

Goldmine Goal Setter



Goldmine

Contents

Getting Started

Goldmine System Overview

Goal Setter Database Contents

Screen Symbols

Adding Data, Changing Data, Deleting Data

Critical Success Factors

Database Purpose

Goals

Benefits

Experience

Obstacles

Resources

Rewards

Strengths

Weaknesses

Copy, Cut, Paste

Glossary of Terms

Reports

System Files, Repair, Compression, Backup

Purpose of the Goal Setter Database.

See also

Critical Success Factors

The main purpose of Goldmine Goal Setter (GMGS) is to help you maintain an accurate and easily updated set of personal Goals, for life planning, to help you maximize your achievement of a fulfilled life. The information held includes such things as:

- Goals and their impact on other goals, including:
 - all data about a particular goal,
 - how achievement of one goal might help with the achievement of other goals,
 - how achievement of a goal might hinder the achievement of other goals.
- Benefit details, including:
 - what benefits result from achieving goals,
 - which Goals give rise to particular benefits,
 - which benefits are most often sought.
- Experience details, including:
 - what personal experience you have which can help achievement of goals,
 - which experiences are useful to which goals,
 - which experiences are most often relied upon, and so on.
- Obstacle details, including:
 - what obstacles to achievement of goals exist,
 - which obstacles are encountered on which goals,
 - which obstacles are most often encountered, and so on.
- Resource details, including:
 - what resources you have available to help with achieving goals,
 - which resources are need by which goals,
 - which resources are most heavily needed, and so on.
- Reward details, including:
 - what rewards you have in mind to give yourself to help motivate you achieve goals,
 - which rewards are to be awarded for attainment of which goals,
 - which rewards are most heavily targeted, and so on.
- Strength details, including:
 - what personal strengths you have to assist in the achievement of goals,
 - which strengths are needed by which goals,
 - which strengths are most often needed, and so on.
- Weakness details, including:
 - what personal weaknesses you have which can hinder achievement of goals,
 - which weaknesses impact upon which goals,
 - which weaknesses are most often a problem, and so on.

Critical Success Factors.

See also

Purpose of the Database

New Goals

Every new Goal should be entered into the GMGS database.

Once a Goal is entered into the Database, it will automatically come up on screens as a reminder to you that this goal is something you wish to accomplish.

New Rewards

For each Goal, it is useful to attach to it each Reward you intend to give yourself for achievement of the goal. This assists with motivation.

New Benefits

For each Goal, it is useful to attach to it each Benefit you will derive from achievement of the goal. This also assists with motivation.

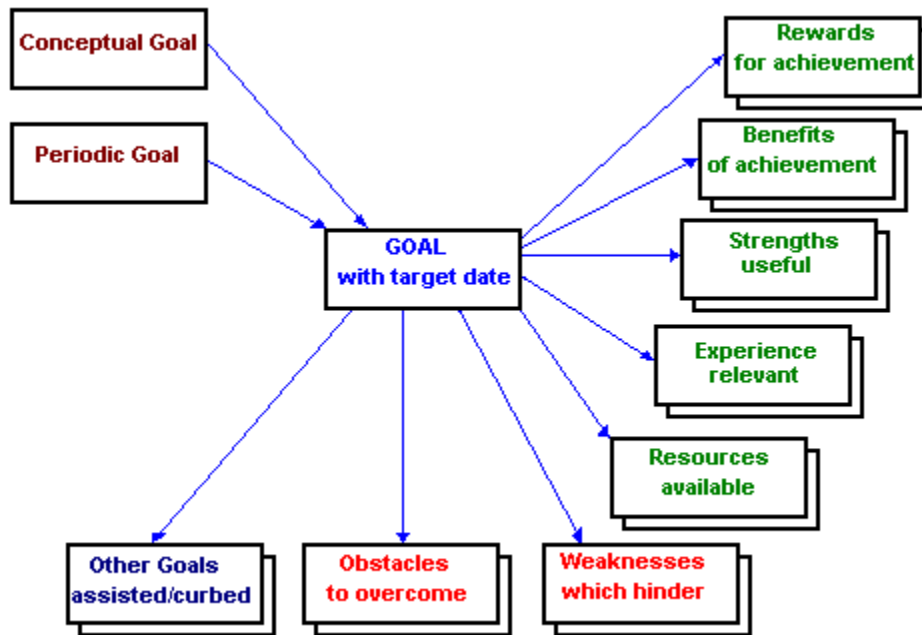
New Resources

For each Resource available to you, it is useful to record them in the database, and attach them to goals. A comprehensive set of resources helps you in thinking of ideas about how to attain your goals more easily.

