

# COMPASS<sup>©</sup>

## Goal Achievement Programme



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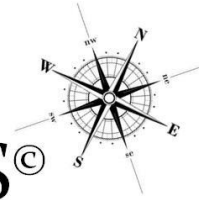
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# COMPASS<sup>©</sup>

## Goal Achievement Programme



**C**onsider

Consider your starting point - Where are you today?  
Be honest!

**O**ppportunity

If you had the opportunity to do anything in life, what would it be? DREAM BIG!

**M**ap

Map out your goals and make S.M.A.R.T. plans for your life.

**P**roceed

Start taking active steps towards your goals and move forward!

**A**ssess

Regularly assess your goals to make sure they are in line with your life today. They are not set in stone and can be changed!

**S**core

FINISH! Work hard towards completing your goals!

**S**uccess

Celebrate your successes. Be proud of your achievements -  
You've earned it!

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# Introduction

*"The choices you make today define who you are tomorrow!"*

Tom O'Neil

The COMPASS® Goal Achievement Programme is designed to empower individuals to not just set goals, but to achieve them in a structured and methodical way!

Using the COMPASS Goal Achievement Programme®, you will actively set and map out the professional and personal life you desire, as well as detail practical and tangible ways to achieve your goals.

This programme is designed for individuals and couples who wish to reach their full potential in all areas of life including:

- Business / Career
- Health
- Finances
- Personal Development
- Relationships
- Lifestyle
- Motivation
- Spirituality

Step One helps you discover 'Where am I now?' 'What are the key areas of my life?' 'How do I measure up to these?'

Step Two is to assist you develop real and tangible goals to move you forward in your life.

Step Three is designed to make you accountable to yourself to regularly assess these goals and ensure their on-going relevance to your life.



# CONSIDER

Consider your starting point - Where are you today? Be honest!

## Where am I now?

The first step we have to take in the COMPASS® Goal Achievement Programme is to assess:

- What are the key areas of my life?
- Where am I succeeding and failing in these?
- Where am I starting from today?
- How in control of my life am I?

It is vital to have a complete understanding of these questions, as developing goals without a clear knowledge of where you are starting from, can set yourself up for failure!

### The COMPASS® Life Clock®

Decide the key areas of your life that are important to you. These are the things in your life that really matter! These can include tangible things such as 'children', semi-tangible such as 'marriage' and non-tangible such as 'challenge'.

#### Step One

For this exercise, please choose between 5 - 8 key areas of your life to wish to assess. Feel free to redo this exercise at a later stage to ensure you have captured the key areas of what makes up 'you' as a full person. Suggested examples include:

- |            |             |             |
|------------|-------------|-------------|
| ▫ Finances | ▫ Faith     | ▫ Family    |
| ▫ Health   | ▫ Friends   | ▫ Marriage  |
| ▫ Career   | ▫ Lifestyle | ▫ Challenge |
| ▫ Children | ▫ Fun       | ▫ Joy       |

#### Step Two

- Assign each value to equally distant points around the circle diagram on the EXERCISE ONE page. (See the next page as an example)

#### Step Three

- Decide how important each value is to you based on a scale of 1 to 10. (10=best). Understanding that the point in the centre is 0 (zero) and the circle is 10 (ten), draw a red line from the centre to the value decided for each point.

- You have now graphically highlighted your key values in your life - Well done!

