



## Goal Setting

Goal setting is a powerful process for personal planning. The process of setting goals helps you choose where you want to go in life.

By knowing precisely what you want to achieve, you know where you have to concentrate your efforts.

You'll also quickly spot the distractions that would otherwise lure you from your course.

More than this, properly-set goals can be incredibly motivating, and as you get into the habit of setting and achieving goals, you'll find that your self-confidence builds fast.

1. Create your 'big picture' of what you want to do with your life, and what large-scale goals you want to achieve.
2. You break these down into the smaller and smaller targets that you must hit so that you reach your lifetime goals.
3. Once you have your plan, you start working to achieve it.

**Your lifetime goals:** The first step in setting personal goals is to consider what you want to achieve in your lifetime (or at least, by a significant and distant age in the future) as setting lifetime goals gives you the overall perspective that shapes all other aspects of your decision-making.

To give a broad, balanced coverage of all important areas in your life, try to set goals in some of these categories (or in categories of your own, which are important to you):

**Artistic:** Do you want to achieve any artistic goals? If so, what?

**Attitude:** Is any part of your mind set holding you back? Is there any part of the way that you behave that upsets you? What information and skills will you need to achieve other goals?

**Career:** What level do you want to reach in your career?

**Education:** Is there any knowledge you want to acquire in particular? What information and skills will you need to achieve your goals?

**Family:** Do you want to be a parent? If so, how are you going to be a good parent? How do you want to be seen by a partner or by members of your extended family?

**Financial:** How much do you want to earn by what stage?

**Physical:** Are there any athletic goals you want to achieve, or do you want good health deep into old age? What steps are you going to take to achieve this?

**Pleasure:** How do you want to enjoy yourself? You should ensure that some of your life is for you!

**Public Service:** Do you want to make the world a better place? If so, how? Spend some time brainstorming these, and then select one goal in each category that best reflects what you want to do.

Then consider trimming again so that you have a small number of really significant goals on which you can focus. As you do this, make sure that the goals that you have set are ones that you genuinely want to achieve, not ones that your parents, family or employers might want (if you have a partner, you probably want to consider what he or she wants, however make sure you also remain true to yourself!), it should be entirely your choice.

### Goal-setting tips:

The following broad guidelines will help you set effective goals:

State each goal as a positive statement: Express your goals positively.

'Execute this technique well' is a much better goal than 'Don't make this stupid mistake'.

**Be precise :** Set a precise goal, putting in dates, times

and amounts so that you can measure achievement. If you do this, you will know exactly when you have achieved the goal, and can take complete satisfaction from having achieved it.

**Set priorities:** When you have several goals, give each a priority. This helps you avoid feeling overwhelmed by too many goals, and helps to direct your attention to the most important ones.

**Write goals down:** This crystallizes them and gives them more force.

**Keep operational goals small:** Keep the low-level goals you are working towards small and achievable. If a goal is too ambitious, then it can seem that you are not making progress towards it.

Keeping goals small and incremental gives more opportunities for reward. Derive today's goals from larger ones.

Set performance goals, not outcome goals: You should take care to set goals over which you have as much control as possible. There is nothing more dispiriting than failing to achieve a personal goal for reasons beyond your control. These could be bad business environments, poor judging, bad weather, injury, or just plain bad luck. If you base your goals on personal performance, then you can keep control over the achievement of your goals and draw satisfaction from them.

**Set realistic goals:** It is important to set goals that you can achieve. All sorts of people (employers, parents, media, society) can set unrealistic goals for you. They will often do this in ignorance of your own desires and ambitions. Alternatively you may set goals that are too high, because you may not appreciate either the obstacles in the way, or understand quite how much skill you need to develop to achieve a particular level of performance.

Failure to meet goals does not matter much, as long as you learn from it. Feed lessons learned back into your goal setting program.

Remember, too, that your goals will change as you get older. Adjust them regularly to reflect growth in your knowledge and experience, and if goals do not hold any attraction any longer, then let them go.

-- Shweta Bohare

## Stop; Look; Go!



One fine day, a bus driver went to the bus garage, started his bus, and drove off along the route. No problems for the first few stops - a few people got on, a few got off, and things

went generally well.

At the next stop, however, a big hulk of a guy got on. Six feet eight, built like a wrestler, arms hanging down to the ground. He glared at the driver and said, "Big John doesn't pay!" and sat down at the back.

Did I mention that the driver was five feet three, thin, and basically meek? Well, he was. Naturally, he didn't argue with Big John, but he wasn't happy about it. The next day the same thing happened - Big John got on again, made a show of refusing to pay, and sat down. And the next day, and the next.

This grated on the bus driver, who started losing sleep over the way Big John was taking advantage of him. Finally he could stand it no longer. He signed up for body building courses, karate, judo, and all that good stuff.

By the end of the summer, he had become quite strong; what's more, he felt really good about himself. So on the next Monday, when Big John once again got on the bus and said, "Big John doesn't pay!"

The driver stood up, glared back at the passenger, and screamed, "And why not? "

With a surprised look on his face, Big John replied, "Big John has a bus pass ."

Management Lesson: "Be sure there is a problem in the first place before working hard to solve one."