Goal Setter Database Contents

See Also

[Adding, Changing and Deleting Data](#)



Symbols Used on the Screens.

See also

[Adding, Changing and Deleting Data](#)

[Mouse](#)

[Keyboard Operation](#)

Text

In the Bottom Left Hand Corner of the Screen. This appears in many places to explain what the meaning is of the field currently selected by the mouse pointer.



Indicates the current record pointed to in the Database.



Indicates the current record selected in the Database. Once selected, a record can be deleted, copied, cut and pasted.



Indicates the records selected in the Database. Once selected, records can be deleted, copied, cut, and pasted (Using Paste Append).



Indicates that you are changing (editing) the data, and the changes have not been saved yet to the Database.

The record can be saved by pressing the F9 key, after which the symbol will change to an arrow head. Alternatively, you can just exit the screen, at which time your changes will be saved.

If you wish to reverse the changes you have made while the writing pencil is still there, (that is, undo the changes), press the escape key (Esc) and the record's original contents will be redisplayed.



Indicates that the record is locked and unavailable for alteration at the moment.

The symbol will change to an arrow head after a little while. In the meantime, you can press the F9 key to see if it releases the lock, or just try entering new data.



Indicates an empty line into which data can be typed.



The small down arrow can be pushed to reveal a selection list.

Adding, Changing and Deleting Data.

See also

[Goal Setter Database Contents](#)

[Mouse](#)

[Keyboard Operation](#)

[Copy, Cut, Paste](#)

Goals

[Add a Goal, ie, a Targeted Goal](#)

[Add a Conceptual Goal](#)

[Add a Periodic Goal](#)

[Add a Goal Category](#)

[Add a Time Category](#)

Influencers

[Add a Benefit](#)

[Add Experience Information](#)

[Add an Obstacle](#)

[Add a Resource](#)

[Add a Reward](#)

[Add a Strength](#)

[Add a Weakness](#)

[Linking Influencers to Goals](#)

Changes

[Change Existing Information](#)

[Deleting Records](#)

Reports

Many reports are available via the 'Reports' buttons on the main menu.



In addition, many screens have a Print Button, **Print** (in the top right-hand corner of the screen), which will generate a report containing the contents of the screen.

Reports always display on the screen first.

After the report has displayed on the screen, select File / Print from the Menu Bar at the top of the screen to print the report.

You can alter report printing options by using the File / Print Setup command on the menu bar.

System Files, Database Repair, Compression and Backup.

See also

Database Location

The Goldmine Goal Setter system consists of two primary files:

- GOALMINE.MDB, which is the database containing all your data,
- GOALMIGS.MDB, which is the module containing all the processing logic.

NOTE: These two files should be stored in uncompressed disk space, in order to enhance record retrieval performance.

Backups

Backups should be regularly made of GOALMINE.MDB

Repair after System Failure

If the system goes down while you are using Goldmine, the 'Database Repair' operation should be performed by double-clicking on the 'Goldmine Repair' Windows icon, after you have shut down Goldmine Goal Setter, to ensure that the Database is in a stable condition.

Compaction / Compression

Periodically, the 'Compress Database' utility should be run against GOALMINE.MDB. This procedure can be performed by double-clicking on the 'Goldmine Compact' Windows icon. This should be done after you have logged off the system. Compression will enhance performance and save disk space. It is recommended that compaction be performed at least monthly. Create a periodical goal to remind you to do it every month.

Database Location

See also
System Files

The Goldmine Goal Setter system comprises two databases: GOALMINE.MDB, which contains data, and GOALMIGS.MDB which contains all screen layouts and processing logic. NOTE: These two files should be stored in uncompressed disk space, in order to enhance record retrieval performance.

Usually, the two database files will be stored on the same drive of your computer, (this is the recommended approach), but sometimes they may need to be on different drives. If they are on different drives, the information below is important.

Since the two databases might not be installed on the same hard disk drive (eg, GOALMINE.MDB is on C:\ drive, and GOALMIGS.MDB is on D:\ drive), it is therefore necessary sometimes to tell the GOALMIGS.MDB database where the GOALMINE.MDB database is located.