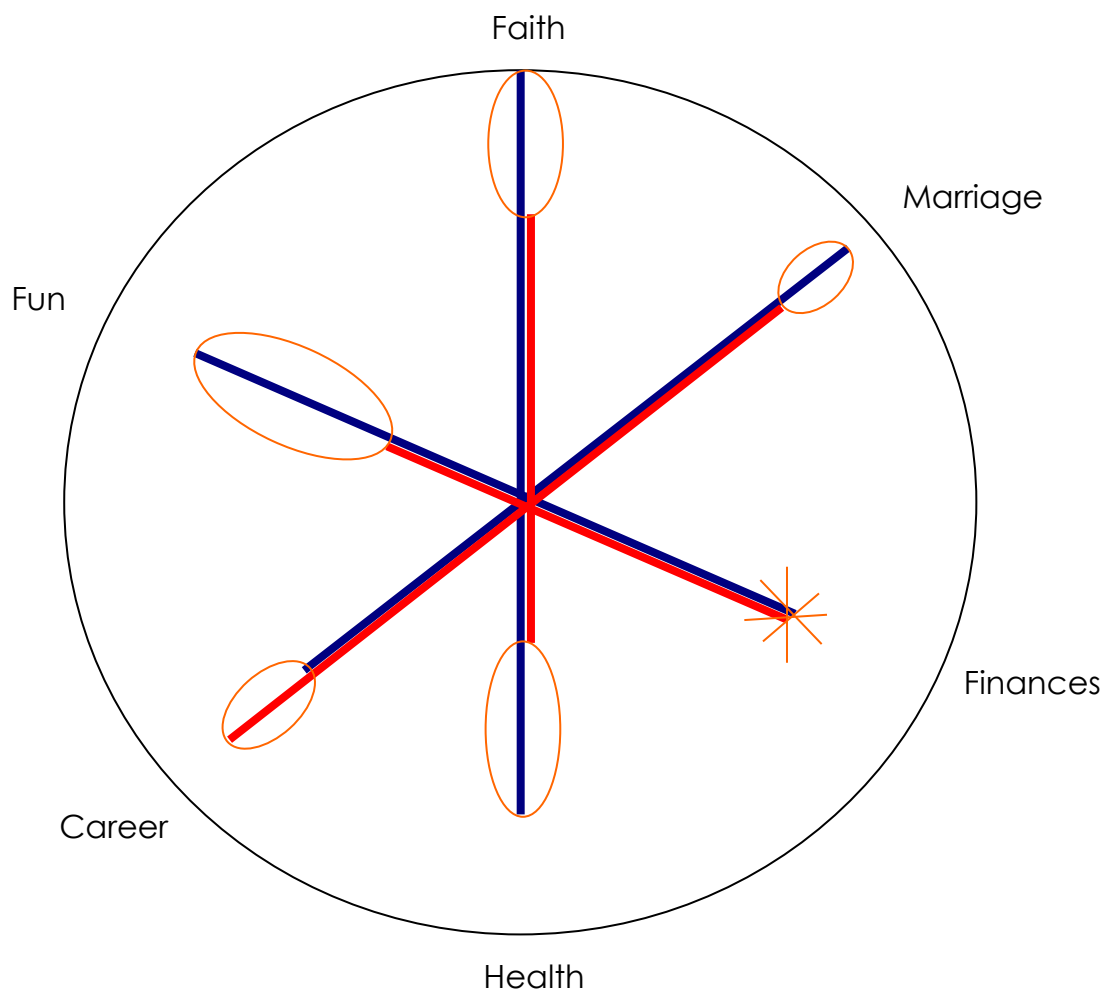
#### Step Four

- Think about each value and determine how you feel you 'measure up' in each of these areas. (i.e. whether you feel you are putting enough time / resources into this value. How successful you feel you are in this area.) Take a blue colour and draw a line beside each original line to show this value.
- You now see what's important in your life and where you need to focus further!

#### Step Five

- Draw a circle where you feel you are not meeting or exceeding the importance of this value in your life and an asterisk where you feel you meet your values.

Example 1:



## Explanation of Example One

In this example the following aspects are apparent:

**Faith** - This person probably has a solid faith, yet are aware that there are numerous areas they need to improve on.

Point to remember! - Generally speaking, with 'super large' / holistic aspects such as 'Faith', you will probably never meet the requirement you are seeking. That's okay as long as you are on the path!

