WORKSHEET: Motivation & Goals

MOTIVATION & GOALS
To achieve anything in our lives requires two things:
• GOALS (a direction & plan)
• MOTIVATION (the desire to move).

Imagine a sailing ship without a rudder to steer it, no sail to catch the wind and move it along, and no destination to sail towards. The ship would just bob along aimlessly. By chance it might end up somewhere, and it would also not have a very good chance of weathering a storm. This ship has as much chance as reaching a destination as a person who lacks goals or motivation to achieve anything.

MOTIVATION
Most of the time we are not recognised for the extra things that we do or the extra effort we put in, so why should we strive for high standards in our work? Why don't we just do a mediocre job?

Successful career people find their own personal reasons for wanting to do their work exceptionally well or above what is expected of them. They have discovered things that will personally benefit them in some way. They are self-motivated.

Businesses can provide incentives to do a job well, but they don't want to always have to push someone to get the work done. They want people who are self-motivated to start with. Motivation is the crucial key to SUCCESS in anything we do.

Motivation is moving. There are two types of motivation. Motivation by others and self-motivation.

Motivation by Others
Motivation by others is when we are doing something because someone else is encouraging us or wants us to do it. This type of motivation is temporary, for as long as that person is there to motivate or encourage us. With this type of motivation we become reliant on others to achieve anything.

Self Motivation
Self-motivation is when we find our own personal reasons for doing something. Reasons that will have meaning and purpose to each of us as individuals. Self-motivation is the only real motivation, with self-motivation we can achieve the things we want in our lives.

Lack of Motivation
I'm sure we have all been through stages when we just can't get excited about things. We are not self motivated. We don't feel as if we have anything to personally gain from doing something at that time. So we don't move to do it. Once you find a reason (or reward) for yourself to do it, then you will start to move again. If you cannot find a reason, it is probably not the right thing for you at that time.
Exercise:
Please complete this exercise carefully, the purpose of this exercise is to determine what personally motivates you, develop realistic work placement goals & implement an action plan to meet them.

SELF MOTIVATION
Self-motivation is finding our personal reasons for wanting a particular object, achievement, goal or lifestyle
(You can add to this list or change it to suit yourself at any time.)

List what personally motivates you to do things, both of a personal or career nature. Is it for financial security, wanting to be the best, wanting to please someone, personal challenge, security, showcase a talent, to help others, or other reasons.

My personal reasons (rewards), for wanting to achieve my aspirations are:

1.___________________________________________________________________________
2.___________________________________________________________________________
3.___________________________________________________________________________
4.___________________________________________________________________________

GOAL SETTING
Goals are a way of setting a direction for ourselves. This exercise is to help you to free up your mind of any pre-conditioned restrictions that you may have, that could prevent you from achieving what you would like to achieve in your life and career. (You can add to this list or change it to suit yourself at any time.)

STEP 1
Write down the types of things that you would like in your life, things that you want to happen, where you want to go. These things can be of a personal or career nature, they can also be interests or hobbies that you would like to pursue. Write down everything that you can think of, even if it seems unrealistic at this stage. Don't limit yourself by lack of money, resources or circumstances, and do not concentrate only on career aspirations at this stage. The list should reflect your life’s goals from this point in your life, you can change them or add to them at any time.

GOAL LIST

1.___________________________________________________________________________
2.___________________________________________________________________________
3.___________________________________________________________________________
4.___________________________________________________________________________
5.___________________________________________________________________________
6.___________________________________________________________________________
7.___________________________________________________________________________
8.

We are what we think,
All that we are arises from our thoughts,
With our thoughts we make the world.

Speak or act with a pure mind
and happiness will follow you
as your shadow,
unshakeable

The Dhammapada

STEP 2
Go through your list and think of the consequences of each goal. To achieve this goal do you have to give up something else, or will it affect another person negatively, if you were to achieve a certain goal, will it cause you hardship on the way to achieving this goal. See if you are happy with the consequences involved in achieving a goal. If you are not see if you can achieve the goal while avoiding the consequences. If not put a line through it and forget about it. Now make a new list putting the goal that is most important to you first.

AMENDED GOAL LIST

1 ........................................................................................................................................
2 ........................................................................................................................................
3 ........................................................................................................................................
4 ........................................................................................................................................
5 ........................................................................................................................................
6 ........................................................................................................................................

STEP 3
Take your first four goals and elaborate on them. Think about them in detail and imagine that you have achieved them, where would you be? How would you look? How would you feel, What would you be doing? What would your surroundings be like? Who is with you? use your imagination. If it is a car for instance what colour would it be? Where are you driving too? Does the car have a sun roof, the latest stereo equipment etc? Write down the time in which you want to achieve each goal, ie: 6 months, 1 yr, 5 yrs etc.

GOAL ONE
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......................................................................................................................................
Date.....................
GOAL TWO

GOAL THREE

GOAL FOUR
STEP 4
Think of smaller steps that you can take now towards achieving your four main goals. What can you do now to move towards that goal, is it gathering information, from the web, books, papers, or talking to someone who has achieved a similar thing, making a phone call, educating yourself about this area, gaining knowledge / experience, getting information.

Think of your goals often in as much detail as you can. If you have a car as your goal, imagine you are driving it, hear its sounds and feel the steering wheel in your hands.

Set yourself a daily or weekly task to do towards achieving your goals, make a phone call, get some more information, speak to someone who drives that car or is doing that job that you aspire too. Look into a savings plan. (These are all stepping stone goals)

Stepping Stone Goals to:

Goal 1 ..............................................................................................................................
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Goal 2 ..............................................................................................................................
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Goal 3................................................................................................................................
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Goal 4 ..............................................................................................................................
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Come to the edge, he said
They said: We are afraid.
Come to the edge, he said.
They came.
He pushed them...and they flew.

Guillaume Apollinaire

MY MAIN CAREER GOAL
Now think about your main career goal. Write it in as much detail as you can, imagine you already have achieved your goal. Where are you? What are you doing? Do you have an office? If so, what does your office or surrounding look like? How many staff work with you? What is your role? What type of salary are you making? Who are your clients? Do you travel with your job? What extra work activities are you undertaking?

As this goal could be your blueprint for your future, put in as much detail as you can imagine.

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What immediate goals can you set for yourself as stepping stones towards achieving your main career goal.

My immediate goals in the next 4 weeks are:

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By the end of this year, what progress would you like to have made towards your main career goal.

My short term goals from now until the end of the year are:

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My medium term goals for the year 2001 are:

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How can my Tourism or Hospitality Course help me achieve my main career goal: