



## 7 Langkah Untuk Mencapai Matlamat & Kejayaan

Oleh: Taidin Suhaimin

### 1. Wujudkan Keinginan Anda Sebesar Mungkin

Keinginan tersebut mestilah yang benar-benar anda idamkan. Bagaimana menyemarakkan keinginan anda? Duduk dan tulis semua keinginan anda. Nyatakan faedah-faedah dan kebaikan-kebaikan mencapai segala keinginan anda itu. Fikir dan tulislah sepuas-puasnya. Apabila senarai anda menjangkau 50 hingga 100, suatu bentuk perasaan atau semangat pada diri anda akan timbul. Teruslah. Anda akan mula menjadi lebih bersemangat. Jika anda terus menulis dan menghayati segala matlamat anda itu, semangat anda akan bertambah menyala, berapi-api!

### 2. Tuliskan Matlamat-Matlamat Anda

**TULIS** matlamat-matlamat anda di atas sehelai kertas. Jika anda tidak tulis, ia hanya akan menjadi angan-angan sahaja. Salinkannya ke dalam Buku Matlamat anda. Ini PENTING, kerana dengan berbuat demikian, ia akan menjadi perkara yang penting bagi anda. Dengan berbuat demikian juga, ia akan mula meresap ke dalam minda separa sedar anda.

### 3. Tetapkan Bila dan Tempoh Pencapaian Matlamat Anda

**TETAPKAN** bila matlamat tersebut mesti anda capai. Kaji tahap atau kedudukan anda sekarang berbanding dengan apa yang anda inginkan. Kira dan tentukan berapa banyak masa

yang anda perlukan untuk mencapai matlamat anda itu.

### 4. Tangani Halangan

- Kenalpastikan halangan-halangan yang perlu anda atasi.
- Tumpukan kepada usaha mendapatkan bantuan yang anda akan perlukan untuk mencapai matlamat anda - misalnya pengetahuan, pakar-pakar, penasihat-penasihat atau badan-badan tertentu.

### 5. Buat Perancangan

Gunakan semua butir pada langkah 3 dan 4. RANCANGKAN tindakan-tindakan anda. Senaraikan semua aktiviti mengikut susunan keutamaannya. Perbaiki senarai anda, optimumkannya dan sempurnakannya.

### 6. Gambarkan Kejayaan Pada Minda Anda

Letakkan suatu Studio Filem di minda anda! Bayangkan satu GAMBARAN MENTAL yang anda telah berjaya mencapainya. Buat imej minda yang jelas dan terang pada mata minda anda. Mainkan gambaran itu berulang-ulang – berkali-kali di fikiran anda. Ingatlah bahawa: "Orang yang berjaya dalam hidup adalah orang yang nampak tujuannya dengan jelas dan menjurus kepadanya tanpa menyimpang." - Cecil B. DeMille. Ingatlah juga kata Mahatma Gandhi: Seseorang itu adalah hasil dari fikiran. Apa yang dia fikir, itulah yang dia akan menjadi".

## 7. Baki 90% Adalah Usaha dan Keazaman Anda

Sokong rancangan anda dengan KEAZAMAN (Resolve) dan SEMANGAT TIDAK MENGENAL PUTUS ASA (Persistence). Tekadkan semangat. Tumpukan kepada kejayaan. Fokuskan segala perhatian dan tenaga anda untuk mencapai segala matlamat anda pada waktu yang anda sendiri tetapkan. Bulatkan hati dan fikiran. Jangan sekali-kali berputus asa terhadap sebarang cabaran. Lakukanlah tindakan-tindakan proaktif dan produktif.

