

GOAL MASTERY SKILLS

Level	Unskilled	Beginner	Advanced	Expert
Purpose	No idea	Know talents	Know how to use talents to add value	Have a value statement that pinpoints what you do and why
Choosing	No goals chosen	Random goals and/or too many	Goals chosen to increase life areas with lowest levels	Goals align with purpose
Planning	No plan	Outline action steps	Set priorities	Follow through to completion
SMART	Vague goals	Write goals down	Use specific words	Measure progress
Visible	No written goals	Look at goals occasionally	Look at goals often	Written goals always visible
Inspiration	Not inspired	Have pictures, music & quotes that inspire	Spend time in a creative setting	Use imagination to visualize what success looks and feels like
Motivation	Not motivated	Extrinsic rewards chosen	Intrinsic rewards understood	Focus on benefits of accomplishment
Discipline	Seek immediate gratification	Aware of the long term benefits of accomplishment	Committed to results	Able to delay gratification
Persistence	Lack determination, easily distracted	Sometimes distracted & discouraged	Decrease distractions and increase ability to focus	Highly determined and work hard
Productivity	Waste time	Lack free time for goals	Use time well to increase amount of free time available for goals	Good use of free time
Acting	No action	Ineffective action	Some action	Daily progress
Reviewing	No review	Infrequent & irregular reviews	Quick daily review	Also perform a detailed weekly review