-- Qutub

## Taxing Taxes!

- 1) Qus. : What are you doing?  
Ans. : Business.  
Tax : PAY PROFESSIONAL TAX!
- 2) Qus. : What are you doing in Business?  
Ans. : Selling the Goods.  
Tax : PAY SALES TAX!!
- 3) Qus. : From where are you getting Goods?  
Ans. : From other State/Abroad  
Tax : PAY CENTRAL SALES TAX, CUSTOM DUTY & OCTROI!
- 4) Qus. : What are you getting in Selling Goods?  
Ans. : Profit.  
Tax : PAY INCOME TAX!
- 5) Qus. : How do you distribute profit ?  
Ans : By way of dividend  
Tax : PAY DIVIDEND DISTRIBUTION TAX
- 6) Qus. : Where you Manufacturing the Goods?  
Ans. : Factory.  
Tax : PAY EXCISE DUTY!
- 7) Qus. : Do you have Office / Warehouse/ Factory?  
Ans. : Yes  
Tax : PAY MUNICIPAL & FIRE TAX!
- 8) Qus. : Do you have Staff?  
Ans. : Yes  
Tax : PAY STAFF PROFESSIONAL TAX!
- 9) Qus. : Doing business in Millions?  
Ans. : Yes  
Tax : PAY TURNOVER TAX!  
Ans : No  
Tax : THEN PAY MINIMUM ALTERNATE TAX
- 10) Qus. : Are you taking out over 25,000 Cash from Bank?  
Ans. : Yes, for Salary.  
Tax : PAY CASH HANDLING TAX!
- 11) Qus.: Where are you taking your client for Lunch & Dinner?  
Ans. : Hotel  
Tax : PAY FOOD & ENTERTAINMENT TAX!
- 12) Qus.: Are you going Out of Station for Business?  
Ans. : Yes  
Tax : PAY FRINGE BENEFIT TAX!
- 13) Qus.: Have you taken or given any Services?  
Ans. : Yes  
Tax : PAY SERVICE TAX!
- 14) Qus.: How come you got such a Big Amount?  
Ans. : Gift on birthday.  
Tax : PAY GIFT TAX!
- 15) Qus.: Do you have any Wealth?  
Ans. : Yes  
Tax : PAY WEALTH TAX!
- 16) Qus.: To reduce Tension, for entertainment, where are you going?  
Ans. : Cinema or Resort.  
Tax : PAY ENTERTAINMENT TAX!
- 17) Qus.: Have you purchased House?  
Ans. : Yes  
Tax : PAY STAMP DUTY & REGISTRATION FEE !
- 18) Qus.: How you Travel?  
Ans. : Bus  
Tax : PAY SURCHARGE!
- 19) Qus.: Any Additional Tax?  
Ans. : Yes  
Tax : PAY EDUCATIONAL, ADDITIONAL EDUCATIONAL & SURCHARGE ON ALL THE CENTRAL GOVT.'s TAX !!!
- 20) Qus.: Delayed any time Paying Any Tax?  
Ans. : Yes  
Tax : PAY INTEREST & PENALTY!
- 21) Can i die now??  
Ans :: WAIT WE ARE ABOUT TO LAUNCH THE FUNERAL TAX!!!



## It's YOU !

One day all the employees reached the office and they saw a big notice on the door on which was written:

'Yesterday the person who has been hindering your growth in this company passed away. We invite you to join the funeral in the room that has been prepared in the gym'.

In the beginning, they all got sad for the death of one of their colleagues, but after a while they started getting curious to know who was that man who hindered the growth of his colleagues and the company itself. The excitement in the gym was such that security agents were ordered to control the crowd within the room.

The more people reached the coffin, the more the excitement heated up. Everyone thought: 'Who is this guy who was hindering my progress? Well, at least he died!'.

One by one the thrilled employees got closer to the coffin, and when they looked inside it they suddenly became speechless. They stood nearby the coffin, shocked and in silence, as if someone had touched the deepest part of their soul. There was a mirror inside the coffin: everyone who looked inside it could see himself.

There was also a sign next to the mirror that said:

'There is only one person who is capable to set limits to your growth: it is YOU. You are the only person who can revolutionize your life. You are the only person who can influence your happiness, your realization and your success. You are the only person who can help yourself. Your life does not change when your boss changes, when your friends change, when your parents change, when your partner changes, when your company changes. Your life changes when YOU change, when you go beyond your limiting beliefs, when you realize that you are the only one responsible for your life. 'The most important relationship you can have is the one you have with yourself'

Examine yourself, watch yourself. Don't be afraid of difficulties, impossibilities and losses: be a winner, build yourself and your reality.

It's the way you face Life that makes the difference.

-- Mona Sokhiya

## From the Editor's desk

Dear Reader,

We start with the lead article "Goal Setting" which is very important in each and every day and in every stage of life.

Next we have "Stop, look and go" contributed by, who other than our regular contributor, Qutub Sir. Shows the virtue of 'working smart' as against 'working hard'. Of course in this case it was good that the bus driver did get his 'six -packs' in the bargain!

Suresh tells us in no uncertain terms that "life is noting but tax" in his interesting yet educative article "Taxing Taxes". In fact it goes beyond life! They are contemplating even the funeral tax!

Who is responsible for the life that is handed down to us? Those with 'external locus of control' would always have someone to blame. The fact remains that it's actually ONLY YOU! You are responsible for the life that you lead; thanks Mona!

And in humour byte the 'Sunday life' of husband has been made miserable by the wife!

Regards,

-- Shweta

## Humour BYTE



You have been claiming to make 'bug free programmes' sitting at office for long hours every Sunday but are cribbing within five minutes when the 'programme is to make house bug free' this Sunday!