**Marriage** - Some good work here, but a little bit more to do. Drop the kinds off at the in-laws and re-start the weekly dates or go out together for a romantic dinner.

**Finances** - All is on track. Chances are this person is in tune with their financial needs and are meeting their regular outgoings. They probably are budgeting well and not going into debt.

**Health** - Not good here. Too many take out dinners and Big Macs and too much TV watching. This person would probably need to start taking their health seriously and eat more balanced meals, reduce fat in their diet and get to the gym.

**Career** - Unfortunately the red line far outweighs the blue line here - that means this person is working far too hard in relation to how important their career is to them. This may also be causing some of the other areas to suffer.

**Fun** - While a couple of key areas in this person's life are relatively well balanced, they are struggling with making it fun! Obviously here a person should look at cutting down on their career and look at developing some new hobbies and interests (preferably involving some sort of physical activity.)

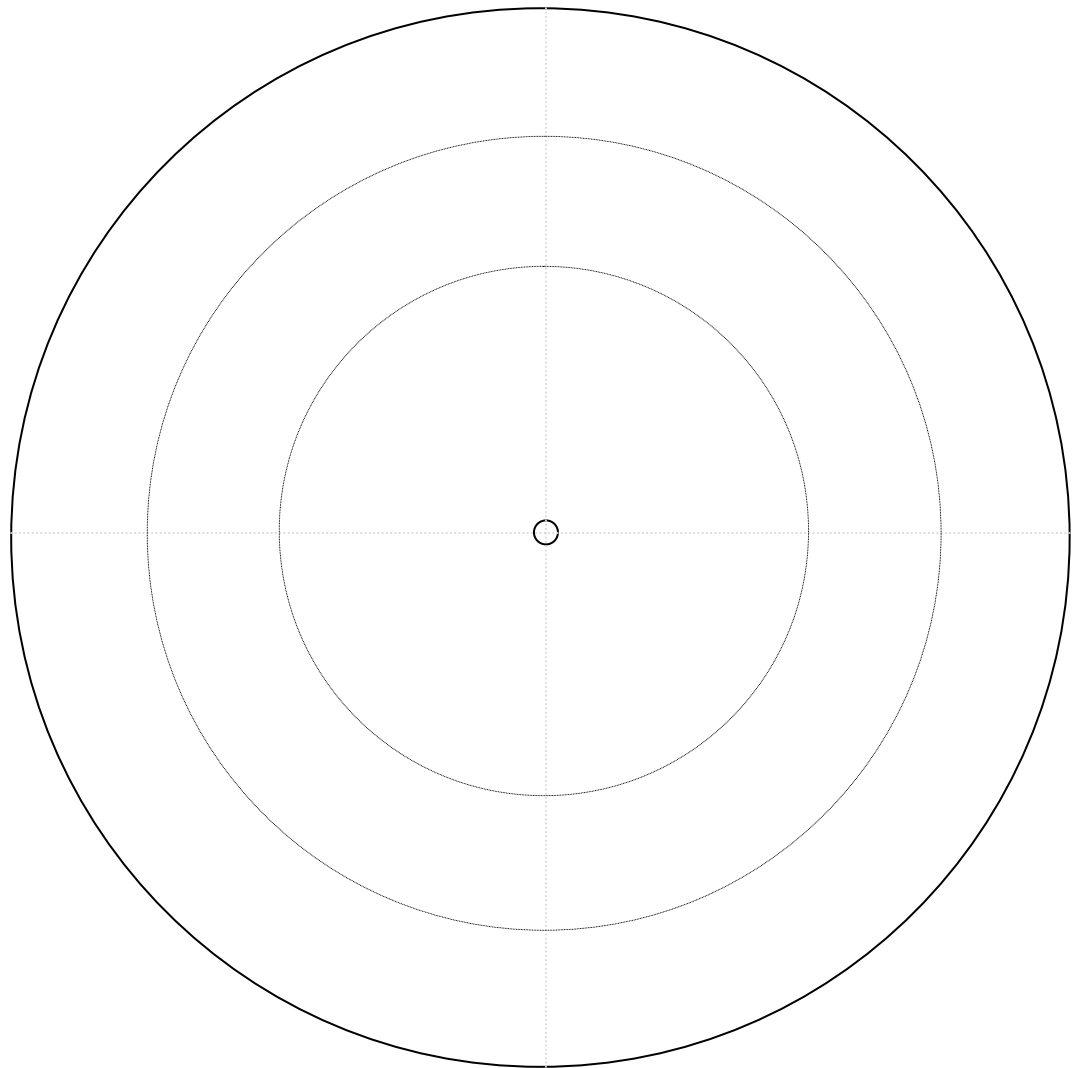


## EXERCISE ONE

### COMPASS Life Clock®

My Key Life Areas: \_\_\_\_\_

\_\_\_\_\_



### Reflection

- How do you feel about this exercise? Happy or sad? Thrilled or disappointed?
- What are the key areas you feel you are doing well in?
- What are the key areas you need to improve?



# OPPORTUNITY

If you had the opportunity to do anything in life, what would it be?  
DREAM BIG!?

## Let's dream a little...

This next exercise is really just a bit of fun to help us to expand our mind to understand what we can actually achieve.

In the 2007 movie 'The Bucket List', Jack Nicholson and Morgan Freeman (two terminally ill men) escape from a cancer ward and head off on a wild road trip with a wish list of 'to-dos' to complete before they die.

Of course we shouldn't have to wait to be in this situation to write a list of things we would like to achieve before we 'shed our mortal coil!'

What are some of the things you would like to achieve for you, your family and your career? Imagine if money was not an issue and there was nothing to hold you back... What are 20 things you like to do / have / learn / achieve?

