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2021

KLHE Verlag Hortensienstr. 26 40474 Düsseldorf Deutschland

Cover: © by KLHE-Verlag
Lektorat: KLHE-Verlag

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1. introduction

Clear goals are the fundamental difference between successful and unsuccessful, happy and unhappy people. Those who set concrete goals are usually happier, more successful, healthier and even live longer!

Successful people in particular are extremely focused and goal-oriented. They know exactly what they want to achieve. This is what they focus on day after day. Those who have no goals, however, live their lives to only a small fraction of their full potential.

Fortunately, the benefits of effective goal setting, goal setting and goal achievement are not reserved for the rich and famous like Coco Chanel, Arnold Schwarzenegger or Jim Rogers.

Anyone can adopt this strategy and live life on their own terms!

This is proven by countless scientific studies, ancient texts or famous role models. We also convinced ourselves of the power of goals. When we began to implement the techniques described in this book, our lives were transformed to the positive within a very short time.

In order to turn failure into success, you have to put an end to vague wishful thinking and set SMART goals. In the next 10 chapters that accompany your progress, as well as with our concrete step-by-step instructions in chapter 10, you will quickly see success. Because only if the feedback from your efforts is motivating, you can bring the target dynamics fully to bear and do not give up prematurely on the way.

"The bestway to ***predictyour future is to see ityourselfshape*** it***."***

(Abraham Lincoln & Willy Brandt)

2. why you should also set yourself goals

Time and life are precious. You have only one life to achieve everything you want to achieve. Every day that you let yourself drift through life without a goal and a consistent approach is like a small waste. You can do so much more. You can achieve everything you want!

But as long as you keep taking the same steps in the same well-worn paths, it is presumptuous to expect different results. In order for you to get different results, you have to go new, different ways than before.

For thisgoalsare the most importantfactorever!

You see, they function according to nature's law of "mind over matter". We become what we think and are what we have thought. This fact cannot be emphasized often enough. Although this has not been a secret for a long time, only a few use this law for themselves.

Goals help you to get your mind and especially your subconscious mind on your side. With concrete goals, you follow the deeper purpose and enthusiasms of your life. Goals motivate. Goals give your life a verifiable meaning. Goals can make depression disappear and accelerate personal development many times over. With goals you can only go forward or in the "worst case" fall forward. But without goals you stand still, move backwards or fall back.

Goals are the number one driver of success, and success is the mother of happiness. However, you also have to give happiness the chance so that it can work at all.

Goals also release positive thoughts. They help you to get new ideas and will raise your energy level and your self-confidence to an unimagined level.

Goals are enormously important. Without goals, your progress will take a thousand times longer than without them. Because goals help you to make wise choices. Only when you know what you don't want to do, or have to do, do you focus on what's really important. Clarity is the elimination of the unnecessary things. The less you deal with the unnecessary, the faster and clearer you will achieve what is really important.

2.1 Goals - then and now

Already Aristotle defined man as a teleological organism. The Latin word "telos" means goal. Man can therefore be seen as an organism that strives for a purpose or a goal. Happiness does not necessarily require the realization of the goal, as long as one was already happy on the way.

There are a number of scientific studies, the most famous of which is probably the one done at Yale University between 1953 and 1973, on the subject of goal setting and goal realization. They clearly state that people who have goals live longer, live healthier, have a lower divorce rate, are wealthier and happier.

Goals help you to gain self-motivation, to say goodbye to a life as a "couch potato", to develop yourself and to live your life in all facets. We can achieve anything if we only want to. An American proverb sums it up as follows:

"The extra Mile is never crowded."

2.2 Goals make life easier especially for the lazy!

Goals make life simpler. The more complicated it is, the more room there is for errors, confusions and wrong exits - simply put, for unhappiness. However, the simpler and clearer we make our lives, the happier they will be. Your focus will be on those things that are important to you for a happy, successful and self-actualizing life.

Goals are therefore not necessarily only for the diligent. Quite the opposite. Lazy people in particular can benefit from goals. While many think goals increase our activities and efforts, they actually decrease them. Because concrete and clearly defined goals protect you from taking on more than you can realistically accomplish.

We only live our lives to our full potential when we move forward. We need to evolve and live up to our potential if we are to really take advantage of the variety of opportunities we have been given. Goals help you to monitor that very progress. You jump into the fast lane of life with them. Negative feelings or thoughts of not getting anything done are passé from now on!

If you use the methods in this book for at least 30 days, your life will transform. That's a fact! So the only question is, will you do it?

"A goalto haveis the greatestdriving forcein a ***man's life*** . ***"***

(Viktor Emil Frankl)

3. what keeps you from achieving your goals

Although the psychology of goals is not new, it is still only a small percentage of people who use it successfully. This can be for two completely different reasons. Either you don't have goals at all - for various reasons - or you have goals but don't achieve them. So that you don't make these mistakes, we briefly present the different aspects here:

3.1 Most people do not know what it means to have goals.

Finding, setting and achieving goals is not taught in schools or universities. Slowly, companies are beginning to understand how valuable goal setting is for employee motivation and are making it available to their employees. Nevertheless, the topic of goal setting is hardly widespread in society.

If people knew how important goals are for happiness, love, personal and financial success, they could no longer be neglected. Goals are clearly the foundation of a happy and fulfilled life.

But to avoid detours and disappointments, you have to learn to separate concrete goals from vague wishful thinking!

