



Actualizing Your Professional Goals

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Staying On The Journey

Monitoring Your Progress

Monitoring your progress is like _____. It keeps you on-track and _____.

Capitalizing On Resources

You need others for their _____, _____, knowledge, _____ and inspiration.

Rewarding Yourself Along The Way

1. Your reward can be something as _____.
2. Establish your reward at the time you _____.
3. You can also have _____ along the way.

Commitments Trumps Desires

Personal commitment is extremely is important to _____ motivated when you feel _____. Commitment is taking ownership and responsibility.

Measuring Your Desire For Your Goal(s)

Desire can be _____ to help motivate you toward your goal. Measure your desire on a scale of one to ten.

Making Wise Choices

We are where we are today because of choices we have made in the past. Daren Hardy, author of *The Compound Effect*, says:

1. Each choice starts a _____ that, over time, becomes a habit.
2. Don't choose at all and you've made the choice to be the _____ receiver of whatever comes your way.

Recognizing Opportunities For Growth

Opportunities for growth might be more commonly known as _____, _____ or _____.

Your Options:

1. Turn around, _____ back into your comfort zone and give up.
2. Find _____ around the barriers.
3. Use them as _____ experiences.

Help! I'm Not Motivated!

- Discipline

- Commitment

To change one's life....

Start immediately.

Do it flamboyantly.

No exceptions.

Favorite Goal Setting and Goal Getting Quotes

“If you don’t have a plan for your life,
you go where everyone else wants you to go.”
– Joan Burge

“Don’t compromise yourself. You are all you’ve got.”
– Janis Joplin

“If you believe you can accomplish something, you will.
If you believe you can’t, you’re right. You won’t.”
– Unknown

“Your mind is programmed to do; not to not do.”
– Unknown

“Doubt is a pain too lonely to know that faith is his twin brother.”

– Khalil Gibran

“Happiness is not a reward—it is a consequence.

Suffering is not a punishment—it is a result.”

– Robert Green Ingersoll

“Commit yourself to a dream.

Nobody who tries to do something great but fails is a total failure.

Why? Because he can always rest assured that he succeeded in life's most important battle—he defeated the fear of trying.”

– Robert H. Schuller

5 Pillar Goal Setting Worksheet

PILLAR	1 GOAL	FORESEEN OBSTACLE	STAYING POWER ACTION(S)
Career			
Family			
Financial			
Spiritual			
Wellness			

SMART Goal Setting Worksheet

Goal Statement

Why is this goal important?

What is needed to accomplish this goal?

SMART Goal Checklist

Is my goal...

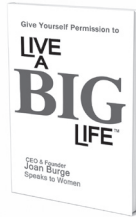
- ☐ Specific
- ☐ Measurable
- ☐ Achievable
- ☐ Relevant
- ☐ Time-Bound

Daily Habit Tracker

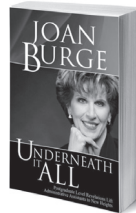
List each daily habit in the left column. Check the box each day you complete the habit.

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Recommended Resources Related To This Topic



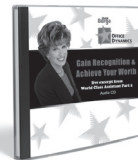
Give Yourself Permission to Live A BIG Life
by Joan Burge



Underneath It All
by Joan Burge



Who Took My Pen ... Again?
by Joan Burge,
Jasmine Freeman
and Nancy Frazee



Gain Recognition & Achieve Your Worth (audio CD)
by Joan Burge



Success Is 90% Attitude (audio CD)
by Joan Burge

• **7 (book)**
• by Dan Zadra

• **5 (book)**
• by Dan Zadra

• ***Casual Power***
• by Sherry Maysonave

• ***Everyday Business Etiquette***
• by Marilyn Pincus

• **Visit our website for more info.**

Joan's Recommendations:

• Joel Osteen: Anything Joel Osteen presents on success, overcoming barriers and so much more!
• **Visit JoelOsteen.com**

• Dave Ramsey (financial guru): Financial goals are as important as career goals.
• **Visit DaveRamsey.com**

• ***Casual Power: How to Power Up Your Nonverbal Communication and Dress Down for Success***
• by Sherry Maysonave

• ***Staging Your Comeback: A Complete Beauty Revival for Women Over 45***
• by Christopher Hopkins, The Makeover Guy

• ***The Etiquette Advantage: Personal Skill for Success in Business***
• by Peggy Post

• ***Doing What You Love and Loving What You Do***
• by Robert Anthon

• ***Mastering Business Etiquette Protocol***
• by the National Institute of Business Management

• ***Results, Recognition and Rewards***
• by the National Institute of Business Management

• ***Doing it Now***
• by Edwin Bliss

• ***Business Etiquette in Brief***
• by Ann Marie Sabath