For example:

- Travel on the Orient Express
- Learn to Salsa
- Teach a family member a new skill
- Write a book on something you are passionate about
- Do a mission trip
- Have a romantic dinner - in Paris
- Climb Everest
- Run the New York Marathon
- Get an advanced qualification
- Spend a week at the Louvre
- Visit the Taj Mahal
- Learn how to play the Saxophone
- Drive a Porsche
- Learn to fly solo
- Drive across Route 66 in the USA
- Spend a week in each of Europe's capitals
- Go on an around the world cruise
- Learn how to program the DVD player
- Grow and eat your own vegetables
- Own you own 35 foot fishing launch



## EXERCISE TWO – 'VISIONING' EXERCISE

Take some time now to detail some things you would like to see / to do / to create / to achieve:

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19 \_\_\_\_\_

20 \_\_\_\_\_

# What is success to you?

Detail what 'success' looks like for you in 10 years time in each of your key life areas. For example: Finance – '\$15,000 savings in my bank account'.

KLA: \_\_\_\_\_

10 years time: \_\_\_\_\_

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KLA: \_\_\_\_\_

10 years time: \_\_\_\_\_

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KLA: \_\_\_\_\_

10 years time: \_\_\_\_\_

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KLA: \_\_\_\_\_

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KLA: \_\_\_\_\_

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KLA: \_\_\_\_\_

10 years time: \_\_\_\_\_

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KLA: \_\_\_\_\_

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KLA: \_\_\_\_\_

10 years time: \_\_\_\_\_

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KLA: \_\_\_\_\_

10 years time: \_\_\_\_\_

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# M<sub>AP</sub>

Map out your goals and make S.M.A.R.T. plans for your life.

## Those who fail to plan, plan to fail!

George Doran changed goal setting for good when he wrote in his 1981 Management Review article "There's a S.M.A.R.T. way to write management's goals and objectives." In his article he outlined what was to become the world's most powerful goal setting mantra.

