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July - September 2020

# YOUR MONEY MATTER\$

**HOLIDAY CLOSINGS | Labor Day - Monday, September 7th**

## Guide to Setting your Goals

*“Successful people maintain a positive focus in life no matter what is going on around them. They stay focused on their past successes rather than their past failures, and on the next action steps they need to take to get them closer to the fulfillment of their goals rather than all the other distractions that life presents to them.”*

— Jack Canfield



### Step 1: Write It Down

The biggest mistake that I've made in the past in not setting my goals correctly was in not writing them down. Why is this so important? Studies suggest that you're far more likely to achieve a goal that you write down and create a concrete plan for.

### Step 2: Get Highly Specific About Your Goals

Goals need to be specific. Beyond being written down, they need to be envisioned in your mind with a great deal of clarity. The only way to really do that is to get very specific about them.

### Step 3: Pick An Exact Date On The Calendar

Goal setting doesn't really work when you lack a precise date in time. The date is an important part of the recipe. You need to pick the date, down to the very day of the month and year, that you'll achieve that goal.

### Step 4: Reasons Come First, Answers Come Second

The next step in setting any goal the right way, is to come up with a monumental reason as to why you have to achieve that goal. Remember that reasons come first, answers come second.

### Step 5: Pick Measurable Goals

Make sure that your goals are measurable and that you can track them. The more measurable they are, the more likely you'll be to achieve them. They need to have a metric that you can track.

### Step 6: Create A Massive Action Plan

The next step in setting your goal to maximize your chances of success it to create a massive action plan (MAP). Your MAP is the key to success with your goal.

### Step 7: Define Limiting Beliefs

Okay, this step isn't the easiest one in your journey to achieve. But it's a necessary evil. As much as we don't like to admit it to ourselves, we need to define our limiting beliefs. What are the things that have held you back in the past from achieving your dreams? This is an important distinction to make.

### Step 8: Overcome Mental Objections

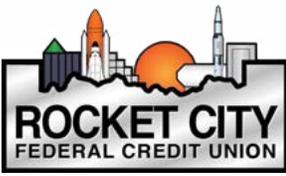
Limiting beliefs aren't the only things that hold us back from achieving the goals we set; we often have a hard time overcoming mental objections not always associated to limiting beliefs. Somewhere, deep in the far-reaches of our minds, we might not think we're good enough, strong enough or capable enough to achieve a certain goal.

### Step 9: Effectively Manage Your Time

The surest pathway to goal achievement lies in the effective management of our time. If you're a poor time manager, you're going to have a hard time following through with any goal you set for yourself.

### Step 10: Track Your Progress & Adjust Your Approach

One of the core understandings behind the SMARTER goal setting method is that you are constantly evaluating and readjusting your approach to reach your goal.



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**1. Don't be late for the interview!**

Punctuality is very important when arriving to an interview. This is the first impression the employer gets, and if you're late, it gives the impression that you don't value the interviewer's time.

**2. Dress up.**

Keep your interview outfit casual, but not too casual. Showing up in jeans and a T-shirt may be comfy but doesn't give the best impression, even if that's what you'd be wearing on the job.

**3. Prepare, prepare, prepare.**

Did I mention prepare? Know the company you are interviewing with and have questions ready for your interviewer.

**4. Be aware of your body language.**

At the job interview, do your best to keep still, sit up straight and look the interviewer in the eyes. You want to appear calm and in control.

**5. Practice interview questions and answers.**

This is always a tough one, because you ask yourself, "What do they want to know?" Focus on your skills, abilities and your interests. The interviewer wants to know about you and what your plans are for the present and the future.