

CANDO GOAL ACHIEVING

A child with blonde hair, wearing a striped shirt and red shorts, is floating in a vast, starry blue space. The child's arms are outstretched, and they appear to be reaching for something. The background is a deep blue with numerous white stars and nebulae.

Research says 92% of people
don't achieve their goals ...
Here's how to be in the 8% who DO!



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Congratulations on taking the time to read about how to improve your goal setting and achieving process. You are already ahead of the vast majority of the population who don't bother to plan what they want. I am sure you have heard ...

Fail to Plan... Plan to Fail!!!

There are 5 easy-to-follow steps to CANDO Goal Achieving:

- Step 1.** Get clear on the value of setting CAN DO Goals
- Step 2.** Go after what you really want - don't waste your life chasing fantasies
- Step 3.** Learn and apply the CANDO Goal Clarification Formula
- Step 4.** Visualization - placing CANDO Goals into your future time stream
- Step 5.** Proactivity - Plan - Review - Plan - Review ... Repeat - Repeat - Repeat!

Step 1. Get Clear on the Value of Setting CANDO Goals

When I ask people, they all say they want to live a fulfilled life. When I ask them what that means, they often don't know how to explain it. They often share that they know what 'fulfilled' feels like but haven't really thought about what it means to create a fulfilling life.

Generally, you feel that your life is fulfilling when you get to spend your time, mind and energy doing things you love with people you enjoy being around.

When we feel like we HAVE to do what other people tell us to, we feel controlled and over time, build up resentment. Yet it is amazing how few people take the time to sit down and work out what they actually want in

their lives and then write out a plan to achieve it.

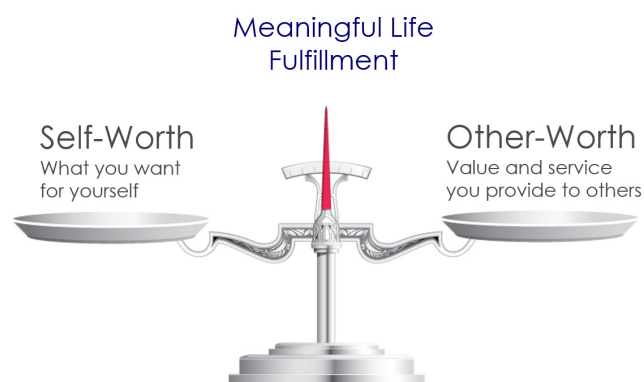
If we don't bother to work out what we really want and how to go after it; how will we know when we achieve it? How can we expect to live a fulfilling life if we don't make decisions about what goals we are chasing?

Only you know what you truly want. When will now be the perfect time to make more decisions about what that is and take more action towards achieving it?

Another important aspect to setting and achieving goals is to have goals that include a balance of being of service to yourself and service to other people/humanity.

If we make our life all about *getting what we want*, we will invariably feel disconnected and empty. No *thing* of the senses will ever satisfy the soul.

If we make our life *all about helping other people* get what we want, we will feel like a martyr and build up resentment.



To live a fulfilling and meaningful life we want to create a balance of getting what we want and helping others get what they want.

Step 2.

Go after what you really want - don't waste your life chasing fantasies!

Have you ever set goals and then failed to achieve them?

I don't think I have ever met anyone who hasn't!

Getting curious about why you didn't achieve a goal is the first step to getting on track to achieving the goals you really want.

Too many people set fantasy goals that are unrealistic and then when they don't achieve them, they beat themselves up. The first step in goal achieving is to make sure that the goals you set are in alignment with what you really want to achieve in your life.

We all have a hierarchy of individual life priorities (HILP for short) that drives our achievement. The rub is that it operates as an unconscious level that means we aren't consciously aware of what is driving our behaviour.

According to modern Psychology research, we operate at an unconscious level up to 95% of the time! That means that we are conscious of our behaviour for only 5% of the time. If we want to get what we want, the more we understand about how we operate at an unconscious level, the more we increase our chance of success.