### Setting SMARTA goals

Goals help us achieve our dreams, however if they are not S.M.A.R.T.A., then they are just dreams! A well written goal should have the following components:

**Specific** - A specific goal has a much greater chance of being accomplished than a general goal.

**Measurable** - Establish concrete criteria for measuring progress toward the attainment of each goal you set.

**Attainable** - You can attain almost any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps.

**Relevant** - Your goals must be relevant for your life. Therefore remember that each goal can be refined or even deleted as your life changes.

**Timely** - A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency.

**Accountable** – According to Dr Gail Matthews, you have a higher chance of achieving a goal if you are accountable to someone else.

### EXERCISE THREE

Take each of your key areas from your COMPASS® Life Clock® and examine them thoroughly. For each of your key areas, develop short, medium and long term goals using the SMARTA system on the following work sheets.

Short term goals should be completed within the next 12 months. Medium term goals are 1 to 5 years away and Long term goals are 6+ years distant.

Medium and long term goals may be more flexible and less specific due to their 'far off' nature.

Put the name of the person you are accountable to in brackets at the end of the goal. Make sure they know they are your accountability partner, and that they can quiz you at any time in regards to your progress.

Remember the difference between a dream and a goal is a piece of paper!

Example goals in your 'Finances' section may include:

**Short:**

- Pay \$50 per week to savings for twenty weeks for a holiday to Fiji (Tim)
- Save \$40 per week for thirty weeks as the oldest child will need for braces this year (Lisa)

**Medium:**

- Save \$9,000 for a friends overseas wedding in 2 years (Ngarie)
- Pay off credit card of \$6,000 within 3 years (Carl)
- Finish paying off car loan of \$4,000 within the next 2 years (Lee)

**Long:**

- Save \$25,000 for a new boat within 5 years (Nigel)
- Pay off mortgage of \$250,000 with 20 years (Gail)
- Gain Passive income of \$1,000 per week within 8 years (Sam)

























# PROCEED

Start taking active steps towards your goals and move forward!

## Start now!

Many people work hard to set out and then develop S.M.A.R.T.A. goals for their life. However these goals too often then end up in the bottom drawer and are never seen again...

It is vital that you now write down 10 things you can do this week to start actively achieving some of the goals you have set down.

This may include:

- Finding out exactly (to the last cent) what is owed on the credit card.
- Finding out how many more months you have until your mortgage is 'rolled over'.
- Going for that first run of one mile (remember start small - if you try and achieve massive goals immediately you may get discouraged and stop working towards them)
- Buying a board game to play on the new 'family games night'
- Swallowing your pride and phoning a relative you may have lost contact with over a disagreement.
- Going to the supermarket and buying a large amount of fruit and vegetables (no fatty snacks or fizzy drinks)
- Committing to a daily reading plan to read the full Bible in one year
- Registering in a local fun run
- Getting a night class syllabus and registering for a course in a skill you want to develop (e.g. Safe Boating / Welding / Scrapbooking)
- Buying a personal development book and reading the first chapter



## EXERCISE FOUR

Write down 10 things you can do this month to start actively achieving some of the goals you have set down.

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# ASSESS

Regularly assess your goals to make sure they are up to date and are in line with your life today. They are not set in stone and can be changed!

## Are my goals on track? Are they relevant to my life today?

You must regularly assess your goals to ensure you are actively taking consistent steps towards their achievement. For example if you want to save \$12,000 for a boat in 12 months, you should have \$6,000 saved within 6 months. If you want to have a family games night once a week, how many have you had in the six months?

This gives you the opportunity to see how you are progressing against your set timelines and performance targets. Once again S.M.A.R.T.A. goals are excellent as they give you a framework to measure your achievement.

Remember that as you progress through your life, circumstances change. You may get married or you may relocate to a new city. Chances are that over time goals that made perfect sense five years ago are no longer important in your life. For example owning a classic car collection may not be so important now that you have just had triplets!!!

This time of reflection and assessment also gives you the opportunity to set new goals more in line with your current lifestyle.