On the 'Welcome to Goldmine' screen, which is the first screen presented to you by the system, press the button on the bottom right hand corner of the screen, regarding Database Location.

First, press the 'Automatic Location' button to get Goldmine Goal Setter to see if it can find the required files on the system.

If the automatic location gives an error message, and requests assistance, you can use the 'Force New Database Location' button to specify exactly where GOALMINE.MDB, (the Database containing all your goal-setting data), is located. Having done that, follow the on-screen instructions to get the system to do a complete re-location of Database attachments.

Once completed, (it can take around ten minutes), the system should be fully operational.

Goal Data - Targeted Goals

See also

[Goal Setter Database Contents](#)
[Conceptual Goals](#)
[Periodic Goals](#)
[Adding Goals](#)
[Linking Goals to Influencers](#)
[Adding, Changing and Deleting Data](#)

Definition of Goal

A goal is something you wish to achieve by a certain target date.

Goals can be assisted by, or inhibited by, other goals - see [Goal Assistance](#).

A goal is a specific, measurable objective.

Example

You could have goals like:

- Save up one month's salary by March 31, to finance the holiday I wish to take on Australia's Sunshine Coast.
- Weigh X pounds by March 31.
- Be a clean-air breather by March 31. (= give up smoking).
- Read the book 'Feel the Fear and Do It Anyway' by Susan Jeffers by March 31.
- Read a chapter of 'Men are from Mars, Women are from Venus' by John Gray, with my partner by the end of this week.

You can record a lot of information about your goals in Goldmine Goal Setter. See:

[Benefits of Achieving a Goal](#)
[Costs to Achieve a Goal](#)
[Goal Categories](#)
[Experience Helpful to Achieving a Goal](#)
[Goals Assisted by Other Goals](#)
[Goals Assisting Other Goals](#)
[Motives for Having a Goal](#)
[Obstacles to Achieving a Goal](#)
[Ramifications of Not Achieving a Goal](#)
[Resources Needed to Achieve a Goal](#)
[Rewards I'll Give Myself for Achieving a Goal](#)
[Satisfaction from Achievement of a Goal](#)
[Strengths Needed to Achieve a Goal](#)
[Time Categories](#)
[Vision of Achievement](#)
[Weaknesses which Impede Achievement of a Goal](#)

Keyboard Functions

See also

Mouse

Screen Symbols

Adding, Changing and Deleting Data

Arrow keys - Either move from field to field or character to character, depending on your Windows setup. To change mode, press the F2 key.

Ctrl+' - Insert same value as same field in previous record.

Ctrl+; - Insert current date.

Ctrl+Enter - Add a new line in Notes or text fields.

Enter - Moves you from one field to the next field on the screen.

Esc - Undo changes in current field or record.

F1 - Help

F2 - Arrow key behaviour: switch between edit mode and navigate mode.

F7 - Find window opening: to find text.

F9 - Saves the current record on the screen.

Return - Moves you from one field to the next field on the screen.

Shift+F2 - Opens a Zoom window so that large amounts of data can be seen in an expanded view.

Mouse

See also

[Screen Symbols](#)

[Keyboard Operation](#)

[Adding, Changing and Deleting Data](#)

Moving to a Field

Click the mouse button once on the field data of interest. Alternatively, you can use the tab keys, the arrow keys or the enter key to move from one field to another.

Selecting a Field

Click the mouse button once on the field name, or, hold down the mouse button while dragging the mouse pointer over the data.

Bold Type Fields

Many items of data on the many screens are shown in **bold** type.

On these fields you can double-click on the mouse button to take you immediately to a screen showing more detail about that piece of data. (This procedure is known as "drilling down" to lower levels of information.)

This double-clicking approach works right throughout GMGS.

So, to see a screen showing detail about a Goal, double-click on the Goal's description.

Strength Data

See also

[Goal Setter Database Contents](#)

[Adding a Strength](#)

[Adding, Changing and Deleting Data](#)

Goals can make use of many of your personal Strengths.

Definition of Strength.

Strengths are used in achieving goals.

A Strength can be needed by many goals, and a goal can make use of many of your Strengths.

Also, a Strength can be useful to different degrees for different goals.

Example

Suppose a personal Strength you possess is:

- Self-acceptance, (ie, you are not carrying a burden of guilt about your own mistakes or shortcomings - you can forgive yourself, and feel good about yourself despite your faults).