After studying a large range of human behaviour processes to work out how to clarify what these unconscious drivers are, the best process I have found to date was developed by Dr John Demartini. The questioning process that follows on the next few pages was adapted from his work. It is a set of 10 questions that ask you to reflect on your current life.

Your life is always demonstrating what is important to you - you just have to step back and take a careful, honest look at how you are actually living it.

Not how you wish it was...look at what you are actually doing in your life and what you are actually creating.

We all have finite resources of time, energy, mind, money and physical assets. The following questions ask you to observe how you are currently investing your resources toward getting what you want.

Don't worry - you can't get this wrong! They are your answers and you can redo the questions a number of times until you have more clarity.

The answers you come up with are for this point in time. What was important to you 10 years ago was different from today. Your priorities will transform again in the future.

Look across the last month of your life. Include all of the time other than when you are asleep.

Keep your answers brief and answer using 1-3 words.

To answer the questions, look for the "TOP 3 MOST" in each situation. If the question is "Where are you most organised?" Don't say you're not organised because it's about where are you most organised not where are you perfectly organised.

Your answers can and will repeat.

Think of tangible objects (and at times people), that you actually have or are consistently working towards having in your life.

Do not use feelings or emotional states as answers e.g. calm, happy, love.

Avoid intangible or vague answers, such as peace, or freedom. If you think you want "peace", ask yourself what will you have when you feel more peace in your life to find the tangible evidence of what you want to create in your life.

Find really specific content. When we ask about things you keep around you, be really specific. If the answer is books, be really specific about what sort of books you have e.g. travel or financial wealth creation, and then ask which you have the most of, to find the top 3.

In this we are looking into our unconscious mind, through the physical evidence we are creating, to find out what we are doing most with our life, rather than what we think we should be doing.

First fill in 3 answers for each of the 10 questions on the blank question sheet.

The following page shows you an example set of answers.

DETERMINING YOUR HIERARCHY OF INDIVIDUAL LIFE PRIORITIES

Name: Joanne Smith Date: 3 March 2019

To determine what you value most, answer the questions below to help you identify your Hierarchy of Individual Life Priorities (HILP). (Adapted from the Demartini Values Determination Process™.)

List the top three items per question using 1 to 3 words for each.

1. What are the top 3 types of *things* you fill your space with? What things stand out most in your environment?

1.1 <i>books - medicine and health</i>	1.2 <i>travel</i>	1.3 <i>computer - work schedules</i>
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2. What are the top 3 things you spend your time on most? (Other than sleeping)

2.1 <i>work - nursing</i>	2.2 <i>studying medicine</i>	2.3 <i>relationship - husband</i>
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3. What are the top 3 ways you spend your energy?

3.1 <i>work</i>	3.2 <i>home and family</i>	3.3 <i>exercise - health</i>
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4. What are the top 3 things you spend your money on? Consider your monthly income and how you spend it.

4.1 <i>holidays</i>	4.2 <i>study for next promotion at work</i>	4.3 <i>saving to invest</i>
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5. What are the top 3 areas/things where are you most organized and ordered?

5.1 <i>work - nursing</i>	5.2 <i>planning for next trip</i>	5.3 <i>study</i>
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6. Where are you most reliable, disciplined and focused?

6.1 <i>nursing - looking after patients</i>	6.2 <i>study assignments</i>	6.3 <i>relationship</i>
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7. What do you inwardly think about most? What are the three things that most dominate your thoughts?

7.1 <i>helping patients</i>	7.2 <i>work - new systems</i>	7.3 <i>investments</i>
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8. What do you most value talking to other people about in social settings?

8.1 <i>travel and holidays</i>	8.2 <i>family</i>	8.3 <i>work</i>
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9. What are the three most consistent long-term goals that you have persisted working towards over time?

9.1 <i>European holiday</i>	9.2 <i>promotion at work</i>	9.3 <i>relationship - husband</i>
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10. What topics of study inspire you the most? (read, listen to, watch, discuss, teach)

10.1 <i>medical advancements</i>	10.2 <i>European culture & style</i>	10.3 <i>financial wealth creation</i>
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DETERMINING YOUR HIERARCHY OF INDIVIDUAL LIFE PRIORITIES

Name: _____ Date: _____

To determine what you value most, answer the questions below to help you identify your Hierarchy of Individual Life Priorities (HILP). (Adapted from the Demartini Values Determination Process™.)

