



HELP

Heartfulness - Experience of Life's Potential



Dear students,

Welcome to the ONLINE HELP program. As informed to you all, we will be sharing reading materials as part of every session. The reading materials will be a short collection of notes, stories, quotes, and other inspiring material that will help all of us to deepen our understanding and experience of essential life-skills that are necessary as part of our lives. Please see the reading materials below.

Read and Enjoy, Do and Feel and Become

Yours affectionately
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HELP SESSION 3

SMART Goals

“What you get by achieving goals is not as important as what you become by achieving your goal.”

- ZigZiglar

Concepts:

1. Set Bigger Goals
2. Smaller Action Steps
3. SMART technique
4. Balance the Goals
5. Being a Good Human Being

Set Bigger Goals



If your goals are **easy** to achieve, they are **NOT BIG ENOUGH**. So, set **bigger goals** that **EXCITE** you.
 When setting your GOALS remember:
If it doesn't CHALLENGE YOU it will NEVER CHANGE you.
 Set goals that others think you **might not achieve**.
 Set goals that will **make you stretch yourself**.

Smaller Action Steps

Once you set your goal, **break it down** into **smaller action steps** that you can take.

BUILD some **momentum**.

Once you get going, you won't be able to stop.

You will achieve your goal.

You can then **move on** to the next level.



The SMART Technique



Also, make sure goals are SMART

S for Specific

M stands for Measurable

A means Achievable

R is for Relevant/ Realistic and

T stands for Time-bound.

Let's explore these five steps.



First Step

Be **specific** and **clear** about your goal.

We need to answer the “**W**” questions:

- **What** is my goal?
- **Why** do I want to achieve it?
- **Who** can **help** me?
- **Who** will **benefit** from it apart from me?
- **Which** resources do I need to achieve the goal?

Third Step

A goal should be **achievable**.

- **How** can I **accomplish**
- **how realistic** is the goal are the questions to be answered.

Second Step

A goal must be **measurable**.

It should answer the question,

- “**How much/many** and **how** will I know **when** it is **accomplished**?”

Fourth Step

A goal should be **Relevant / Realistic**

- If your goal is **not relevant** to the **overall plan** for your life, **achieving** it may not **accomplish anything**.
- Make sure that achieving it will provide **positive benefits** to your **life, your family & society**.
- And make sure that this goal **aligns** to at least some degree with the **other goals you have**.

Fifth Step

A goal should be **Time Bound**.

- This is the most important.
- It helps us keep a **track** of **what** we need to **achieve** in a specified **period of time** to reach our goal.
- “**By when** do I want to achieve the goal?”

Balance the Goals

Goals are needed for every **dimension of our life** such as -

Spiritual, Career, Health, Financial, Family, Societal

We cannot set goals for **one dimension** without **considering** the **other dimension**. They **impact** one another. So, if I chase career goals, it could impact my family goals and so on. It is very important to **prioritize** and **balance our goals**.



Being a Good Human Being

Some of the qualities that make a good human being:

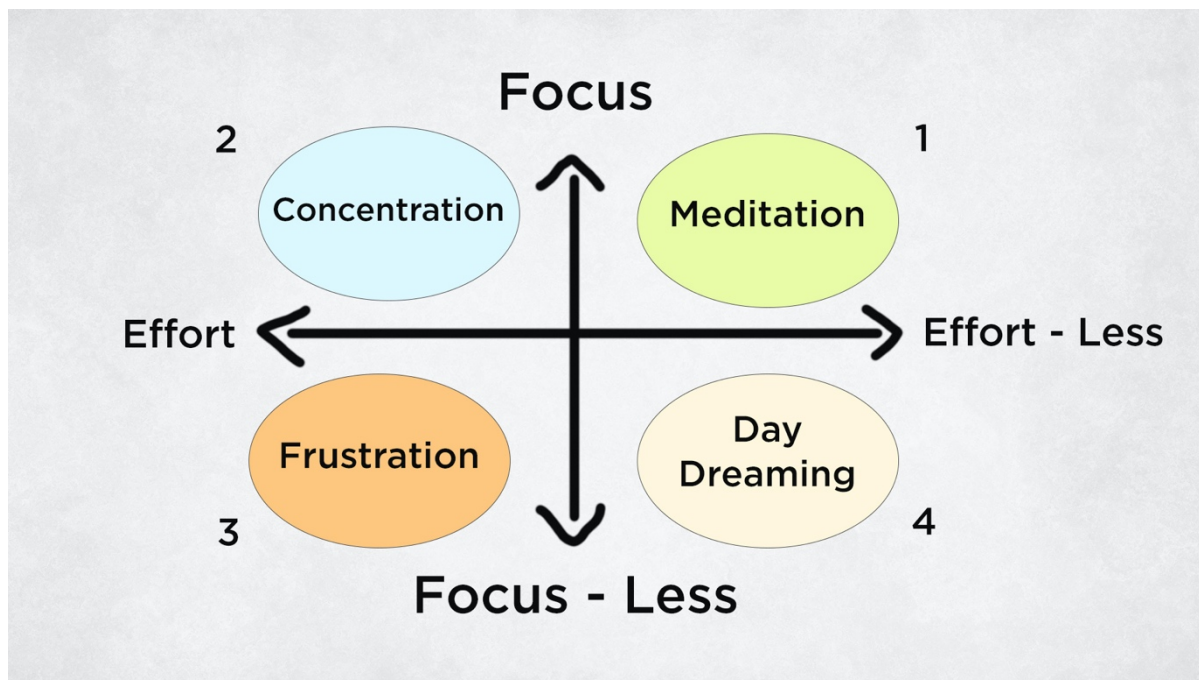
Discipline, Empathy, Tolerance, Love, Sharing, Caring

When you are a good person, everyone wishes for your success and rejoice in your success.

- They know that when **you succeed others** too will **benefit**.
- They know that you **deserve the success** because you **worked hard for it**.
- They know that **you earned** it in the **right way**.

“Set a **goal so big** that you can’t achieve it until you **GROW** into the person **that CAN!**”

MEDITATION IS EFFORT-LESS FOCUS





Why are Goals Important?

On the best sunny day, the most powerful magnifying glass will not light paper if you keep moving the glass. But if you focus and hold it, the paper will light up. **That is the power of concentration.**

A man was traveling and stopped at an intersection. He asked an elderly man, "Where does this road take me?" The elderly person asked, "Where do you want to go?" The man replied, "I don't know." The elderly person said, "Then take any road. What difference does it make?"

How true. When we don't know where we are going, any road will take us there.

Suppose you have all the football eleven players, enthusiastically ready to play the game, all charged up, and then someone took the goal post away. What would happen to the game? There is nothing left. How do you keep score? How do you know you have arrived?

Enthusiasm without direction is like wildfire and leads to frustration. **Goals give a sense of direction.** Would you sit in a train or a plane without knowing where it was going? The obvious answer is no. Then why do people go through life without having any goals?

INTROSPECTION TIME: Having read this, ask yourself these following questions, close your eyes and brood over the questions until some sort of clarity emerges from within. Do not get up until you gain the necessary clarity that you may seek from within.

Q1: Why are Goals important?

Q2: Do I have clarity in what I want to become?

Q3: Have I set the proper goals to achieve the same?