3.2 Most people think that having goals is not that important.

In society at large, there is a lack of understanding of why goals are so important. If you are one of them, this study will impress you even more:

Mark Mc. Cormack conducted a scientific study at Harvard University between 1997 and 1989. The study was published under the name "What you don't learn at Harvard Business School". You ask 1979 graduates of the MBA program:

" Do you haveclear, setgoals?***goalsfor***for***your future and plansforyourimplementation?"***

The responses were a true indictment of an elite university. The majority, 84 percent, said they had no goals other than to finish college and enjoy the summer. At least 13 percent said they had goals. However, they elaborated that they had not put them in writing. In other words, they had goals that were merely floating around in smart minds but were not further fleshed out. The remaining 3 percent finally stated that they had also written down their goals.

When the same target group was surveyed again 10 years later, the result was incredible. Those 3 percent who had written down their goals 10 years earlier earned more than the remaining 97 percent combined!

So the simple fact that students put their goals in writing ensured that they lived a much better life than the rest. While at that time only the financial aspect was measured, today, through many follow-up studies, we know that this also applies to happiness and even health and age!

Goals are extremely important signposts and therefore incredibly important.

So realize that just because no one around you is actively practicing goal achievement, that doesn't mean you should follow suit.

3.3 The mistake of believing that we have goals

There is another common misconception that emerges directly from the McCormack study. Those 13 percent of students who thought they had goals but didn't write them down were no better off after 10 years than their peers who just wanted to enjoy the summer.

The misconception of having goals that are not goals at all is common. People believe that just because they have a big idea of what their goals are, they actually have goals. This fallacy must eventually lead to them failing to achieve their goals until they write them down with pen and paper, methodically and actively, and make them happen.

So if you are not achieving your goals, one or more of the following probably applies to you:

- You've chosen inappropriate targets.
- You didn't write down your goals.
- Your goals are completely unrealistic.
- You don't have a goal achievement plan.
- You have not determined and formulated your goals concretely and specifically enough.
- You don't have a target routine.
- You lack the goal-achievement tools.

3.4. the method of achieving the objectives is lacking

This brings us to the fourth way in which you are guaranteed not to achieve your goals. You lack the method. Achieving goals is a matter of practice. For most people, goals are merely vague wishful thinking. On the one hand, a clear delimitation and on the other hand a goal achievement plan are missing.

However, goals are only goals if they are firmly outlined and concretized. Only then can they really be measured and achieved. Being happy is therefore not a goal, but a vague wishful thinking. You can find safe goal achievement methods in chapter 7.

3.5. people are afraid of failure and rejection

A deep primal fear in humans is the fear of failure. It is completely normal and inherent in all of us. But most of the time it is hardly helpful or not helpful at all. The fear of failure reduces your performance and lowers your motivation. As a result, you realize only a fraction of your full potential.

All you would have to do here is shift your mindset!

Instead of being afraid of failure, you can begin to accept so-called problems as positive and helpful extras. Use problems as signposts that show you the path to improvement instead of interpreting them as failure. Realize that with every "failure" you get a little closer to your goal.

This also applies to possible rejection. Many are afraid of exposing themselves to criticism and ridicule if they don't achieve their goals. But there is a simple solution to this as well:

Don't tell anyone about your goals!

Social pressure can spur and paralyze. Depending on what type of person you are, you can also go under the radar and get into the fast lane. No one has to know about your goals. Everyone will soon notice them anyway!

4. the SMART method - create high quality goals!

Before you set, define and implement your concrete goals, you should familiarize yourself with the SMART method. It is a generally accepted guideline for the quality of your goals. The better you adapt your goals to the SMART factors, the easier and faster you will achieve them - this applies to all areas of life!

SMART standsfor:

#1 specific.

#2 measurable.

#3 Accepted.

#4 realistic.

#5 Scheduled.

4.1 Objectives must be specific

Goals must always be concrete. You must be able to define them clearly and describe them precisely. If you can't, they are not goals but vague wishes. Therefore, you should always be aware of the difference between a goal and a wish!

As a support for the specification and concretization of your goals, the so-called W-questions from elementary school will help you:

#1 What?

#2 Why, why, why?

#3 Who, Whose, Whose?

#4 How?

#5 Where?

Always specify your goals using these criteria - which are based on the SMART method. This way you answer all important aspects methodically.

4.2 Objectives must be measurable

Goals must be measurable. This should actually be self-evident. Because only if you can check how far you have already gone on your goal achievement path, or whether you have already reached your goal, you realize your progress.

So make sure that both the path and the overall goal are verifiable for you.

4.3 Targets must be accepted

Furthermore, the goodness of your goals is determined by how accepted they are.

What does that mean?

Goals must always be accepted by the recipients. Your own goals must therefore be accepted by yourself in particular. But since they often also affect your environment, you should also check them in this direction.

Are your goals - for yourself and/or others:

4.4 Objectives must be realistic and relevant

The best way to achieve big goals is to approach them slowly and via smaller (partial) goals. So if you have the goal to take over the chancellor's office in one year, to be a billionaire or to crown your dream relationship with the procreation of a whole football team of your own children, then these are pretty unrealistic goals. Since they are not attainable - especially in the time frame set - you will not achieve them. Your initially motivating goals will therefore soon demotivate you.