List the top three items per question using 1 to 3 words for each.

1. What are the top 3 types of *things* you fill your space with? What things stand out most in your environment?

1.1	1.2 <i>t</i>	1.3
-----	--------------	-----

2. What are the top 3 things you spend your time on most? (Other than sleeping)

2.1	2.2	2.3
-----	-----	-----

3. What are the top 3 ways you spend your energy?

3.1	3.2	3.3
-----	-----	-----

4. What are the top 3 things you spend your money on? Consider your monthly income and how you spend it.

4.1	4.2	4.3
-----	-----	-----

5. What are the top 3 areas/things where are you most organized and ordered?

5.1	5.2	5.3
-----	-----	-----

6. Where are you most reliable, disciplined and focused?

6.1	6.2	6.3
-----	-----	-----

7. What do you inwardly think about most? What are the three things that most dominate your thoughts?

7.1	7.2	7.3
-----	-----	-----

8. What do you most value talking to other people about in social settings?

8.1	8.2	8.3
-----	-----	-----

9. What are the three most consistent long-term goals that you have persisted working towards over time?

9.1	9.2	9.3
-----	-----	-----

10. What topics of study inspire you the most? (read, listen to, watch, discuss, teach)

10.1	10.2	10.3
------	------	------

Determining Your Hierarchy of Individual Life Priorities

Name: _____ Date: _____

Review My Individual Life Priorities - ILPs / Values

Item	Tally Number of Times Mentioned
Family	
Nursing	
Studying Medicine	
Travel	
Financial Security	
Health	
Husband	

My Hierarchy of Individual Life Priorities - HILP

Item	Score - Highest to Lowest
1. Nursing	10
2. Travel	6
3. Studying Medicine	5
4. Financial Security	3
5. Husband	3
6. Family	2
7. Health	1
8.	
9.	
10.	

The next step is to use the blank templates on page 9 to go through and collate your answers into groups of items you consider closely related and add up their score. There is no correct or expected number of items that will end up in your list. It is unique to each person and the meaning you have about each item you list.

Review the answers in the example. As you look through them you can see that the person used different words for similar items that are then collated in the tally sheet on the page after.

For example, the person has seen “nursing” as different to “studying medicine” as they may be currently studying for another degree and it is taking up a lot of their

resources. They also chose to see their relationship with their husband as different to “family”.

As I mentioned earlier, there is no right way to do this, the most important thing is that the words and groupings you choose feel like the right fit for you as to how you are currently living your life. First tally your answers in the top section and then write them out again in ascending order to clearly identify the hierarchical order of your individual life priorities.

You have now identified your HILP - Hierarchy of Individual Life Priorities. Your HILP is the master key that is running your show at a conscious and unconscious level and directs your behaviour and emotions.

Highest Individual Life Priorities (HILP) = Your Life Compass



When your actions are in alignment with your HILP, you feel as though you are living your “True North” and are acting in “Flow”.

When you perceive your HILP is not being met, you will unconsciously or consciously create chaos to correct your course.

DETERMINING YOUR HIERARCHY OF INDIVIDUAL LIFE PRIORITIES

Name: _____

Date: _____

Review My Individual Life Priorities - ILPs / Values

Item	Tally Number of Times Mentioned

My Hierarchy of Individual Life Priorities – HILP

Item	Score – Highest to Lowest
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Now that you have a clearer understanding of what you have as the top 3 items on your HILP, you can better analyse why you have achieved some goals easily and never achieved others.

When you set goals in alignment with your top individual life priorities, you will have a much higher chance of achieving them than when you set goals that align with your lowest priorities - or with things that don't even make your HILP list. If health is not on your HILP and you set goals towards losing weight or getting fit, you will only frustrate yourself. You will be able to make yourself do it for a while, but will then slip back into old habits.