Goal 1, 'Make one new friend by March 31', might need to draw on this Strength to a degree of, say, 7 out of 9, because of the need for a well-adjusted friendly personality.

Goal 2, 'Learn to play tennis by March 31', might require this Strength to a degree of only 3 out of 9, because you know you are usually fairly good at ball games.

Data about Rewards

See also

[Goals Influenced by Rewards](#)

[Goal Setter Database Contents](#)

[Adding Rewards](#)

[Adding, Changing and Deleting Data](#)

Definition of Reward.

Rewards are things you will give yourself in return for achieving a goal.

A Reward can be earned by achieving many different goals, and achievement of a goal may result in you giving yourself many rewards.

Example

Suppose one reward you like to give yourself is:

- go out to the cinema and watch a movie.

Goal 1, 'Get the promotion I want by March 31', might have this as a reward in combination with another reward, say, going out to dinner at a restaurant.

Goal 2, 'Read the book Men are from Mars, Women are from Venus by John Gray by March 31', might have as its only reward the visit to the movies.

Note

Once you have decided to allocate a certain reward to attainment of a goal, make sure that you do give yourself the reward when you have earned it!

Experience Data

See also

[Goal Setter Database Contents](#)
[Adding Experience Information](#)

Definition of Experience.

Experience (somewhat akin to skills) is useful in achieving goals.

Some past Experience you have can be useful in helping you achieve many goals, and a goal may draw upon various different sorts of experience that you have, in order to help you achieve that goal.

Also, past Experience can be useful to different goals in differing degrees.

Example

Suppose one form of Experience you have is:

- Giving business presentations to management.

Goal 1, 'Get the promotion I want by March 31', might draw on this Experience to a degree of, say, 6 out of 9.

Goal 2, 'Learn more about management skills', might draw on this Experience to a degree of, say, 2 out of 9.

Periodic Goals Data

See also

[Goal Setter Database Contents](#)

[Adding a Periodic Goal](#)

[Adding, Changing and Deleting Data](#)

Definition of Periodic Goal

Periodic goals are repeating goals.

Periodic goals can have a starting date, and you can specify how often they occur, with a periodic frequency such as:

- every 7 days,
- every month,
- every year.

Goldmine Goal Setter automatically calculates the next target date, based on the start date and the periodic frequency, and creates targeted goals for you.

Example

You could set up up periodic goal of:

- Read a new book by the end of every month, with first target date of March 31.

Goldmine Goal Setter will then automatically create a targeted goal each month from March onwards.

Obstacles Data

See also

[Goal Setter Database Contents](#)

[Adding Obstacles](#)

[Adding, Changing and Deleting Data](#)

Definition of Obstacle.

Obstacles inhibit the achievement of goals.

A single Obstacle can inhibit many goals, and a single goal may face many Obstacles.

Also, an Obstacle can impact different Goals to different degrees.

Example

Suppose the Obstacle is:

- My car has broken down and I don't have enough money to get it fixed.

Goal 1, 'Get the new job I want', might be severely impacted by this obstacle, to a degree of, say, 7 out of 9, because the job is in a location inaccessible by public transport.

Goal 2, 'Learn to cook three new meals by March 31', might be impacted only to a degree of, say, 2 out of 9, because there is public transport to your shopping center for ingredients, and a friend can get you to your cooking class in their car.

Conceptual Goals Data

See also

[Goal Setter Database Contents](#)
[Adding, Changing and Deleting Data](#)
[Adding Conceptual Goals](#)
[Periodic Goals](#)
[Targeted Goals](#)

Definition of Conceptual Goal

Conceptual goals are rather like ideas or wishes that you have.

A conceptual goal can be put into practice by many targeted goals, to varying degrees.

A targeted goal can help achieve many conceptual goals, to varying degrees.

Example

You could have a Conceptual goal of:

- Be a more assertive person.

Some targeted goals which could help implement the conceptual goal might be:

Goal 1: Read the section on assertiveness in the book 'Happiness: It's Up To You' by Sabine Beecher by March 31. This could assist the conceptual goal by a degree of say 6 out of 9.

Goal 2: Practice 3 new ways of talking assertively this week. This could assist the conceptual goal to a degree of say 8 out of 9.

Conceptual goals are useful to record when you know you would like to achieve something or do something different in your life, but you haven't yet thought of how to go about achieving it.

