

— THE —
RIDERS'
PROGRAMME

GOAL
SETTING
WORKBOOK



GOAL SETTING WORKSHEET

BY THE RIDERS PROGRAMME

INTRODUCTION TO GOAL SETTING

WHAT IS GOAL SETTING AND WHY IS IT IMPORTANT?

Goal setting is a very powerful and personal process and will help you think about what you want in life. This may sound like a huge and even daunting task but break it down (we'll show you how) and it will feel manageable and achievable.

It is after all, very easy to let our busy days pass by with little focus and just react to what comes along; goal setting can help U-turn this firefighting approach to life and bring about the changes you want to see in your life.

It's akin to taking charge of yourself, there will be no more self talk of 'I have no time to do that' because if you want to do it you will have planned the time within your goal setting. We all need direction and purpose in our lives to avoid drifting, the results will be so self-motivating and you will wonder why you didn't do them before.

5 STEP PROCESS TO GOAL SETTING:

STEP 1: Make them SMART

If you've looked at goal setting before you will have undoubtedly heard of SMART goals. This is when you make your goal specific, measurable, achievable, realistic and time-bound.

Specific:

Always try and make your goal clear and specific otherwise it can be challenging to focus your attention and motivation to achieve it can be marred.

Think about five questions when drafting a goal:

- What is it that I want to accomplish?
- Why is this goal important?
- Who is involved - just you or do you need the help of others?
- Where is it located? (Applicable if location based)
- Which resources or limits are involved?



GOAL SETTING WORKSHEET CONT.

Measurable

Goals need to be measurable. This is important to make them meaningful and motivating. If you can't measure your goals, it makes it difficult to track your progress. Tracking progress is helpful for keeping you focused to meet your deadlines and allowing you at each step to get closer to achieving your goals.

When measuring goals think about the following questions:

- How are you going to measure it?
- How will I know when it is accomplished?
- Do I need to break it down into smaller milestones?

Achievable

Goals also need to be realistic and attainable to be successful. It might require you to develop new skills or change your approach to something. If this is the case, what do you then need to do in order to gain those new tools/skills in order for you to reach your goal.

Ask yourself the following questions:

- How can I accomplish this goal? If I don't have a skill/tool needed, what might I need to acquire in order to complete this goal?
- How realistic is the goal, based on other constraints, such as financial, time, other limiting factors?

Relevant

This is all about ensuring that your goal matters to you or your business or whatever area of your life you are setting your goal in relation to. Goals must always be relevant to the bigger picture - they have to align with other relevant goals.

Think about whether you can answer "yes" to these questions when setting your goal:

- Does this goal seem worthwhile?
- Is this the right time to set this goal?
- Does this match other personal/professional efforts/needs?
- Am I the right person to reach this goal?



GOAL SETTING WORKSHEET CONT.

Time bound

Anyone can set goals, but they need realistic timing otherwise, it's unlikely you will succeed in achieving your goals.

Providing a date for completion is critical to hold yourself accountable and focus on something to work toward. This means that you learn to prioritise what is important. If you have a goal over a long time frame, it can be useful to set out what should be achieved half-way through to make sure you stay on track.

A goal that is time-bound will usually be able to answer these questions:

- A time-bound goal will usually answer these questions:
- Does my goal have a deadline?
- When is the deadline?
- Is it realistic?

N.B. Be aware of setting goals that you need someone else to approve or that someone else has power over as that can mean that achieving the goal can be taken out of your control.



STEP 2: Visualise yourself having already achieved your goals and speaking as if you have.

MAKE A STATEMENT THAT IS YOU IN YOUR ACHIEVED GOAL FORM. e.g. if your goal is to ride at Medium in dressage, your statement would be: I am a medium level dressage rider.



STEP 3: Write them down

Write your goals down either digitally or manually. There is definitely proof behind putting physical pen to paper as it helps us process and retain information better. It also gives you a sense of achievement and can help take things out of your head freeing up mental space.



GOAL SETTING WORKSHEET CONT.

STEP 4: Create an action plan.

Break your goals down into short, medium and long term goals or daily, weekly, monthly to be more specific.

Ideally you want to take your longer term goals and break them in to smaller chunks; medium and short term goals which you can then mark your progress against as we all know that long term goals can often feel overwhelming and unattainable.

What area is the goal related to?:

It is important to think about which areas of your life your goals are related to. We like the categories of personal, professional and health and wellbeing.

We would encourage you to highlight a goal for each area of your life. Starting with a long term goal for each as this will then help you break these down in to your medium term and shorter term goals.



STEP 5: Create a timeline

Add dates to each action and a date to review that action and result

For each step write down any potential obstacles and their potential solutions to those obstacles.



STEP 6: Re-evaluate - re-assess - tweak where necessary

It's important to keep coming back to your goals as if you don't you can quickly end up off track and by re-evaluating often it makes sure they stay relevant and in the correct order of priority. It also helps you track progress.

Once you have written down your goals, write a diary entry at a time-point ahead in which you come back to.



GOAL SETTING EXERCISE WORKBOOK

Use this workbook as a template to make a start on setting some goals for yourself. Grab a coffee, your favourite pen and get going.

Before you know it you'll have some really solid guidelines through the goals you have made which will help provide you with meaning and purpose to your everyday when it comes to thinking about what you need to do daily in order to get to where you want to get to.

What is my goal?



Why is my goal important?



Goal Start Date:

Goal Completion Date:

GOAL SETTING EXERCISE WORKBOOK

Does my goal adhere to the SMART checklist? (you can use the attached SMART goal worksheet to help you here.)

S	<u>SPECIFIC</u> IS THE GOAL I WANT TO ACCOMPLISH CLEAR? IS IT CLEAR WHO NEEDS TO DO WHAT IN ORDER TO ACHIEVE IT?	
M	<u>MEASURABLE</u> ARE THERE CLEARLY DEFINED MARKERS TO MEASURE MY GOAL STATING HOW OFTEN THEY ARE MEASURED?	
A	<u>ACHIEVABLE</u> IS THE GOAL REALISTIC - DO I HAVE ALL THE HELP AND RESOURCES I NEED TO COMPLETED IN SET TIMEFRAME?	
R	<u>RELEVANT</u> IS YOUR GOAL WORTHWHILE? IS IT RELEVANT TO HELPING FURTHER YOU IN A SPECIFIC AREA OF YOUR LIFE?	
T	<u>TIME BOUND</u> DOES THIS GOAL HAVE A CLEAR AND SPECIFIC COMPLETION DATE?	



What are the potential problems that might stop me from completing my goal?



GOAL SETTING EXERCISE WORKBOOK

What are the solutions that I can use to solve these problems?



Use the space below to break down your goals in to individual actionable steps. N.B. You might only have 1 or 2 steps. You don't need to use them all.

Action Step:

NOTES:



SMART GOALS

WORKSHEET

WHEN SETTING GOALS, MAKE SURE IT FOLLOWS THE SMART STRUCTURE. USE THE QUESTIONS BELOW TO CREATE YOUR GOALS. USE THIS STRUCTURE FOR EACH GOAL THAT YOU WISH TO SET TO GET REALLY CLEAR ON EACH INDIVIDUAL GOAL

S	<u>SPECIFIC</u> WHAT DO I WANT TO ACCOMPLISH?	
M	<u>MEASURABLE</u> HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?	
A	<u>ACHIEVABLE</u> HOW CAN THE GOAL BE ACCOMPLISHED?	
R	<u>RELEVANT</u> DOES THIS SEEM WORTHWHILE?	
T	<u>TIME BOUND</u> WHEN CAN I ACCOMPLISH THIS GOAL?	