To successfully achieve a low priority goal, you have to make a lot of new meanings about how achieving the low priority goal will help you achieve your highest life priorities. Make a long list of these and keep rereading them regularly and add to it every time you feel you are falling behind in meeting your goal.

*To create rock-hard, "six-pack" abs
you have to fall in love with the sit ups!*

You can also set up accountability and structure in your week to keep you on track e.g. meet weekly with a good friend, share your progress and tell them what you intend to achieve in the next week.

Appreciating who you really are is very empowering as you are then able to compare your progress to your priorities and not what other people are doing.

*Competitors compete with each other;
Champions compete with themselves!*

Setting, reviewing and monitoring your goals allows you to become a champion of your life and love and appreciate yourself for who you are.

Size Matters

When you set a goal that is far too big for your mind to grasp as possible or it seems as being way too difficult to achieve; your unconscious mind will disregard it. You will forget about it for most of the time and on the rare occasions you review your goals, you will remind

yourself that you failed to achieve it setting up a cycle of failure until you fail to look at your goals any longer.

Now, don't take what I have said the wrong way ... I absolutely encourage you to set your sights on Big Hairy Audacious Goals, that really resonate with the difference you see yourself making in the world.

However, if you cut out a photograph of a huge luxury yacht you want to own and stick it on your wall and you have no idea how to create the funds to buy it, there is very little chance of you ever getting it.

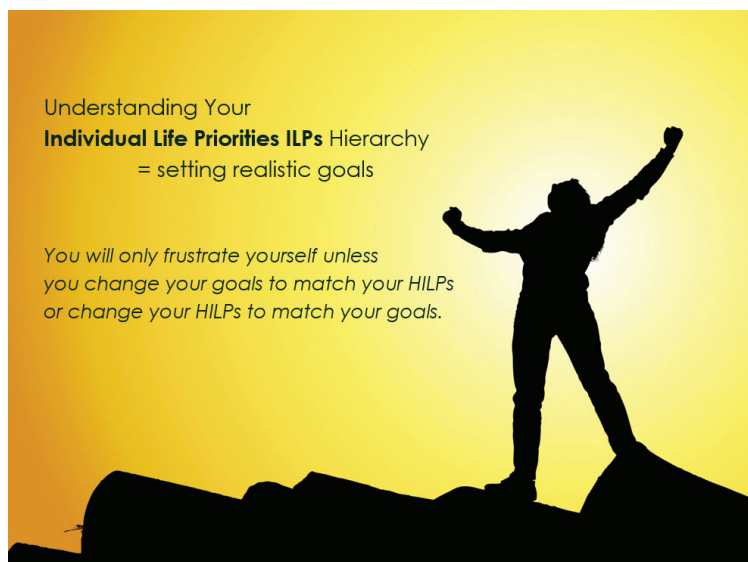
If you really want to achieve a goal you have to take the time to see and plan out all of the details required to achieve the goal. Break it down into smaller and smaller goals until you know how to do the goal you have set. This also allows you to see how long it is likely to take and set realistic time frames. If you really want a goal, you will persevere until you achieve it. You won't allow extending deadlines to stop you!

Take the time to ask yourself if you know what it will take to achieve your goal. If you don't, ask yourself who can help you? Do some research online, read about it, ask people, find a mentor. Once you can answer that you do know what it takes and how to achieve each of the smaller goals, you have overcome the first challenge in goal achieving.

If these smaller goals are truly important to you and you have given your unconscious mind clarity about what you want and how it will be of value to you, you will notice yourself taking action towards achieving them.

*If you perceive you want to achieve something,
first ask yourself if you know how to do it. If your
answer is "no" find out how. If your answer is
"yes" and you are still not taking action, then you
don't have enough value on doing it.*

*Procrastination is a result of not yet knowing
how to do something or uncertainty of the value
or effect of doing it.*



Step 3.

Learn and apply the CANDO Goal Clarification Formula

CANDO Goal Clarification Formula is a step-by-step process you can use as a check list to formulate goals that are valuable and achievable. When we set goals that are realistic and achievable we give ourselves the highest likelihood of success.