Resources Data

See also

[Goal Setter Database Contents](#)

[Adding, Changing and Deleting Data](#)

[Adding Resources](#)

Definition of Resource.

Resources are useful in helping you to achieve goals.

A Resource can be useful to many goals, and a goal can make use of many Resources.

Also, a Resource can be used to different degrees by different goals.

Example

Suppose the Resource is:

- a home computer.

Goal 1, 'Get the new job I want', might need this Resource to a degree of, say, 2 out of 9, because all you will use the computer for is typing a resume, and if your computer broke down, you could get a friend to type it.

Goal 2, 'Create a personal financial plan of income and expenses for the next twelve months', might need this Resource to a degree of, say, 8 out of 9, because you will be using a spreadsheet heavily, and you would not want to perform this personal task on your friend's computer.

Add a New Goal

See also

[Goal Setter Database Contents](#)

[Goal Data](#)

[Linking Goals to Influencers](#)

[Adding Conceptual Goals](#)

[Adding Periodic Goals](#)

[Copy, Cut, Paste](#)

[Adding, Changing and Deleting Data](#)

On the [ToolBox](#), push the New Goal button.

A blank Goal screen will then appear into which you can enter data.

First, enter data into the top half of the screen, being the basic data about the goal.

Then, you can attach this goal to other goals in the bottom half of the screen.

On the left hand bottom half is information about goals which assist (or inhibit) the achievement of the new goal you have just created.

On the right hand bottom half is information about goals which are assisted by (or hindered by) the achievement of the new goal you have just created.

To link the goal to other goals, see [Goal Assistance](#).

When finished, you have some options:

1. (Strongly Recommended Option) Push the large long button at the bottom of the screen to take you to the [Goal Influencers](#) screen. Here you can link the goal to rewards, benefits, strengths, weaknesses, obstacles, resources and so on.

2. Exit the screen, by pushing the [exit button](#). Your changes will be saved upon exit.

3. Push the F9 button to save your work, and remain on the Goal Details screen to make more changes to the data.

Deleting a Record.

See also

[Deleting a Goal](#)

[Goal Setter Database Contents](#)

[Screen Symbols](#)

[Mouse](#)

[Adding, Changing and Deleting Data](#)

If you need to delete a record, click on the area to the left of the record where the record-selector bar is:



The selector will change to:



Then press the 'Del' (delete) key. (Multiple records can be selected for deletion.)

Referential Integrity

Sometimes you will get a message indicating that a record cannot be deleted because 'Referential Integrity' rules would be violated.

You cannot delete a record if it has other records attached to it.

For example, you cannot delete a Goal from the database when that Goal still has Rewards assigned to it. The Rewards must be detached from the goal first, then the Goal can be deleted.

To detach a goal influencer, (such as a reward), from a goal, go to the goal's Goal Influencers screen and delete the influencer linking record.

Benefits

See also

[Goal Setter Database Contents](#)
[Adding, Changing and Deleting Data](#)
[Adding Benefits](#)

Definition of Benefit.

Benefits are derived by achieving goals.

A benefit can be derived from many goals, and a goal can result in many benefits.

Also, a benefit can be derived to different degrees from different goals.

Example

Suppose the benefit is:

- Feeling good with a sense of achievement.

Goal 1, 'Get the new job I want', might deliver this benefit to a degree of, say, 7 out of 9.

Goal 2, 'Save \$200 in bank account for a weekend trip away', might deliver this benefit to a degree of, say, 2 out of 9.

Copy, Cut, Paste

See also

[Keyboard Functions](#)

[Mouse](#)

[Screen Symbols](#)

[Adding, Changing and Deleting Data](#)

Information can be copied and pasted using Microsoft Windows standard copy and paste facility, (available from the menu bar).

Individual fields can be copied.

Also, whole records can be copied.

NOTE: When a record is copied, only those fields shown on the screen will be copied, not any other fields which might be in the record, but not shown on the screen.

If copying and pasting multiple records, use Paste Append.

Add a Resource

See also

[Goal Setter Database Contents](#)

[Resource Data](#)

[Adding, Changing and Deleting Data](#)

[Copy, Cut, Paste](#)

On the [ToolBox](#), push the Resources button.

A Resources Index List screen will then appear showing a list of Resources in alphabetical order.

To add a new Resource, scroll down the screen to the last line, a blank line, preceded by a symbol that looks like this:



Type information into the blank line.

