

FREE GIFT EDITION | 2018



ACHIEVEMENT MASTERPLAN

Doubling as Habit Formation Checker for 2019 and beyond

By:

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GOAL ACHIEVEMENT MASTERPLAN FOR 2019 AND BEYOND

Doubling as a Habit Formation checker

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Cover photo design by **Agada Victor Onoja**



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Introduction

One of the beautiful things about setting and achieving goals is the person we eventually become in the process. It allows for growth – spiritual, mental, relational, emotional and psychological. The nature of some goals is such that, we can't achieve them until we grow into the people who can. Such growths are intentional and more often than not, painful but the joy of finally becoming who we want to be, knows no bound.

To make this guide helpful, I hope that just beyond achieving (hitting) goals, we will be intentional about our growth. If we only focus on goals, we may achieve goals without necessarily growing, but when we focus on growth, we will grow and always achieve goals.

The beauty of growth is to keep growing, and what better way to grow than to have it balanced on all fronts—Spirituality, Finances, Relationships, Career, Academics and so on. Hence, I strongly recommend that you keep using this master-plan. This guide has helped me in no small way over the years to break free from some pungent and parasitic habits and form new healthy ones. I'm quite sure it will do same for you.

There are 3 sections in this guide; Section-One is a brief introduction to what goal setting is, why it is important and how to set goals. Section-Two contains a format on goal settings, areas we should set goals to experience an all-round balanced growth and steps we need to intentionally take to ensuring that each goal(s) come to fruition. Section three is a daily working system to keep us accountable to our goals. It also doubles as a habit formation/breaker checker.



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I love you and it is my utmost prayer we accomplish all our goals in 2019 and beyond. Hab. 2:2, 2Cor. 9:8, Prov. 21:5, Phil. 3:14, Lk 14:28. To God alone be all the glory. It is all for His glory and His praise.

Special thanks to Ene Adeka for proof-reading and making corrections.





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BEYOND**

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SECTION ONE

GOAL SETTING

Goals are the navigational system to get us to our destinations. Setting goals is a great way to give us direction, focus and motivation. It also increases our chances of achieving them. Whether big or small, the first step in achieving your goal them is to decide what they are, why they are worth pursuing and the pain to ‘ink’ them down. Making something you want in life an actual goal is a really great way to make it happen. That’s because you’re finally channeling your creative energies towards a mark. And in the school of success, focus is key. Goals give you direction, keep you focused and motivated, and increase your chances of achieving things.

Every other skill relies on goal setting. Until you set it as a goal to develop all of the other skills one at a time, there is rare a chance of getting close to even one. One of the fundamental keys to life’s success is the ability to not just set goals but having the tenacity to achieve them. That’s hard work. Goal setting help us create our future in advance before it actually happens. It helps us grow our capacities in ways that position us to produce the results that we seek.

Wisdom is justified by her children (results/fruits). Many times, people think they understand how to set goals, but then they never quite achieve what they were after. This can really be frustrating. I believe with all my heart that one common reason for this is that their goals aren’t compelling or inspiring enough. You’re much more likely to put time and energy into something that



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excites you, so your goals should reflect that same level of momentum. A goal that makes you leap out of bed in the morning and ready to go.

Component of A Good Goal

1. Inspiration – Your goals must be inspiring enough.
2. Reliability – Your goals must be reliable, dependable and unswerving.
3. Action - They must be goals you can act on.

When your goals inspire you, when you believe and act on them, you will always see a need to accomplish them.

Keys for Compelling Goal Setting

- **Identify your goals:** What do you want? Something almost magical happens when you take generalized desires and start defining them more precisely through goal setting.
- **Identify your purpose:** Why do you want to achieve this goal? What will it bring you? If you know what you're moving towards, you'll find ways to make it happen. Remember: reasons come first, then the answers. When you know why you want to do something, how to do it becomes easier. When the 'why' gets bigger, the 'how' gets easier.

Guiding Principles for Goal Setting

When setting goals, there are a few guiding principles you can use to keep you on track. The acronym S.M.A.R.T. is mostly used to succinctly map out measurable and attainable goals. So, a S.M.A.R.T. goal should be:

- **Specific:** The more detailed you can be, the better. How specific are you? The more specific you are with your goals, the easier it will be to visualize and achieve what you want. This puts a 'why' behind your



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‘what’. It will serve as an inspiration that will enable you go all out to achieving them as you progress further, when things get challenging.

- **Measurable:** One major ally when it comes to goal setting is precision. When you can measure your goals, you’ll actually keep a track on your progress along the way and know when you actually achieve them.

Concrete criteria help you stay on track. For example, ‘get better at money’ and/or ‘I want to be rich’ are not measurable goals; it’s unclear what “better” means here. You need to have solid metrics in mind. Have the goal to understand how money works, your current spending patterns, pay off your debts and start saving 25-30% of your every income. This is a concrete, precise and measurable indices to track your progress by the end of the year or a given period.