Success breeds Success.

Once you get into the habit of setting CANDO Goals and achieving them, you can challenge yourself with larger goals.

- C** – Clear evidence and concise
- A** – Aligned with your HILP
- N** – Now, present tense
- D** – Doable
- O** – OK for all: you, others and the planet

C – Clear evidence and Concise

Create a short film clip in your mind of what it will look like when you have achieved the goal. Use clear and concise words with specific key details to answer clarifying questions like:

Where are you?
Who else is there?
What is going on?
What do you hear?
What do you say to yourself when you know you have achieved your goal?

Play it through a couple of times and notice the details in the scene.

A – Aligned with your HILP - Hierarchy of Individual Life Priorities

Imagine the movie in your mind that will play AT THE MOMENT you know you have achieved your goal.

Check against what is really important to you – how will achieving this goal support your HILP and long term Life Mission and Purpose?

N – Now, present tense

Write the goal in the present tense – as if it is happening now. Start each goal with the date you want to achieve the goal e.g. “It is now 3 June 2018 and I...”

Describe the evidence that you have succeeded. e.g.

“I am walking up to shake the boss’ hand and ...”

“I have stepped down out of the plane and onto the runway in Tahiti and”

“I am sitting at my computer checking my account on line and notice”

D – Doable

Do you know the steps required and how to action them?
Do you know what resources you require and how to acquire them?

Do spend time working out a plan before locking in your goals – otherwise you may waste a lot of time chasing fantasies!

O – OK for all: you, others and the planet

Check and ask yourself if your goal is OK and safe for you, for others and for the planet. How will the outcome of achieving your goal serve you, others and the planet?

To create even more conscious awareness of what you are creating in your live, it is wise to set goals in all areas of your life. The following is the set of areas of life I use for my planning. It is simply an organising device to help you consider the different areas of your life. It is not important that you get the goal in the perfect area of life - it is important that you write them down.



There are pages following for you to write your CANDO Goals in each of the 7 areas of life.

This is a powerful exercise for you to be able to notice if there is any area of your life that you are ignoring. If you allow yourself to be completely disempowered in an area of life; you can guarantee that someone or some organisation will overpower you in that area. For example, if you don't empower yourself in the area of money and debt, the banks will overpower you; if you don't empower yourself in the area of health, the medical system will overpower you.

GOAL ACHIEVING - CANDO GOALS

SPIRITUAL 	It is now

SPIRITUAL 	It is now

SPIRITUAL 	It is now

SPIRITUAL 	It is now

SPIRITUAL 	It is now

SPIRITUAL 	It is now

SPIRITUAL 	It is now

- C – Clear evidence and concise
- A – Aligned with your HILP
- N – Now, present tense
- D – Doable
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GOAL ACHIEVING - CANDO GOALS

MENTAL 	It is now

MENTAL 	It is now

MENTAL 	It is now

MENTAL 	It is now

MENTAL 	It is now

MENTAL 	It is now

MENTAL 	It is now

- C** – Clear evidence and concise
- A** – Aligned with your HILP
- N** – Now, present tense
- D** – Doable
- O** – OK for all: you, others and the planet

GOAL ACHIEVING - CANDO GOALS

VOCATIONAL	It is now
	

VOCATIONAL	It is now
	

VOCATIONAL	It is now
	

VOCATIONAL	It is now
	

VOCATIONAL	It is now
	

VOCATIONAL	It is now
	

VOCATIONAL	It is now
	

C – Clear evidence and concise

A – Aligned with your HILP

N – Now, present tense

D – Doable

O – OK for all: you, others and the planet

GOAL ACHIEVING - CANDO GOALS

FINANCIAL 	It is now

FINANCIAL 	It is now

FINANCIAL 	It is now

FINANCIAL 	It is now

FINANCIAL 	It is now

FINANCIAL 	It is now

FINANCIAL 	It is now

- C – Clear evidence and concise
- A – Aligned with your HILP
- N – Now, present tense
- D – Doable
- O – OK for all: you, others and the planet