This must be avoidedat**allcoststo!**

Your goals must therefore always be possible. They must fit into your life situation and also bring you personally forward. In addition, the timing plays an important role. Set realistic time frames that are tight enough to build up the necessary pressure.

4.5 Targets must be timed

Therefore, a clear deadline belongs to every goal. You have to define exactly by when you want to have reached the goal.

By setting realistic and relatively tight time frames for small "baby goals," you guarantee ongoing success.

By giving your goal a time frame, you also create a sense of urgency. Instead of putting off the goal and waiting for the perfect time - which doesn't exist anyway - you start putting your goals into action right away.

5. how do you find goals?

More and more people find it increasingly difficult to find their true goals. And this despite the fact that we would have more time than ever for our personal development. Nevertheless, it comes as little surprise. After all, more and more supposed goals are suggested to us by the advertising industry. But they rarely have anything to do with our true goals.

With the following strategies, you will quickly figure out your goals.

5.1 Search for your successes, strengths and dreams

Finding goals always has something to do with self-knowledge. Only those who know themselves can bring their goals into harmony with their nature.

Today we are the sum of our past. In this respect, it makes sense to start the goal search with a retrospective of your own life.

Take a piece of paper and a pencil, create a place of calm and free yourself from all distractions for fifteen minutes. Then begin the journey into your past. Analyze it according to the following three points of view:

#1 Your past successes.

#2 Your strengths.

#3 Your dreams.

Write down everything that comes to your mind. With this you create the prerequisite for finding true goals. You can use this list later for the concrete formulation of goals.

5.2 What do you love? What is important for you?

Once you have successfully completed the first exercise, you can move directly to the second exercise. Look for answers to the questions:

#1 What do I love?

#2 What kind of people do I like to surround myself with?

#3 What is really important for me?

#4 What really makes me happy?

Give yourself the answers in complete sentences. Write down what spontaneously comes into your head and don't think about it for long. The quicker and more spontaneous you are, the greater the truth of your answers.

Then try to arrange the list according to your priorities. From important to unimportant. Finally, mark the places 1 to 3 for each of the 4 points. After a quarter of an hour, proceed to the next exercise.

5.3 Orient yourself to your values - Awaken your vision!

Now list the values that are most important to you. 10 points are sufficient. Order these 10 points again from important to unimportant and colorfully mark the first three places.

Now you have created an important basis for yourself and laid a valuable foundation for your concrete goal search.

Now, before you begin to define concrete goals for each area of your life, create your vision. A vision is a "utopian" dream state. Summarize - on the basis of exercises 1 to 3 - in concrete and emotional sentences what your vision of life is.

What would you do if you were able to accomplish absolutely anything and neither money nor physical or other limitations mattered?

Formulate in the present tense as if you had already achieved it. Limit yourself to a maximum of 3 sentences.

EXAMPLES: It makes me happy to help other people discover their vision. My family holds the highest value for me. I like to be surrounded by progressive, ambitious and successful people.

"The elevator to success is out of order. ***The stairs are always usable."***(Zig Ziglar)

5.4 The 3 best creativity techniques

Before we get specific, we'll briefly introduce you to the three most effective creativity techniques. They will help you to regain your focus, should you feel a thinking, writing or goal-seeking blockade. In the process of finding and realizing goals, it's all about the interplay of tension and relaxation.

5.4.1 The Two-Point Meditation

The best creativity techniques are also the supposedly simplest. Meditation is one of them.

By meditation we mean the state of thoughtlessness or detachment from thoughts. Sit down for this, close your eyes and begin to observe your thoughts (in English one often speaks of the "monkey mind"). It is important that you do not judge or interpret them, but that you watch them coming like waves in the sea, observe them and let them rush out. Especially at the beginning of the exercise, it is easy to get the idea that you are crazy. After all, we are constantly conducting an inner dialogue - often extremely destructive and pointless - that we hardly question.

In the second step you can then begin to free yourself completely from the thoughts. The best method for this is to concentrate on two points at the same time. It has been shown that the heart region and the region about a hand's width above your head are best suited for this. Start by spending a few minutes concentrating on one point at a time, alternating between the two. As soon as you can clearly perceive both points, shift your concentration to both points simultaneously.

Hold this state for at least 5 minutes and you will be bursting with completely new, inspiring and extraordinary thoughts!

5.4.2 Index Card Reduction Brainstorming

With this creativity technique you can find a variety of ideas in a short time and reduce them to the essentials.

All you need is a pen and index cards. The index cards you can also simply cut together from other scratch paper. Measures approx. 10 by 7 cm.

Then you deal with a concrete question. Set a timer (mobile phone) for 5 minutes to find the answer. Depending on the complexity, you can choose a longer time frame. For reasons of concentration, however, it should never exceed 10 minutes.

Always write down your ideas and suggestions on one index card each.

When the time is up, start sorting out your results. Make sure that you have a maximum of 7 cards left at the end. The rest you can throw away. In fact, you should, so that these ideas don't keep haunting your mind. After all, your evaluation has shown that the answer is not very important to you at the moment.

Finally, you arrange your 7 top ideas according to importance. This way you will always find your most important goal quickly and effectively.

5.4.3 Draw yourself creatively

You don't necessarily have to use drawing as a creativity technique to find a specific goal. It can also simply serve as a creativity-enhancing exercise. How?

You grab a sheet of paper, a pencil and then start to draw everything that spontaneously comes into your head. This can be patterns, people, numbers, letters, objects, shapes or entire paintings.