- **Achievable:** It is really frustrating to set out on something and not be able to achieve it. This is largely due to the fact that, we set for ourselves very high and lofty goals. While that is good in a sense, remember that you’re not going to create a billion-naira business empire or become a world-class Quantity Surveyor overnight. Many times, when we’re creating big goals, we get too lofty, making them seem impossible. Always set goals that are truly attainable considering your present state.
- **Realistic:** Perhaps in an ideal world you’d have 12 hours a day to work on your design or lose weight. You live in the real world, not an ideal one, so make sure you’re setting goals that match up with reality. Can you realistically become an excellent writer, a good public speaker



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having never being trained in it your life? Does this goal fit with your current lifestyle?

- **Time frame:** Having a clear idea of your timeline creates a sense of urgency. You'll be working toward what you want more quickly. Perhaps your goal is to learn French because it will help you communicate effectively with your clients. What's a realistic time frame for yourself? Do you enroll in a French program coming up in six months for which you need to be prepared? Set a timeline for your goal so you can check in with yourself along the way.

The above principles and having this level of clarity puts power behind your goals and ensures you can measure your progress more often and take new actions. Setting goals is the first step in turning the invisible into the visible. '...And the word (unseen, thought, idea, goals, intangible) became flesh (visible, reality and tangible)'.

Steps in Setting Goals

- **Goal Setting Step 1:** Take some moment to brainstorm on a list of anything you'd like to achieve, create, do, have, give and/or experience in the next 20 years (long-term goals). Write as many things down. Don't just think it, ink it.
- **Goal Setting Step 2:** Break them down into mid-term and short-term goals by writing 6months, 1, 3, 5, 10 or 20 years next to each goal to indicate how long it will take to achieve them. Be realistic when assigning time estimates.



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- **Goal Setting Step 3:** Review your list. Choose your top four 6months – 1year goals. These are goals that make you really excited. Write a paragraph for each goal explaining why you will absolutely achieve this goal within the next 6 – 12 months.

Now, if you have the chance to share what you've written down with a friend, family member or other person you trust, do so. If not, just say them out loud to yourself.

How to Ensure your Goals Come to Pass

1. External Accountability:

- ✓ Make a list of people whose opinion matter so much to you. From such list, carefully select one who genuinely cares about you and also can be tough enough to be honest with you. Their care for you has to be proven over time because you become vulnerable by making yourself accountable to them.

They need to be blunt and honest. Blunt because you don't want to have them shy away from telling you the truth no matter how much it hurts. I think the expression "tough love" would fit appropriately here. In essence, they love you enough to be honest with us about your progress.

- ✓ In clear and concrete terms, tell them specifically what your goals are and remember not to be ambiguous about it.
- ✓ Commit to be as sincere, open and honest as possible. People cannot help you when you are not open to them in the first place.



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- ✓ Authorize them to freely speak words of encouragement, as well as words of challenge when the need arises or situation calls for it.
- ✓ Agree on a reasonable time frame in which you will allow them to evaluate your progress and hold you accountable.
- ✓ Follow up on their words when they challenge you or call you to order.

2. Personal and Internal Accountability:

- ✓ Always do well to succinctly pen down your goals so they become ‘objective’. You can’t go back and say, ‘That wasn’t really my goal’.
- ✓ Be brutally sincere and honest with yourself when you assess whether or not you have met the goal. Of course, if you were specific in setting your SMART goals, you won’t have much wiggle room here anyway.
- ✓ If you falter in achieving any one of your goal, or if you are falling short while on the way, do well to hold yourself accountable and know what it would take to make up the ground so that you can hit that goal.
- ✓ Periodically, set a time frame in which you will evaluate your progress and hold yourself accountable.



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SECTION TWO
GOAL ACHIEVEMENT
MASTER-PLAN FORMAT



Please print and fill as appropriate



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S/N	SPIRITUAL GOALS		TIMELINE
1.			
Steps to take to achieve goal 1	a.		
	b.		
	c.		
	d.		
2.			
Steps to take	a.		
	b.		
	c.		
	d.		
3.			
Steps to take	a.		
	b.		
	c.		
	d.		
4.			
Steps to take	a.		
	b.		
	c.		
	d.		
5.			
Steps to take	a.		
	b.		
	c.		
	d.		



•••

S/N	FINANCIAL GOALS		TIMELINE
1.			
Steps to take	a.		
	b.		
	c.		
	d.		
2.			
Steps to take	a.		
	b.		
	c.		
	d.		
3.			
Steps to take	a.		
	b.		
	c.		
	d.		
4.			
Steps to take	a.		
	b.		
	c.		
	d.		
5.			
Steps to take	a.		
	b.		
	c.		
	d.		