When finished, you have three options:

1. Double-click on the Resource description to take you to a screen showing more details about the Resource. You can add extra information there.
2. Exit the screen, by pushing the [exit button](#). Your changes will be saved upon exit.
3. Push the F9 button to save your work, and remain on the Resources index list to make more changes to other data.

Add an Obstacle

See also

[Goal Setter Database Contents](#)

[Obstacle Data](#)

[Adding, Changing and Deleting Data](#)

[Copy, Cut, Paste](#)

On the [ToolBox](#), push the Obstacles button.

An Obstacle Index List screen will then appear showing a list of what Obstacles exist in alphabetical order.

To add a new Obstacle, scroll down the screen to the last line, a blank line, preceded by a symbol that looks like this:



Type information into the blank line.

When finished, you have three options:

1. Double-click on the Obstacle description to take you to a screen showing more details about the Obstacle. You can add extra information there.
2. Exit the screen, by pushing the [exit button](#). Your changes will be saved upon exit.
3. Push the F9 button to save your work, and remain on the Obstacle index list to make more changes to other data.

Add a Weakness

See also

[Goal Setter Database Contents](#)

[Weakness Data](#)

[Adding, Changing and Deleting Data](#)

[Copy, Cut, Paste](#)

On the [ToolBox](#), push the Weaknesses button.

A Weaknesses Index List screen will then appear showing a list of Weaknesses in alphabetical order.

To add a new Weakness, scroll down the screen to the last line, a blank line, preceded by a symbol that looks like this:



Type information into the blank line.

When finished, you have three options:

1. Double-click on the Weakness description to take you to a screen showing more details about the Weakness. You can add extra information there.
2. Exit the screen, by pushing the [exit button](#). Your changes will be saved upon exit.
3. Push the F9 button to save your work, and remain on the Weaknesses index list to make more changes to other data.

Changing Existing Information

See also

[Goal Setter Database Contents](#)

[Keyboard Functions](#)

[Mouse](#)

[Screen Symbols](#)

[Deleting Records](#)

To change the contents of a field:

- Move to the field using the one of: mouse pointer, arrow keys, tab key, or enter key;
- Type over the existing information;
- Exit the screen to save your changes, or press F9.

To delete the contents of a field:

- Click the mouse on the name of the field (this will select the field's contents), or drag the mouse pointer over the contents of the field.
- Press the Del (delete) key.
- Exit the screen to save your changes, or press F9.

A Record

A record is a collection of data.

For example, Goldmine has Goal records, Reward records, Resource records, and so on.

Goldmine has a record selector which looks like this: 

This record selector shows you the record(s) currently pointed to in the database.

Glossary of Terms

Assistors
Benefit
Calculator
Commitment Level
Conceptual Goal
Conflicting Goals
Costs to Achieve Goals
Database
Encyclopaedia
Experience
Field
Goal - Conceptual
Goal - Influencers
Goal - Major
Goal - Periodic
Goal - Targeted
Goal - Ultimate
Goal Amount
Goal Category
GMAE
GMDA
GMGA
GMGS
GMMA
GMMM
GMPS
GMSA
GSDA
History
Influencers
Inhibitors
Long Field
Memo
Menu Bar
Module
Motives
Notes
Obstacle
OLE
Periodic Goal
Ramifications of Non-Achievement of Goals
Rating Scale
Record
Resource
Reward
Satisfaction
Save
Strength
Target Date
Targeted Goal
Time Category
Tool Box
Ultimate Goals
Vision
Weakness
Zoom window

A Benefit

This is a somewhat intangible positive result from obtaining a goal, such as increased happiness, or increased self-respect, or an increased sense of security.

A Goal

See also

Conceptual Goal

Periodic Goal

A Goal means a Targeted Goal, that is, it has a specific date by which you intend to achieve it.

Positive Goals

Goals should always be stated positively.

The following are examples of **BADLY** stated goals:

a) Quit smoking; or b) Stop watching so much TV; or c) Stop sleeping in late and missing my bus.

The above goals should be stated something like:

a) Be a clean-air breather by May 1; and b) Read book X by May 1; and c) Develop the habit of getting up at 6:30am every day by May 1.

Goals should state what you intend to do, rather than what you intend not to do.

Measurable Goals

Goals must also be measurable - you must be able to know whether you have achieved the goal or not.