The only important thing is that you do not think about it, but focus your energy on the here and now. In this way you provoke a flow - a working state in which you are completely absorbed in your activity. What do you get out of it?

- You detach your brain from fixed thought patterns.
- You expand your horizons and make room for inspiring ideas and thoughts.

6. define goals for each area of life

Now you can finally start with your target search. We want to give you a few ideas along the way.

6.1 Think big

Although your goals should always remain realistic, that shouldn't stop you from thinking big and bigger as you succeed. Obsession, ambition and particularly high goals are - even if it sounds unpleasant - even more important than having fun!

Only with full commitment can you achieve truly extraordinary things.

6.2 Set goals for the 5 major areas of life

Your goals will always be within the following 5 areas of life. They are meant to serve you as a rough guide so that you do not neglect any aspect of your life, develop yourself to the fullest and realize your full potential. In addition, the different areas of life fertilize and fertilize each other.

So if you grow in the area of family and social relationships, it will have positive effects in the other areas as well.

Therefore you have to set goals for each of these pillars of life. The better you succeed in aligning the respective goals with each other and thus create synergies (a mutual reinforcement and dynamic), the more clearly your course of success will accelerate and the longer lasting you will attract happiness and contentment into your life. The 5 pillars of life are:

#1 Personal values, purpose and meaning in life.

#2 Mind, Body, and Health.

#3 Family and Social Relationships.

#4 Work and Success.

#5 Wealth and Money.

6.3 Write down as many goals as you can think of.

Now it's time to get down to business. Set your alarm to go off every 10 minutes from now on. And the whole 5 times. So the whole process takes no more than an hour.

If you feel like it, meditate briefly beforehand and make yourself completely free of thoughts. Then start writing down your goals for each of the 5 areas of life. Take 10 minutes per life area. Write as fast and as much as you can and only stop when the 10 minutes are over.

Do this exercise now and please do not move on to the next point until you have completed the exercise.

6.4 Reduce your target pool to the essentials

Congratulations! You have just taken a giant step. Now you probably have several pieces of paper written all over you, overflowing with goals. On them will be important and less important, difficult and less difficult to achieve goals.

Therefore, the next step is to reduce this list to the 7 most important goals per area of life. Please take at least 5 minutes per life area for this process as well.

After you have crossed out the least important goals, you order the remaining goals once again. Now from the easy to achieve (#7) to the difficult to achieve (#1).

7. divide your goals into subgoals

With the goal setting you have already covered more than a third of the way. However, two thirds are still ahead of you. Unfortunately, it's not enough to simply write down your goals in bullet-point form and rank them in order of importance and difficulty. For effective implementation, you need a concrete plan.

Since planning is in our blood, this should not be very difficult. Remember: The better and more precise you plan, the easier it will be to motivate yourself in the long run and the more specific, measurable, accepted, realistic and easy to schedule your progress and successes will be.

For the procedure you can use a simple technique to reduce from larger to smaller subgoals. Simply ask yourself: What would be the last big step so that I reach the concrete goal? This last step describes a subgoal to which you can apply this question again. In this way, you create an efficient and sequential step-by-step plan, which you now only have to work through.

7.1 Your long-term goals (>3 years)

Basically, you should divide your goals into long-term, medium-term and short-term goals. Long-term goals are designed for a time horizon of more than three years. Medium-term goals need about one to three years. It is important to remember that long-term goals can - and should - be challenging, as long as you remain realistic. They are the greatest motivation drivers of all and spur you on even in difficult times. It is especially important that you have confidence in your goals (realistic). You have to be sure that you are able to reach even the most challenging goals. Because only what you can imagine, you can also achieve.

Remember, mind rules over matter!

Your long-term goals are practically the meaning givers of your life. In this respect, you should aim for a maximum of two major goals per area of life. Anything else has been shown in many studies to be unrealistic and even demotivating.

Now write down the two long-term, major and overarching life goals for each area. Only then please proceed to exercise #6.2.

EXAMPLE: You achieve financial freedom and independence. In concrete terms, you build up a passive monthly income of 3,000 EUR net, for example. You generate this income stream, for example, through securities and an online side income.

7.2 Your medium-term goals (1-3 years)

he best goal achievement strategy is to break down large goals into smaller subgoals. This way you combine the motivating pull of your long-term goals with the positive emotions that are evoked by the achievement of smaller goals. This triggers a success turbo that makes even supposedly "utopian" goals realistic.

In the second step, you now divide your long-term goals - there should be 10 of them (2 per area of life) - into smaller, medium-term goals. These goals may also be challenging. They must be well aligned with your long-term goals and work towards them.

Consider what final steps are necessary to achieve the two long-term goals. With a time horizon of 1 to 3 years, what major intermediate steps are needed to make your long-term goals achievable?

Now divide the two long-term goals per area of life into 6 medium-term goals. For each long-term goal, there should be no more than 3 medium-term (SMART) goals.

EXAMPLE: You have established your online business and positioned it in the market. You generate several hundred euros per month with it. In addition, you have now put together a securities portfolio that also generates several hundred euros per month.

7.3 Your 1-month goals

After you have set your medium-term goals, you divide them again. This time into 1-month goals. This process is consistently about specifying your goals in smaller and smaller parts and thus to concretize them in a targeted manner. Theoretically, you could also take the intermediate step of 6-month and 3-month goals. This makes sense because you create a certain learning curve over time. This leads to the fact that you will later achieve certain things much faster than you assume today. In this respect, 6-month goals are definitely a recommendable means for long-term success.