*The best way to predict the future is to create it.*

*Peter Drucker*



## 10 Goal Setting Tips Goal Setting for Achievement Instead of Disappointment

By : Susan Ward

### 1) Choose goals that are worthwhile.

*You would think it would go without saying but lots of people set meaningless goals - and then wonder why they don't feel any sense of achievement. Remember that the purpose of goal setting is to move us forward and spur positive change. If a goal doesn't have this motivating, transformational quality, don't bother with it. You'll just be disappointed.*

### 2) Choose goals that are achievable stretches.

*The fact that goals have to be achievable is standard goal setting advice. Pretty well everyone knows that there's no point in setting a goal that you will never be able to accomplish. All you'll do is get frustrated and abandon it. Less well known is the fact that goals need to stretch you in some fashion. If a goal isn't engaging, you'll get bored and abandon it.*

### 3) Make your goals specific.

*The big problem with the sample goals I've used to open this article is that they're vague. To decide that you're going to lose twenty pounds, for instance, is nice, but provides you with no guidance for doing that. Think how much easier it would be to accomplish this goal if you knew exactly what you were going to do to lose the weight. So when you're goal setting, use a goal setting formula that gives your goal a built-in action plan. You'll start accomplishing more than you thought possible.*

### 4) Commit to your goals.

*You need to dedicate yourself to accomplish the goal you have chosen. That's why writing your goals down is a common goal setting tip; it's the first step to committing to achieving your goals. But you also have to realize that accomplishing a goal is not an overnight process and that you are going to have to work regularly at transforming your goal into an accomplishment. And you have to set aside the time you will need to work on your goal.*

### 5) Make your goal public.

*Making your goal public is a goal setting technique that is really effective for many people. Think of organizations such as TOPS (Take Off Pounds Sensibly) and their weekly weigh. Knowing that others are going to be monitoring your results ensures commitment to the goal and is extremely motivating. You don't have to join an organization or broadcast your goal on a Facebook page to make your goal public; having a goal buddy, a single person interested in your efforts, can be just as effective.*

### 6) Prioritize your goals.

*Goals don't have to be huge projects that take months or even years to attain, but because they require commitment and need to be worked on regularly, every single goal that you set will be demanding. So don't sabotage yourself by taking on a bunch of goals at a time. Assuming that you are following all the other goal setting*

tips presented here and setting goals that are worthwhile, I would recommend working on no more than three at a time, and even then you should choose one goal as your top priority.

### **7) Make your goals real to you.**

Goal setting is basically a way to approach the process of accomplishment. It's a very successful way, if done right, but like all such processes, it's a bit abstract. Using techniques such as visualization to focus on what actually accomplishing your goal will be like and what it will do for you can be very powerful - and a great help in staying motivated. Choosing and posting pictures that represent successfully accomplishing your goal is another way of doing this.

### **8) Set deadlines to accomplish your goals.**

A goal without a deadline is a goal that you have not fully committed to and a goal you will not achieve. For one thing, if working on achieving a goal is something you can do whenever, you won't. For another, having a deadline will shape your plan of action. To return to the weight loss example, it makes a great difference whether your goal is to lose twenty pounds in four months or in ten. You will have to do a lot more exercising and cutting down of your food portions if you want to lose the weight more quickly.

### **9) Evaluate your goals.**

Remember that goal setting is a process - and evaluation is an important part of that process. Don't just settle for a 'good' or 'bad' assessment; think about what you did, how you did it and what you got out of it. Whether you successfully accomplished your goal or not, there's always something to be learned; what works or doesn't work for you, whether achieving your goal lived up to your expectations, why you failed. Extracting these lessons will increase your accomplishments even more as you apply them to your future goal setting experience.

### **10) Reward yourself for accomplishment.**

Internal satisfaction is a great thing, but external rewards can be immensely satisfying, too. When you accomplish a goal, you've devoted time and effort to your success, so take the time to celebrate your success, too. One caveat; don't undermine your efforts by choosing an inappropriate reward. Eating a huge slab of cheesecake is not an appropriate reward for losing twenty pounds; for example, a new outfit would be a more suitable choice.

*Set the Stage for Your Goal Setting Success*  
So don't defeat your goal setting efforts before you even start to work on accomplishing your desired goals. Set yourself up for success rather than failure by applying these ten goal setting tips and start achieving what you want to achieve.

***It is the quality of our work which will please God  
and not the quantity.***

*Mahatma Gandhi*