

# **Goal Setting System: Turn Your Goals Into Reality**

Thomas D. Meyerhoeffer and George Vasu

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## You Have A Goal – Make It A Reality

Think about what it is that you want for your future that you don't have now, and think about it in a way that's flavored with belief and positive expectancy. It's *your* vision of achievement, *your* dream that you can make a reality by having faith in yourself.

Everybody who becomes successful has a vision of what they can get out life. It may be money, it may be being a part of a nice group of people, more free time, buying your first home or buying a new home, giving more to charity, educating those that need help, etc., etc. The list is virtually limitless.

Create a positive expectancy or vision of what you want for yourself. Whether it's for today, next week, next month, a year from now, or five or ten years from now, keep your vision crystal clear and see it in such a way that you believe you're going to achieve it. Once you've put it in writing, train yourself to think about your vision most of the time.

As you take the first step towards turning your vision into reality, figure out what you real want in all aspects of your life. Set you goals and make them happen.

What is the most important thing you want in your life right now?

"Money" was probably your answer. However, you and I are not motivated by money in and of itself. If you have a million dollars in cash but you're confined to a desert island, what good is the million dollars? You might as well burn it to keep warm...it has no value.

What motivates us is what money can *buy*, whether its freedom, security, "toys," whatever. As you design your vision get very specific. This is your dream...put no limitations on it.

You want money? How much do you want, when do you want it by, and what are you going to do with it?

You want to buy a new house? Great! Where do you want it to be? What's it going to look like? How much is it going to cost? How are you going to decorate it? See how it works? You must specify your dreams and be concise in your visualization. Now, please take a few minutes to design your vision.

### What do you want to do? (Please be specific.)

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2.

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**3.**

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**Who do you want to be? (Please be specific.)**

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**2.**

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**3.**

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**What do you want to have? (Please be specific.)**

**1.**

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**2.**

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**3.**

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## I. Physical Goals

- **Appearance**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Medical Check - Up**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Exercise Program**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Weight Control**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Nutrition And Diet**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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## II. Family Goals

### ▪ Listening Habits

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Forgiving Attitude**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Good Role Model**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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#### ▪ Quality Time

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Supporting Of Others**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Respectful**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Loving**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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### III. Financial Goals

- **Earnings**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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#### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Savings**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Investments**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Budgets**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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- **Adequate Insurance**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Charge Accounts**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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#### IV. Social Goals

- **Sense Of Humor**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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#### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Listening Habits**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Self-Confidence**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Manners**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Compassion**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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## V. Spiritual Goals

### ▪ Inner Peace

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Sense Of Purpose**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Prayer**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Religious Study**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Belief In God Or Higher Power**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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## VI. Mental Goals

### ▪ Imagination And Creativity

*Rate yourself (circle corresponding number) - 5 being best*

5 4 3 2 1

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Attitude**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Continuing Education**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Reading**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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- **Curiosity**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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## VII. Career Goals

- **Job Satisfaction**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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- **Effectiveness**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Job Training**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Competence**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Understand Job Purpose**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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## Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Growth**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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## Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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### VIII. Relationship Goals

- **Romance**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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## Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Love**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Sex**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Emotional Intimacy**

*Rate yourself (circle corresponding number) - 5 being best*

**5 4 3 2 1**

Describe your current Status

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**Goal Setting Formula**

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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▪ **Caring**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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- **Giving**

Rate yourself (circle corresponding number) - 5 being best

5 4 3 2 1

Describe your current Status

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### Goal Setting Formula

What is your goal:

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Set your deadline: Month \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

List the obstacles that you must overcome:

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Who are the people and groups that you must work with to attain your goal?

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What skills do you need to gain to achieve your goal?

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Describe your plan:

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List the benefits of achieving your goal:

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## Goal Setting System Scoring Summary

<b>PART I.</b>	<b>PHYSICAL GOALS</b> Appearance Medical Check-Up Exercise Program Weight Control Nutrition and Diet	<b>TOTAL SCORE:</b> _____
<b>PART II.</b>	<b>FAMILY GOALS</b> Listening Habits Forgiving Attitude Good Role Model Quality Time Supporting of Others Respectful Loving	<b>TOTAL SCORE:</b> _____
<b>PART III.</b>	<b>FINANCIAL GOALS</b> Earnings Savings Investments Budgets Adequate Insurance Charge Accounts	<b>TOTAL SCORE:</b> _____
<b>PART IV.</b>	<b>SOCIAL GOALS</b> Sense of Humor Listening Habits Self-confidence Manners Compassion	<b>TOTAL SCORE:</b> _____
<b>PART V.</b>	<b>SPIRITUAL GOALS</b> Inner Peace Sense of Purpose Prayer Religious Study Belief in God or Higher Power	<b>TOTAL SCORE:</b> _____

**PART VI. MENTAL GOALS**  
Imagination and Creativity  
Attitude  
Continuing Education  
Reading  
Curiosity

**TOTAL SCORE:** \_\_\_\_\_

**PART VII. CAREER GOALS**  
Job Satisfaction  
Effectiveness  
Job Training  
Competence  
Understand Job Purpose  
Growth

**TOTAL SCORE:** \_\_\_\_\_

**PART VIII. RELATIONSHIPS**  
Romance  
Love  
Sex  
Emotional Intimacy  
Caring  
Giving

**TOTAL SCORE:** \_\_\_\_\_

**GRAND TOTAL SCORE:** \_\_\_\_\_

Also from Thomas D. Meyerhoeffer and George Vasu: visit [www.expertcast.com](http://www.expertcast.com)

### **Achievement & Motivation**

- Becoming A Super Achiever: The Requirements of Success
- Reaching Your Personal Plateau: Goal Setting For Success