Now deal with which monthly goals you need to achieve so that your medium-term goal adds up. Here too, you should set yourself a maximum of three 1-month goals. Please make sure that they are still ambitious, but not too big. Keep reminding yourself that your goals need to be SMART in order to stay achievable.

EXAMPLE: In the first month, you start with research on online side income and various investment strategies. You condense the information to the essential points and build on them. In the second month you start with market research, competitor analysis and brainstorming for your online business. For your future securities portfolio, you open a securities account with a savings plan and start investing small amounts every month, etc.

7.4 Your weekly goals

The penultimate step is to set yourself two to a maximum of three weekly goals according to SMART principles. Above all, they should be realistic and achievable. This is the only way to continuously create feelings of success.

EXAMPLE: In week 1, you read a book about online business and take notes. In week 2, you read a book about the basics of portfolio building or securities trading. In week 3, you watch 10 YouTube videos about online side income and sign up for newsletters at 5 blogs related to the topic. In week 4 you will watch 10 Youtube videos on passive investing and sign up for the newsletter at 5 related blogs.

7.5 Your daily goals

Last but not least, break down all weekly goals into daily goals. These baby steps should once again include 2, maximum 3 small goals. They are the goals that should guide your daily DOING. This way you avoid procrastination and work on your success dynamic day by day.

EXAMPLE: On the first day you read the first 3 chapters of the first book. On the second day you read another 3 chapters and so on.

Before you now go to the implementation, a short note. Your plan is not static. It can - and will, due to the dynamic learning curve mentioned above - constantly change, expand, decrease or take a new turn. As long as your short-, medium- and long-term goals remain aligned, you are free and flexible in the design.

"Happinessconsists in the progressiverealizationof aworthy ideal orgoal."

(Earl Nightingale)

8. how to achieve your goals even easier

With this goal plan you can already start working on your goals day by day. To help you do this even more effectively, we have put together a series of important and supportive tools for you.

8.1 Set your goals in writing - by hand!

Your goals must be written down, not on a PC, but by hand. Writing them down by hand is like a contract with yourself and creates a certain commitment. Always formulate your goals as precisely (specifically) as possible and as realistically as necessary. Describe your goals in detail and formulate them as if you had already achieved them. This way you use the power of suggestion. Avoid general statements (and especially the subjunctive) such as:

These are not goals! Goals are always SMART - this is extremely important! Always check your goals against the SMART factors to avoid falling into the trap of pursuing unspecific wishes instead of specific goals.

8.2 Write an emotional statement

Goal achievement is directly linked to your motivation. Motivation, in turn, is related to positive emotion. As long as you are not enthusiastic about the goal, you make it unnecessarily difficult for yourself to achieve it. Conversely, if you have positive emotions on your side and pursue your long-term, medium-term and short-term (monthly, weekly and daily) goals with enthusiasm, you will achieve them all. And this is exactly the mechanism we use with an emotional statement.

Write a letter. A letter to yourself that contains all your goals. Imagine that you send this letter to yourself day by day. Formulate your goals as if you had already achieved them and embellish them. Describe in great detail how it feels, tastes, smells and looks to have already achieved your goal.

EXAMPLE: Today, 01 January 2019 I look at my bank statements and see passive income of over 3,000 euros per month (SMART). I feel completely financially free and enjoy my independence to the fullest. I take all the time in the world in the morning, enjoy the dawn, have an extensive and leisurely breakfast and delight in being surrounded by my children and my dream partner. For that, I am infinitely grateful. It smells deliciously like coffee and my heart overflows with happiness every day. etc.

This may sound a bit pompous and exaggerated, but your subconscious loves it! So don't be afraid to really write emotionally in all facets of your emotional statement. In doing so, you will feel a great joy and exciting fullness come over you.

This is exactly whatwewant toachieve!

Therefore, write this emotional statement anew every day. Take time every day to renew your emotional statement and fill it with even more goal, happiness and success dynamics. Then read it out loud at least once. In doing so, you will generate exactly the positive emotional connections that will extremely accelerate your path. You can already feel how it feels to have achieved your goals.

This method will transform your life in no time!

8.3 Always start the goal achievement with the easiest goal

In order to let the success dynamic also become a success practice, it is recommended to always start with the easiest goal. This applies to both short-term and long-term goals. This is exactly why you have sorted your goals in the previous steps according to priority and difficulty.

So start each day with the easiest goal and work your way to the most difficult. The same goes for your medium and long-term goals. This will keep you motivated and guarantee success.

8.4 Search for comrades-in-arms and make your goal known

Teaming up with other people or groups can also be gold for your goal achievement. Especially if you make your goals known to each other and support each other. This can develop an enormous dynamic.

For example, if you share your online side income goal with friends, acquaintances or special groups, there will always be some people who can already give you some initial feedback on it, already have special skills in it or even have valuable contacts that they are happy to share with you. This aspect cannot be ranked highly enough.

You think you don't have any contacts like that?

Then sign up for seminars, study groups or social networks that match your goal. Just go to the places where like-minded people or people with similar goals might be and you will certainly make valuable acquaintances and friendships.

8.5 Prepare periodic progress reports (the 5-minute journal).

You should definitely get yourself a sketchbook. In this diary you write down which goals you have achieved and how it feels. You don't have to write pages and pages of essays. It is much more important to let the daily repetition become routine. That is the biggest driver of success.