A goal such as 'lose weight' is only a Conceptual Goal, (which can be held within Goldmine Goal Setter).

When you refine it to 'Weigh X kilograms or pounds by March 31', then you have a targeted goal, and you can measure precisely whether you have achieved it.

An Obstacle

Something which can prevent you from attaining a goal.

For example:

- you need educational qualifications to get a particular job;
- you need a particular book which contains information you need;
- you need a particular piece of equipment, like a computer.

Some obstacles to achieving goals can be permanent to some degree, such as:

- wearing glasses can exclude you from certain employment options or sporting activities.

A Resource

Something you have, which you could use to help you achieve some goals.

For example, if your goal is to become fit, then a resource you have might be an exercise machine, or gym membership.

If your goal is to become better at goal setting, then a possible resource you have could be a certain book, or computer program!

A Database

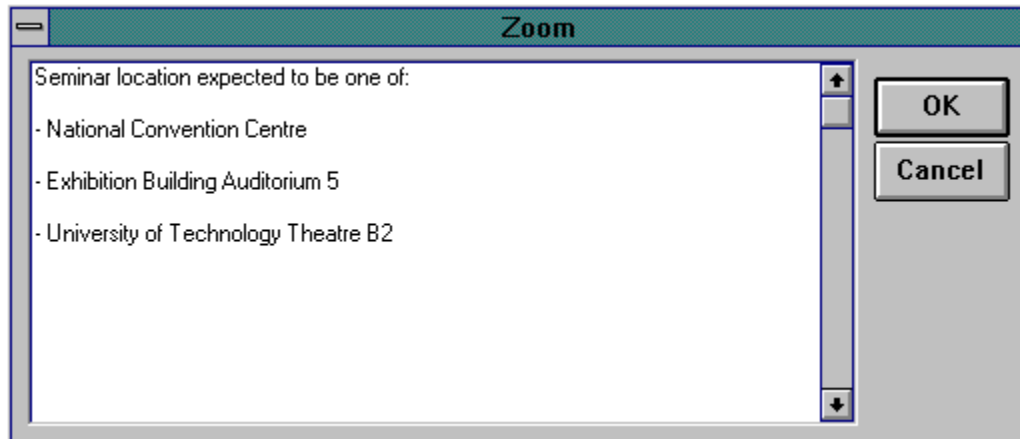
An organized collection of records.

In Goldmine, the Goal Setter database contains records about Goals, Strengths, Rewards, Obstacles and so on.

The Goldmine Account Executive database contains information about organizations, people, business opportunities, competitors and so on.

A Zoom Window

A screen window opened by pressing Shift+F2. The window looks like this:



It allows expanded views of small fields on screens.

A Field

This is an item of data, such as a goal description or a goal target date.

Save

Saving data means writing it to the computer's disk.

Prior to saving, changed data is held in the computer's memory only.

A Notes Field

Notes fields can contain unlimited amounts of text.

To cause a new line in a notes field, press Ctrl+Enter.

Goldmine Marketing Assistant

GMMA = Goldmine Marketing Assistant module. This is used for recording Organization names and addresses for marketing purposes.

It also records People, User Groups, Seminars, and Competitor information.

Goldmine Account Executive

GMAE = Goldmine Account Executive module, which is the module used by sales representatives for recording business opportunities for Organizations.

It also records the People who influence the outcome of those opportunities, and the sales representative's notes about their progress and position in the opportunity.

Goldmine Sale Advisor

GMSA = Goldmine Sale Advisor module, which is the module used by sales representatives and sales managers to analyse the strengths and weaknesses of your position in business opportunities.

Goldmine Maintenance Manager

GMMM = Goldmine Maintenance Manager module, which is used by people who have responsibility for recording what sales of your products are made and what products are shipped out.

Details of which of your products are owned by which Organizations is maintained in this module.

Goldmine Product Support

See Also

Support from Goldmine Systems

GMPS = Goldmine Product Support module, which is used by technical people in resolving problems that your Customers have with your products.

It depends to some degree on the information entered through the Goldmine Maintenance Manager (GMMM) module.

Add a Strength

See also

[Goal Setter Database Contents](#)

[Strength Data](#)

[Adding, Changing and Deleting Data](#)

[Copy, Cut, Paste](#)

On the [ToolBox](#), push the Strengths button.

A Strengths Index List screen will then appear showing a list of Strengths in alphabetical order.