GOAL ACHIEVING - CANDO GOALS

FAMILIAL 	It is now

FAMILIAL 	It is now

FAMILIAL 	It is now

FAMILIAL 	It is now

FAMILIAL 	It is now

FAMILIAL 	It is now

FAMILIAL 	It is now

C – Clear evidence and concise

A – Aligned with your HILP

N – Now, present tense

D – Doable

O – OK for all: you, others and the planet

GOAL ACHIEVING - CANDO GOALS

SOCIAL 	It is now

SOCIAL 	It is now

SOCIAL 	It is now

SOCIAL 	It is now

SOCIAL 	It is now

SOCIAL 	It is now

SOCIAL 	It is now

C – Clear evidence and concise

A – Aligned with your HILP

N – Now, present tense

D – Doable

O – OK for all: you, others and the planet

GOAL ACHIEVING - CANDO GOALS

PHYSICAL	It is now
	

PHYSICAL	It is now
	

PHYSICAL	It is now
	

PHYSICAL	It is now
	

PHYSICAL	It is now
	

PHYSICAL	It is now
	

PHYSICAL	It is now
	

- C – Clear evidence and concise
- A – Aligned with your HILP
- N – Now, present tense
- D – Doable
- O – OK for all: you, others and the planet

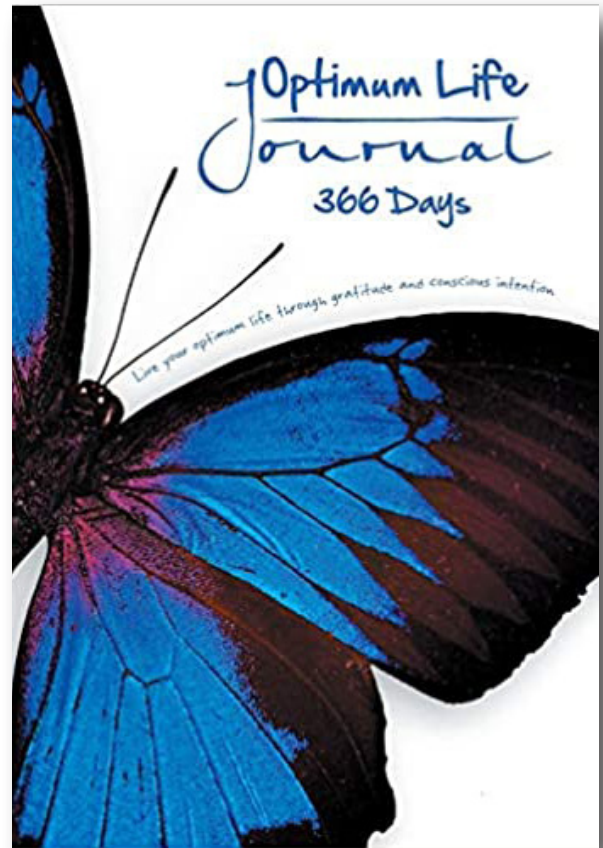
Step 5.

Proactivity - Plan - Review - Plan - Review - ... Repeat

Learning to clarify, write and review your goals is a process that requires:

- A desire to learn – high enough value on CANDO Goal Achieving
- A safe supportive environment - share what you are doing with like-minded people who are wanting to achieve more in their lives - stay away from people who want you to stay the same so they can feel comfortable.
- Intensity – in depth investigation and knowledge of the new process.
- Active engagement – use as many of your senses as possible to help your unconscious mind take in the new information and have it stick.
- Repetition and variety - revisit your goals regularly. How often depends on the size of the goals. Prioritize: small tasks daily; larger tasks weekly and projects monthly. Do quarterly reviews of your goals in every area of life.
- Testing and measure your progress. Celebrate milestones in meaningful ways.
- Accountability – set goals and share them with other people. Having an accountability partner is a powerful way of taking your goal achieving to another level. Talking your goals through with someone helps you clarify them even further and you can learn a lot through helping someone else do the same.
- Learning maintenance – periodically revisit this information to see what new distinctions you notice and make refinements to your CANDO Goals.