The so-called "5-minute journal" works particularly quickly, simply and effectively for this. It is a proven way to produce maximum results with a minimum of time. It is divided into a morning and an evening session.

8.5.1 The morning session

The morning session is divided into three sections:

#1 Write down 3 things you are grateful for in your life.

#2 Write down 3 things that would make today a great day (they have to be things you have direct control over). Ideally, tailor this section to your goals - for example, write down daily goals).

#3 Write down an affirmation (1 sentence). This usually begins with "I am ..." and ideally relates to point #2. Repeat this affirmation aloud 15 times.

8.5.2 The evening session

The evening session is somewhat shorter and is divided into only two sections:

#1 Reflect on the day and write down 3 extraordinary things that happened to you today. These could be the smallest little things. This will shift your thoughts in a positive direction.

#2 Reflect honestly on how you could have made your day better. For example, if you failed at a daily goal, you can reflect here on what you could have done differently to achieve it.

By confirming to yourself day by day what you have experienced and achieved, you not only increase your motivation, but also confirm your successes. You make them visible and record them in writing. It is scientifically confirmed that this method is one of the royal roads to self-motivation and personal happiness.

Keep the 5-minute journal for 30 days and you'll be blown away by the results!

9. other tools for success

There is a whole range of other tools for success and goal achievement. They have been tested thousands of times, are scientifically proven and are used by almost all successful personalities. For most people, however, they seem to play no role. Among the best tools are especially affirmations and visualizations (which we specifically discuss in our other eBooks).

9.1 The affirmation

Affirmations are excellent for influencing your subconscious and drawing it to your side. You can use this technique, for example, by reading your emotional statement aloud to yourself day after day and writing it down again and again. Point #3 in your 5-minute journal also focuses on this.

9.2 The visualization

Visualizations also make use of your imagination. By imagining the target state in all facets and details, you also generate positive associations and feelings and live the target state already now in your mind.

No matter which methods you use, it is important that you establish habits and routines. You need to use them every day - and we mean EVERY day - so that they can unfold their full power. Routines are a pattern that distinguishes all successful people from less successful people!

10. how to motivate yourself

Hopefully, you have already taken the first goal-oriented steps and already achieved your first goals. Nevertheless, you will suffer setbacks from time to time or have difficulties motivating yourself. We know this all too well. And don't worry, it is completely normal. So that you don't let it pull you down, or your motivation suffers, you can use a few motivational tricks.

10.1 Check your progress reports to see what you have already achieved.

In a phase in which motivation is difficult for you or you think you can't achieve anything at the moment, it can help immensely to rummage through your success diary. This will make you aware of your past successes and see that you have already come a long way.

10.2 Celebrate your successes

You should definitely reward yourself for achieving your goals. The mesolimbic system in our brain is our reward center. It produces the messenger substance dopamine, which is decisively involved in the development of positive feelings. You can and should use this process.

While you are setting goals, think about how you will reward yourself after achieving each goal. This process can make you addicted to achieving your goals!

EXAMPLE LONG-TERM GOAL: In the fourth year, I generate 3,000 EUR per month passively. I can afford a two-month trip around the world with my whole family.

EXAMPLE SHORT-TERM GOAL: I read my first book on online side income in a week and reward myself by going to the movies with my partner.

10.3 Ensure that the achievement of your goals also benefits others.

The best motivation is intrinsic motivation. It comes from inner motives, your own values and your own attitude towards life. You can combine it excellently with the so-called altruistic motivation by making sure that your goals also benefit others.

EXAMPLE: With my online business, I help other people live a better life because my products/services solve their problems. My customers get precious added value that saves them valuable time in life.

10.4 The 3-second rule

The 3-second rule focuses on the problem of head cinema. Head cinema is the stream of thoughts triggered by an idea or a suggestion. In our case, a specific goal. Studies have shown that the head cinema starts after about 3 seconds.

Let's take the example of reading a book in the first week, or reading the first 3 chapters of the book today. You will certainly come up with a lot of excuses why this is not possible today of all days. Attention: The mental cinema tries to trick you!

You can switch off the head cinema, the negative thought stream, by acting within the first 3 seconds. So even before the head cinema begins. Because once you have started with what you have resolved to do, you have raised the inhibition threshold to give up this activity directly again, enormously.

EXAMPLE: You have decided to read at 7:30 pm. Then pick up a book at 7:30 p.m. sharp - before you think you have to watch the news, vacuum or do some quick shopping!

10.5 The "5 minutes only rule

The only 5 minutes rule uses similar mechanisms in your brain. This simple technique also has the power to turn a lack of motivation into active activity.

If you are lacking motivation right now, resolve to dedicate at least 5 minutes to your goal - right now. The great thing about this is that after 5 minutes, you will have already overcome your inner bastard to such an extent that you will no longer give up the activity.

With the "only 5 minutes" rule, 5 minutes quickly becomes 30 or 60 minutes. This motivates and produces impressive results.

11. how to reduce distractions

No matter how motivated you are, you probably have the problem of being distracted all the time. Especially when you just want to take care of your goals, or always just before you want to start. Somehow, supposedly short distractions always get in the way and end up eating up a lot of precious time. Try to avoid distractions as much as possible or banish them from your life altogether. This way you can focus your attention on success:

#1 Reduce your TV consumption (best to give away your TV!).

