge, brainstorm potential solutions or strategies to overcome them.

Research has shown that action planning can be an effective way to increase the likelihood of achieving your goals. By identifying specific actions you can take and strategies to overcome potential barriers, you can increase your chances of success.

For example, if you want to lose weight as your goal and one of the barriers you identify is a lack of time to exercise, you might brainstorm strategies like setting aside 30 minutes each day to go for a walk or finding ways to incorporate physical activity into your daily routine, such as taking the stairs instead of the elevator or going for a walk during your lunch break.

Remember, it's okay if you don't have all the answers right away. The important thing is to start thinking about what actions you can take and how you can overcome potential barriers. As you move forward with your goal, continue to review and adjust your action plan as needed.

Fill out the worksheet on the next page and once you are head, go to step 6.

STEP 5:

ACTION BRAINSTORMING

ACTION BRAINSTORMING CAN HELP IDENTIFY WHAT THINGS ARE HELPING OR STOPPING YOU FROM ACHIEVING YOUR GOALS.

MY GOAL:

STOP
DOING

DO
LESS OF

KEEP
DOING

DO
MORE OF

START
DOING

STEP 6:

CELEBRATION & ACCOUNTABILITY

Celebrating your progress and seeking support and accountability are important steps in achieving your goals.

To celebrate your progress, take time to recognize and acknowledge the steps you have taken towards achieving your goal. This might include things like rewarding yourself for reaching a milestone, sharing your progress with others, or simply taking a moment to appreciate your hard work. Research has shown that celebrating small wins can help individuals stay motivated and engaged in the goal-achievement process.

In addition to celebrating your progress, it's important to seek out support and accountability to help you stay on track with your goal. This might include finding a support system or accountability partner to help you stay motivated and overcome challenges as you work towards your goal. Your support system or accountability partner might be a friend, family member, colleague, or professional coach. Consider reaching out to your support system or accountability partner regularly to check in and share your progress.

Remember, achieving your goals is a process and it's important to take time to celebrate your progress and seek support and accountability along the way.

Fill out the worksheet on the next page and once you are head, go to step 7.

STEP 6:

CELEBRATION & ACCOUNTABILITY

LISTS WAYS YOU CAN CELEBRATE YOURSELF WHEN YOU GET CLOSE TO ACHIEVING YOUR GOALS

LIST 5 INDIVIDUALS THAT CAN KEEP YOU ACCOUNTABLE TO ACHIEVE YOUR GOALS

1.

2.

3.

4.

5.

STEP 7:

REFLECTION

As you work towards your goal, it's important to regularly review your progress and make any necessary adjustments to your plan. This can help you stay on track and achieve your goal. Take some time to reflect on your experience so far.

- What has been working well?
- What challenges have you faced?
- How have you overcome these challenges?
- What adjustments do you need to make to your plan?

Reflecting on your experience can also help you learn from your successes and challenges. This can help you become more resilient and better equipped to achieve your goals in the future. Be flexible and adaptable as you work towards your goal. Don't be afraid to pivot or make changes if something isn't working. According to a study published in the *Journal of Applied Psychology*, people who are adaptable and open to change are more likely to experience positive outcomes in their personal and professional lives.

Regularly review your progress and make any necessary adjustments to your plan. Be flexible and adaptable as you work towards your goal. Don't be afraid to pivot or make changes if something isn't working.

As you work on your goal fill out the worksheet on the next page.

STEP 7:

REFLECTION

WHAT HAS BEEN WORKING WELL?



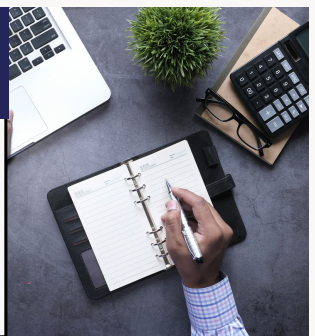
WHAT CHALLENGES HAVE YOU FACED?



HOW HAVE YOU OVERCOME THESE CHALLENGES?



WHAT ADJUSTMENTS DO YOU NEED TO MAKE TO YOUR PLAN?





CONCLUSION

Congratulations on making it through our 7 Steps to Achieving Your Goals!

We hope you feel more equipped and motivated to work towards your goals. Remember, setting and achieving goals is a journey and it's important to be specific and measurable, know why you are doing the goal, create a plan or roadmap, seek support and accountability, and reflect and adjust as needed.

If you found this handout helpful, 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.

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