*Excellence is not a fixed state of being,
it is a habit of doing the right things,
the right way at the right time in the right place,
for a meaningful purpose.*



To help you develop the habits of Goal Achieving in a simple way, the first tool I suggest you use is the Optimum Life Journal.

It has been designed to be a large physical book that “gets in your face” rather than an app that hides in your phone or laptop. Its size provides a visual reminder to review and set priorities daily.

Focus on your highest life priorities, invest your resources to make a difference ... and actually achieve your goals!

By becoming empowered you will:

- Stay on your life path
- Live a life of daily gratitude
- Challenge your one-sided thinking
- Become more emotionally flexible
- Find resources that lead you to Optimum Thinking

*“To make meaningful change,
to become and stay empowered,
requires focus and conscious and
repeated action towards your goal.”*

Taking the right steps is about creating a process ... a system ... and a plan, one that is NOT just a 'once a year' process ... but an active DAILY embracing of YOUR direction, YOUR dreams, YOUR desires.

This is not just a Journal ... this is your personal Optimum Life Journal with 366 pages where you can start on ANY day of the year!

What you will get is

- Your own personalized Optimum Life Journal, all in one easy to use book
- Easy to follow instructions at the front of the Journal
- Planning sections for the entire year
- A quick plan update section at the beginning of each month
- Goals to focus on, to stay on task
- An A4, day-per-page journal for easy tracking
- All your planning and journaling in ONE place!

The journal includes 366 pages (in case it is a leap year) and can be started on any day of the year.

The planning process is all about becoming conscious of what you are investing your time, money and mind power in each day to help you focus on your highest life priorities. When you identify your highest life priorities and then invest your resources into those it makes a huge difference to how quickly you achieve your goals. You also avoid allowing other people fill to your time with their priorities.

The most empowering way you can stay on your life path is to truly understand the power of gratitude and to practice it daily. The journal is designed to be easy to use, yet is a powerful way of gradually and consistently consciously transforming your life to achieve more fulfillment.

Daily practice is key to mastering your appreciation of life and most importantly, yourself. Each day has a section where you practise challenging your one-sided or stuck thinking to develop your more flexible and resourceful Optimum Thinking.

To make meaningful change in our lives takes conscious and repeated focus. The Optimum Life Journal is designed to help you to create and sustain the life you choose.

The journal also makes a great gift for people you care about and want to help.

When will now be the perfect time to start creating the life YOU choose!

To order your copy go to

<http://www.optimumthinking.net/OptimumLifeJournal>

or the Amazon shop in your country.

For any inquiries please email info@OptimumThinking.net



Thank you for choosing to read Optimum Thinking—CANDO GOAL Achieving we appreciate the opportunity to share this work with you.

At Optimum Thinking we aim to help people become empowered self-leaders who choose to self-govern.

Our Enterprise Promise

is to facilitate
people (individuals and organisations)
to activate their unique personal genius
to become empowered self-leaders
and live inspired, fulfilled lives
through conscious intention
and meaningful achievement.

This eBook has been developed from our extensive research into human behaviour and we would like to acknowledge the leaders in the field whose work we have studied as well as the giants on whose shoulders they stand.

These include:

Dr John Demartini
Dr L. Michael Hall
Christopher Howard
Dr Bruce Lipton
Byron Katie
Dr Joe Dispenza
Bill Rogers

and the numerous people who have shared their wisdom through books, audios and videos.

OPTIMUM THINKING PRODUCTS AND SERVICES

Workshops conducted both within organisations and for the general public:

- Optimum Thinking Foundation Level
 - Activating Self-Leadership
- Optimum Thinking Advanced Level
 - Emotional Mastery
- Optimum Thinking presents The Demartini Method©
- The Master Key to Communication
- Money Mastery - Money Mind Dynamics
- Private couples' and family workshops:
- The Master Key to Relationships

Private coaching programs:

- Executive Mindset and Self-Leadership Coaching
- Grief Relief and Stress Resilience

Join our email list at www.OptimumThinking.net to be first to learn of the next public workshops and other events.

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