#2 Reduce your internet consumption (set fixed times for surfing or fixed research goals).

#3 Check your email and Facebook no more than twice a day!

#4 Use your smartphone smart (use helpful apps for your goals, for example).

#5 Avoid or delete useless mobile games.

#6 Go shopping less.

#7 When you go out, make contacts directly that can help you achieve your goals.

#8 When you eat, you eat. When you work, you work.

#9 Reduce messages.

#10 Avoid things that lower your energy level (alcohol, partying, smoking, etc.).

#11 Go to bed early and get up early.

#12 Don't watch TV before you fall asleep, practice silence.

12. the achievement of goals in 11 ultimate steps

Now you can fully devote yourself to the realization of your goals and your dream life. You should check off the following steps one after the other, always using the SMART method:

#1 Set goals for the 5 major areas of life and make sure your goals benefit others as well.

#2 Write down as many goals as come to mind and narrow them down to the most important ones. Then prioritize them.

#3 Always think of the last step to achieve the overall goal and make it a sub-goal.

#4 Set a maximum of two long-term goals per area of life (>3 years).

#5 Derive a maximum of three medium-term goals per life area (1-3 years).

#6 Break down your mid-term goals into 6-month, 3-month, 1-month, and weekly goals.

#7 Break down weekly goals into 2 to a maximum of 3 daily goals.

#8 Always set your goals in writing. Be as specific and realistic as possible and always start with the easiest goal.

#9 Create habits, document your successes and write your emotional statement every day.

#10 Seek out fellow campaigners and make your goal known.

#11 Use affirmations and visualizations, gradually reduce more and more distractions, and reward yourself for your successes.

13. BONUS CHAPTER

From our book, The Happiness Effect.

Do you know what you want to achieve in your life? Do you have concrete goals? If yes, what do they look like? If no, do you think about them? If not, why?

Answering these questions is fundamental to being able to apply the happiness effect at all. There is no point in pursuing something - happiness - if we are not clear about where we want to sail to or which island is our perfect island of happiness. This island should ideally, even if we live on it all alone, be a place of perpetual happiness for us and provide us with uninterrupted deep happiness. To do this, we must first define happiness for ourselves, because each person sees and feels it differently.

Happiness can lie in using our abilities to the full and bringing them to fruition. Other people see happiness in a family or health. Health and continuous unhappiness, on the other hand, are incompatible. Happiness consists in self-actualization. Self-actualization is when we express and live out what we feel deep within us that we are. Only when we define areas of life and formulate goals that we want to change or achieve, the ideal result for us comes within reach.

In order to get to the bottom of this mystery, it is advisable to create a life plan. It is completely incomprehensible why essential things for the happiness of life are not taught in school. The life plan is practically the basis and orientation guide for a happy, successful and meaningful life. If we are clear about our goals, it is easy for us to orient ourselves on the ocean of life -

we can actively shape it. If we are ignorant about it, we are driven around by the waves and the wind without direction and motivation - then we are only passive spectators.

"There isnofavourable wind for him who does notknowswhich way direction he wants to***sail...he wants to sail."***

(William of Orange-Nassau)

13.1 Step I

Write it down:

In creating a life plan, we can become aware of many things. We could notice that our current job has nothing to do with our life goals and our personal, deeper meaning in life. Likewise, it may be that a light suddenly dawns on us as to what it is that we are actually striving for. In India, this ability or activity is known as "Dharma". It is the talent that each of us possesses individually and uniquely. To explore this talent and to use it as an activity in everyday life (i.e. as a profession or vocation) not only brings happiness, but also automatically generates prosperity. Once we have found it, we should see this as a great reward and incentive to use it for the benefit of others. But if you haven't found this "Dharma" yet, you can still find it!

A good way to start is to answer a few basic questions. Take a sheet of paper and at least 5 minutes per question. Write down the answers, only then your words get weight and you are already actively working on your happiness. Listen to your heart when answering and leave your mind out of it. Your mind will still try to influence you. Like a skilled salesman, it will do everything it can to sell you its goals as your own. But these goals, shaped by society, are usually not what we long for from the heart. Your heart never lies. It has an intuitive wisdom that is far superior to the "logos". No matter if it is feasible or seems to be infinitely far away at the moment, put it on paper. Yes quite the opposite, the bigger and more unrealistic your goals may seem, the better they are. Always think bigger than you can think or seems realistic to you. Dare to have big goals. This is one of the best and free motivational trainers on the planet. You'll soon be very surprised at what comes to fruition. Let's get started!

→ What means something to me?

→ What gives me pleasure?

→ What do I want to experience in life?

→ How do I want to grow?

→ How do I want to contribute?

→ When was I happy with which activity?

→ What are my strengths and where are my weaknesses?

→ How do I want my life to have gone when I am 90 years old?

The answers will lead you to the path of your passions. These are closely related to your true strengths. Carry this piece of paper around with you for a week and as soon as you have an intuition, add it immediately - otherwise you will forget it later! Intuition gives us very important hints about subconscious wishes and deep longings. Take them seriously! Then, based on these answers, take an afternoon and draw up your personal life plan. Map out each area of your life down to the smallest detail. The more precisely you know what you want, the more purposefully you can act. Give yourself over to your imagination, fill the plan with colors and describe your dream life in words on paper. Paint your life in all facets as detailed as possible.