### EXERCISE FIVE

Set up regular times through the year to revisit your goals. For example this may be the first Saturday of every month.

I WILL COMMIT TO REGULARLY ASSESSING MY GOALS AS FOLLOWS:

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Ask yourself the following questions for EACH INDIVIDUAL GOAL as you regularly assess them:

- How am I progressing towards achieving this goal?
- What do I need to do to ensure I achieve this goal within my timeline?
- Is this goal still important for me? Should I delete it instead?
- Do I need to develop another goal in this area?

# SCORE

FINISH! Work hard towards completing your goals!!

## Don't give up!

Too many people start the goal setting process all 'fired up', get part way into it and then give up. Remember to be a success in your life you must COMPLETE!

If you want to represent your country at the 100 meters, complete all the training and get selected for your country, you don't then want to run only 99 of the meters in the Olympics final and then give up 1 meter short.

Sadly this is what most people do in their career, family life, spiritual life and so on.

Life is too short to not give it all you have, so remember to SCORE and work hard towards completing your goals.



# Why we don't achieve our goals...

- Discouragement when we fail
- Try too much too quickly
- Fear of failure
- Fear of success
- Other people speak negativity
- No passion for the goal
- Procrastination
- Distraction – '*Bright Shiny Thing*' syndrome

# SUCCESS

Celebrate your successes and be proud of your achievements!  
You've earned it!!!

## Congratulations - Give yourself a pat on the back!

Well done! You have achieved some of the goals you have set for yourself. It's a great feeling when you actively put in place a goal and then methodically work towards achieving it

Think of some way to celebrate your success in proportion to the size of the goal you achieved. For example if you successfully paid off your mortgage 5 years early as you planned, go on a trip as a celebration to toast your success.



### EXERCISE FIVE

Write down how you will celebrate when you have achieved some of the goals you have set for yourself.

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# About Tom O'Neil

Tom O'Neil ([www.achievementexpert.com](http://www.achievementexpert.com)) is a leading international specialist in career leadership and personal achievement. As well as this, he is an author and contributor in career achievement to various global career guides and software packages.

Tom is a professional goals coach with a strong background working closely with a wide range of individuals from students through to CEOs. Clients include individuals from leading international organisations such as Microsoft, Fonterra, IBM, HSBC, Deloitte, Pricewaterhouse Coopers and Emirates.

Tom has developed tailored solutions for clients living in the USA, UK, Germany, Israel, South Africa, Brazil, South Korea, Hong Kong and New Zealand.

He is qualified in Psychology and has 25 years experience in both the Human Resources and Recruitment industries. A former Management Consultant in Human Resources and Trainer for Deloitte, Tom has appeared numerous times on national TV, radio and newspapers relating to career leadership and improving your personal performance.

Tom's personal journey to his passion as a goal coach started with his career in recruitment and Human Resource management. While assisting people into their next position was highly rewarding, after 15 years, he realised that career coaching was an area where he could make a larger impact in individual's lives.

Five years later, he again realised that his passion was 'whole life goal coaching', as a person's career was only a subset of their total existence. Many clients he saw were not focusing on the other key areas of life including health, faith, family, personal development or just 'having fun'.

Today Tom is still a Director of two international career management and consultancy companies, yet now focuses on his true passion - helping people reach their full potential through goal coaching!

Outside of his professional life, Tom has been married to his wife Sarah for eighteen years and they both have two beautiful boys. Tom is also a Board Member of a large regional early childhood NFP, as well as being active as a committee member of Cornerstone Christian Church in the rural settlement of Waiuku, south of New Zealand's most populous city Auckland.

**Contact Tom direct on (+64 21) 9000 91 or email [tom@tomoneil.com](mailto:tom@tomoneil.com) to discuss goal coaching or keynote speaking opportunities.**

**Visit his sites [www.tomoneil.com](http://www.tomoneil.com) and [www.careercoach.nz](http://www.careercoach.nz) to find out more**



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