### **Business Writing**

- How and When to Write Business Correspondence: Authoring Powerful, Results-Oriented Letters

### **Career Transition Strategies**

- Establishing an Objective: How to Discover What You Want To Do
- Preparing Psychologically for a New Job: The Proactive Mindset
- Recovering from Being Fired or Laid Off: Your First Course of Action
- Resigning Professionally: Building Bridges When Moving On

### **Client Relations**

- Delivering First Class Client Service: Establishing Career Clients and Maximizing Your Income Potential
- Making the Sale through Consultation: Rapport Building with the Four Personality Types
- Successful Negotiation: Getting What You Ask For
- Successful Selling: Consultative Approach

### **Communication Skills**

- Becoming a Better Listener: Comprehensive Listening Techniques
- Communicating With Maximum Impact: The Ultimate Communicator
- Powerful and Professional Presentations: Developing Your Personal Style
- The Power of the Phone: Improving Your Phone Skills

### **Compensation Issues**

- Evaluating the Job Offer: Guidelines for Making the Best Decision
- Securing the Ideal Compensation Package: Coordinating the Job Offer
- The Psychology of Counteroffers: Understanding the Pitfalls
- Vital Salary Negotiations: Win-Win Guidelines

## **Employee Relations**

- Improving Employee Morale: Inspiring High-Spirited Performance During Tough Times
- Knowing When An Employee is Looking to Leave: Understanding the Visible Signs
- Open-Book Management: A Straightforward Approach to Employee Motivation
- Preventing Legal Hassles and Payouts: Understanding the Alternative Dispute Resolution (ADR) Process
- Sharing Compassion & Resources: How to Cope with the Terminal Illness of an Employee
- Strengthening the Employment Relationship: How to Ensure Employee Loyalty and Commitment in Today's Organizations
- Terminating an Employee: The Professional and Tactful Approach

## **Hiring**

- The Job Description: Your Road Map to Hiring the Person You Need
- Evaluating Who Is Best For the Job: The 15 Minute Evaluation/Ranking System™
- Identifying the Best Candidates: Strategies for Locating the Professionals You Need
- Legal Guidelines: Understanding the Legality of Hiring
- Reference Checking by Phone: Confirming the Facts Presented During the Interview
- Securing the Candidate you Want to Hire: Making Offers That Get Accepted
- Securing the Ideal Job Candidate: Coordinating the Offer of Employment
- The Rejection Letter: Building Company Goodwill
- The Sample Offer Letter: Specifying the Terms of Employment
- Unveiling the Person Behind the Resume: Techniques to Select the Best Candidates

## **Interview Question Sets**

- Ten Pre-Qualifiers: On the Spot Questions for the Quick Mini-Interview
- Handling Conflict: Assessing the Candidate's Ability to Perform during Conflict and Opposition
- Handling Difficult People: Assessing the Candidate's Ability to Deal with Problem Customers
- Quality Orientation: Assessing the Candidate's Ability to Strive for Perfection
- Sales Ability: Assessing the Candidate's Ability to Persuade or Influence Others
- Sales Performance: Assessing the Candidate's Ability to Become a Super Achiever
- Self-confidence: Assessing the Candidate's Ability to Believe in Themselves
- Self-Directed Team Orientation: Assessing the Candidate's Ability to Define an Individual Team Role
- Self-esteem & Peak Performance: Assessing Candidate's Ability to Gain Control of Their Work
- Sociability: Assessing the Candidate's Ability to Positively Interact with Others
- Team Play Orientation: Assessing the Candidate's Ability to Interact Successfully with the Work Team
- Telemarketing Ability: Assessing the Candidate's Ability to Communicate over the Phone

## **Interviewing**

- Gaining Control of the Interview Process: Techniques to Increase Your Chances of Being Hired
- Interviewing Formats: Strategies Used by Today's Employers To Select New Hires
- Interviewing for Maximum Results: Questions to Identify the Best
- The Interview Preparation: Developing the Plan to Interview the Best Candidate

## **Networking**

- Techniques for Networking: Finding the Job of Your Choice

## **Personal Development**

- Benefiting From Rejection: The Trademark of a Winner
- Improving Your Memory Skills: Mastering Memory Techniques
- Making the Right Decision: The Decision-Making Process
- Releasing Your Creativity: Opening Your Mind
- Weight Loss & Diet: A Sensible, Low-Impact Approach to Maximizing Your Potential
- Goal Setting System: Turn Your Goals Into Reality

## **Resume Attachments**

- Create a Winning Cover Letter: Targeting the Job Interview You Want
- Formatting the Salary History: How to Maximize Your Earning Potential
- Preparing Winning References: Securing the References You Need

## **Resume Writing**

- Create A Winning "In-Person" Resume: Securing the Interview You Want
- Create a Winning "Electronic" Resume: Getting Selected by the Applicant Tracking System
- Posting Resumes Electronically: Maximizing Your Career Opportunities in Cyberspace

## **Sexual Harassment**

- A Definition of Sexual Harassment: Identifying Inappropriate Behavior
- Preventing the High Cost of Sexual Harassment: Employer Response to Inappropriate Behavior
- What You Can Do To Stop Sexual Harassment: Personal Response to Inappropriate Behavior

## **Stress Management**

- Turning Stress into Success: How to Identify and Conquer Stress

## **Team Building**

- Recognizing Team Efforts: Guidelines for Praising High-Achieving Work Groups

## **Time Management**

- Maximizing Your Time: Strategic Management to Increase Your Productivity
- Time Management Tips for Traveling: Making the Most of Your Business Trips