The formulation of your goals must be done in writing. Only what you have written once will penetrate your subconscious. Otherwise they will remain ghosts in your head, which will only confuse you further.

In this exercise it is essential that you shut yourself off from outside influences and only concern yourself with yourself. This can be a very difficult experience for some people, because very few people actually take time for themselves. Some may notice on their search that the life they are currently living has nothing to do with the life they actually want. Then we have already found an important first starting point to initiate a change in our life.

With this exercise, you create a picture of your goals and your true purpose in this world, and also generate desirable goals for the future. Only when you have clear end goals can you

make adequate course changes throughout your life. It will also make it much easier for you to plan the rest of your life and set the course for happiness. You will realize what a relieving and exhilarating feeling it is to finally know where you want to sail!

13.2 Step II

Concretize and prioritize:

Once you have formulated your dream life, take care of your current daily activities and your current to-do list. Then prioritize this list according to the ABCDE principle.

A means "let's go" (act - things you need to do), B means "conditional" (you should do this, but it can wait), C means ".cool" (be done by the time we've checked off all the As and Bs), D means "delegate" (pass it on to a third party) and E means "eliminate", get rid of it!

This way you create a clear structure in your head and on paper of what you really want. Now you can complete this list with the activities that are important to achieve your dream life. You can also condense this list again and again with the ABCDE principle. This is immensely important, because later it is about spending thoughts and feelings exactly for this. The equation is very simple:

Once you have found your "heart's goals", the motivation to put them into action comes naturally. This so-called intrinsic motivation means that you can pursue and realize goals effortlessly and without any effort from within. If you pursue an activity that corresponds to your intrinsic motivation (or your Dharma), you will be able to do it gladly, devotedly, lovingly and without symptoms of fatigue 365 days a year.

Here lies one of the essential secrets of successful entrepreneurs and why they can work through the night without feeling exhaustion (because they are rather "creating" in the sense of their Dharma).

13.3 Step III

Timestructure:

Once we know our goals, have defined them, written them down and prioritized them, we initiate the next step, the temporal structuring. For this, it has proven useful to formulate intermediate goals (e.g. 1-month goals). These intermediate goals are much more achievable and can be practically divided into further intermediate steps. Order your intermediate goals chronologically.

"What do you have***to***do ***do first toreach the torealize?"***

Now comes the trick and the procedure that will enable you to work ceaselessly on your

Goals to work on. Create a plan and record what you have to do every day to achieve intermediate goal 1 (if you have achieved it, intermediate goal 2, etc.). These tasks (which should not be more than 3 per day) you dedicate from now on every day at least one hour of time. The times are ideally the same day after day. Check off the task when you have completed it.

This triggers a feeling of happiness in your brain through the release of neurotransmitters and creates routines. They are, as will be explained later, a central building block to achieve goals and live happily. Don't say at this point that you don't have time for this!

If your day is busy, there's no way around getting up an hour earlier in the morning, for example, or giving our time to happiness instead of the TV in the evening. Take the time - without excuses. Too little time is nothing more than a lack of organization and priorities. If you set priorities correctly, you will not experience a lack of time but, on the contrary, you will gain time. Efficiency increases as long as we always concentrate on this one, at the moment important, activity. Dedicate at least one hour a day to your goals and therefore to yourself. Every day. 365 days a year. You won't believe what you can accomplish and how productive you will be! Understand every day as a new chance to take a step in the right direction.

13.4 Step IV

Reward **yourself:**

If you then reach your weekly/monthly/yearly interim goals, you should reward yourself. This can be a concert, a vacation, a 5-course menu, similar or something completely different. The more unusual the better. Rewards spur us on and ensure that our reward center in the brain releases happiness messengers.

We condition our brains this way. It's very similar with pets, rewarding them to put their piles in nature rather than in the home. So we program ourselves to our very own goals and become "addicted" to achieving them.Even if the theoretical basis (e.g. planning and organization) is important, in the end no result will be achieved if you don't take action. This book, for example, was written during many train and bus rides and on vacation - and only because we have worked on it continuously, day after day.

So make them your friend and helper!

14. conclusion

Goals are essential for a happy, successful and fulfilled life. They are the fuel that keeps you moving forward and not standing still or even regressing.

Nevertheless, you will also suffer setbacks on your way. That is normal and even part of the process. However, do not regard them as setbacks, but as feedback. Because stumbling blocks are the best way for an optimal result!

Concrete goals have some significant advantages over vague wishful thinking.

#1 They draw your attention.
#2 They spur you on.
#3 They motivate you to break new ground.
#4 They focus your energy and your focus.

With our 11-step plan you can really achieve any goal. It is always important that your goals remain SMART. Specific, measurable, accepted, realistic and scheduled. Only then are they really concrete, achievable goals.

Once a goal meets these five SMART factors, it's all about day-to-day implementation. By breaking down long-term goals with a time horizon of more than 3 years into small baby steps - daily goals - even very big goals suddenly become realistic.

With the help of our creativity techniques and motivation methods, you will easily succeed in making the first noticeable progress in just a few days or weeks. Once you dive into this success cycle, the achievement of goals will take on unimagined dynamics.

Wishes that used to seem utopian become attainable goals.

Always remember: success is based on goals - everything else comes naturally.

"Every human being has potentialOcean...that never...sailed.. .an...unexploredcontinent, a***universe of possibilities atto be tapped and exploited to dogreat thingstoachieve."***

(Brian Tracy)