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S/N	ACADEMIC GOALS		TIMELINE
1.			
Steps to take	a.		
	b.		
	c.		
	d.		
2.			
Steps to take	a.		
	b.		
	c.		
	d.		
3.			
Steps to take	a.		
	b.		
	c.		
	d.		
4.			
Steps to take	a.		
	b.		
	c.		
	d.		
5.			
Steps to take	a.		
	b.		
	c.		
	d.		



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S/N	RELATIONSHIP GOALS		TIMELINE
1.			
Steps to take	a.		
	b.		
	c.		
	d.		
2.			
Steps to take	a.		
	b.		
	c.		
	d.		
3.			
Steps to take	a.		
	b.		
	c.		
	d.		
4.			
Steps to take	a.		
	b.		
	c.		
	d.		
5.			
Steps to take	a.		
	b.		
	c.		
	d.		



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S/N	HEALTH AND WELL-BEING GOALS		TIMELINE
1.			
Steps to take	a.		
	b.		
	c.		
	d.		
2.			
Steps to take	a.		
	b.		
	c.		
	d.		
3.			
Steps to take	a.		
	b.		
	c.		
	d.		
4.			
Steps to take	a.		
	b.		
	c.		
	d.		
5.			
Steps to take	a.		
	b.		
	c.		
	d.		



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S/N	PROFESSIONAL/CAREER GOALS		TIMELINE
1.			
Steps to take	a.		
	b.		
	c.		
	d.		
2.			
Steps to take	a.		
	b.		
	c.		
	d.		
3.			
Steps to take	a.		
	b.		
	c.		
	d.		
4.			
Steps to take	a.		
	b.		
	c.		
	d.		
5.			
Steps to take	a.		
	b.		
	c.		
	d.		



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S/N	LEADERSHIP GOALS		TIMELINE
1.			
Steps to take	a.		
	b.		
	c.		
	d.		
2.			
Steps to take	a.		
	b.		
	c.		
	d.		
3.			
Steps to take	a.		
	b.		
	c.		
	d.		
4.			
Steps to take	a.		
	b.		
	c.		
	d.		
5.			
Steps to take	a.		
	b.		
	c.		
	d.		



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S/N	MENTAL/PSYCHOLOGICAL GOALS		TIMELINE
1.			
Steps to take	a.		
	b.		
	c.		
	d.		
2.			
Steps to take	a.		
	b.		
	c.		
	d.		
3.			
Steps to take	a.		
	b.		
	c.		
	d.		
4.			
Steps to take	a.		
	b.		
	c.		
	d.		
5.			
Steps to take	a.		
	b.		
	c.		
	d.		



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S/N	GOAL:	TIMELINE
1.		
Steps to take	a.	
	b.	
	c.	
	d.	
2.		
Steps to take	a.	
	b.	
	c.	
	d.	
3.		
Steps to take	a.	
	b.	
	c.	
	d.	
4.		
Steps to take	a.	
	b.	
	c.	
	d.	
5.		
Steps to take	a.	
	b.	
	c.	
	d.	



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HABIT FORMATION MASTERPLAN FORMAT



Please print, check and follow through.

NB: Who says you must stop after the first habit formation. Do well to make more copies and get these habits into your sub-conscious mind.



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Habit Assessment

NB: Please print and fill as appropriate. Make as many copies as you can.

HABIT NAME:
General description of WHO I NEED TO BECOME:
<ul style="list-style-type: none">• .• .• .• .• .
New habits, disciplines or behaviors I need to START:
<ul style="list-style-type: none">• .• .• .• .• .
Existing healthy habits, disciplines or behaviors I need to EXPAND:
<ul style="list-style-type: none">• .• .• .
Poor habits or behaviors I need to STOP:
<ul style="list-style-type: none">• .• .• .• .



DAILY HABIT MASTERPLAN

(A 24-Day Habit Masterplan by Agada Victor Onoja)

After accomplishing daily habit goal, kindly cross or tick the day. Try not to break the chain; start over if you do. Cheers!

DAY 1:

DAY 7:

DAY 13:

DAY 19:

DAY 2:

DAY 8:

DAY 14:

DAY 20:

DAY 3:

DAY 9:

DAY 15:

DAY 21:

DAY 4:

DAY 10:

DAY 16:

DAY 22:

DAY 5:

DAY 11:

DAY 17:

DAY 23:

DAY 6:

DAY 12:

DAY 18:

DAY 24:



About the Author



Agada Victor Onoja is a thought leader, a trained Project Manager, Quantity Surveyor, Graphics Designer, and an entrepreneur with a personal vision of empowering people with the right knowledge, tools and resources for (intentional) personal development. He loves God, people and systems. His hobbies are listening, learning and thinking. This guide is his second compilation and he hopes to help as many people as possible achieve their goals whilst growing and cultivating healthy habits in the process.

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