

## How to Use This Study Guide

The Study Guide for this course is designed to help you take notes as you're taking the online course "The 3 C's of Goal Achievement". It is organized in sections that mirror the key elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as you are learning helps to solidify the information in your brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

## Course Overview – The 3 C's of Goal Achievement

In general, people who are adept at setting goals and achieving them are happier and more successful – in their life and in their work. We are about to embark on a journey to learn more about goals, how to set them and how to achieve them.

## Learning Objectives – The 3 C's of Goal Achievement

- Understand the importance of clarifying goals
- Learn how to define goals
- Learn how commitment plays a critical role in achieving goals
- Identify different types of distractions and learn how to eliminate them
- Identify several methods of monitoring goal progress
- Understand how to be consistent in order to achieve goal

## The 3 C's of Goal Achievement

#	Goal	Notes
1		
2		
3		

### Clarity – Why are Goals Important?

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## 5 Steps to Create Your Clear Vision

#	Vision	Notes
1		
2		
3		
4		
5		

## Journaling Activity

## Commitment – The 5 Frogs

There are five frogs sitting on a log. Three of the frogs decide to jump off. How many frogs are left on the log?

\_\_\_\_\_

## Journaling Activity

## Consistency

Finding Your Consistency Rhythm – What are some examples of motivation for your own consistency?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Journaling Activity

## “How to Achieve Your Most Ambitious Goals”

### Video Notes

## Identifying and Eliminating Your Distractions

#	Distraction	How to Eliminate
1		
2		
3		
4		
5		
6		

## 4 Ways to Improve Your Concentration

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

## Achieving Your Goals with Consistency

#	Principle	Notes
1		
2		
3		
4		
5		

## Discussion Questions

- 1) Does your organization have clear and defined goals? If not, what are some ways you can work together to create them?
- 2) Can you define your company's goals right now?
- 3) Does your workplace promote concentration? If not, what is causing distractions?
- 4) How can you create a balance between focus and fun at the workplace?
- 5) Is your company consistent with its action plan? How so?
- 6) Have you ever set New Years' Resolutions? How often have you successfully completed them? Why do you think you did or did not achieve these goals?
- 7) Over the past year, think of one goal you successfully achieved and one goal you have not achieved. Talk about each of these goals and your efforts toward achievement.
- 8) What types of obstacles have prevented you from completing your goals in the past? What strategies might you be able to use to overcome these obstacles?