To add a new Strength, scroll down the screen to the last line, a blank line, preceded by a symbol that looks like this:



Print

Type information into the blank line.

When finished, you have three options:

1. Double-click on the Strength description to take you to a screen showing more details about the Strength. You can add extra information there.
2. Exit the screen, by pushing the [exit button](#). Your changes will be saved upon exit.
3. Push the F9 button to save your work, and remain on the Strengths index list to make more changes to other data.

A Memo Field

Memo fields are Notes fields which allow unlimited amounts of textual notes to be entered.

For a new line in your notes, press Ctrl+Enter.

A Long Field

Long fields are numeric fields capable of holding very large numbers.

An OLE Object

OLE fields hold images such as photographs or other objects such as graphs or drawings.

Conceptual Goals

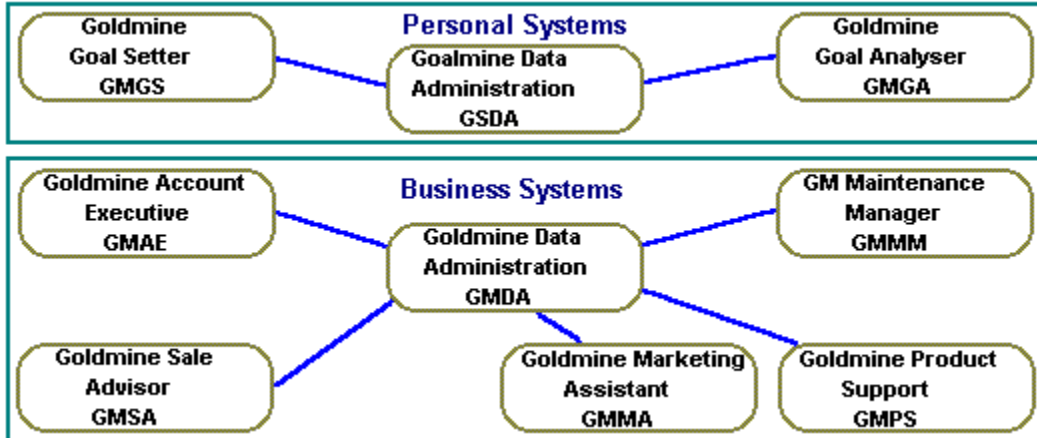
These are ideas that you have, that you would like to turn into reality at some stage, but at present you cannot fix a date to them.

They can include things like:

- lose weight,
- get fit,
- increase my income,
- have more friends,
- get a better job.

Conceptual goals need to be turned into Targeted goals.

Goldmine System Overview



The complete Goldmine system comprises a number of modules and some databases. You might not have all the modules or databases.

The modules share two common databases - Goldmine Data Administration (GMDA), which holds all business-related data, and Goalmine Data Administration, which holds all personal goal-setting data.

Each Goldmine module has its own particular view of a database. That is, each module is only able to update certain parts of a database.

Goldmine Data Administration

This module of Goldmine, (abbreviated as GMDA), holds all your business-related data. It does not hold any of your goal-setting data.

The module has various utilities for exporting business data and importing business data.

The data held in GMDA is shared by Goldmine modules:

- Account Executive
- Maintenance Manager
- Goal Setter
- Product Support
- Sale Advisor

GMDA is the GOLDMINE.MDB database file.

To use GMDA, double-click on the Windows icon for Goldmine DA.

Note that use of GMDA for export while other users are logged onto the system system may have unpredictable results.

Commitment Level

This is used to indicate how much you are committed to achieving a Goal.

Values are set according to the Rating Scale, in a range from 0 to 9, where:

- 9 means you are totally committed to the goal;
- 0 means you are not committed to the goal at all, and have stopped trying to achieve it.

Rating Scale

The Rating Scale is used to indicate degrees of success or commitment.

Values range from 0 to 9, and they are set to the following meanings:

- 9 maximum, committed, successful
- 5 medium
- 0 minimum, not committed, unsuccessful.

Goldmine Goal Setter

GMGS = Goldmine Goal Setter module, which is the module used by individual people for recording their personal life goals, strengths, weaknesses, resources, obstacles and so on.

Goldmine Goal Analyser

GMGA = Goldmine Goal Analyser module, which is the module used by people to analyse the coherence and consistency of the life goals they have set using Goldmine Goal Setter.

Goalmine Data Administration

This module of Goldmine, (abbreviated as GSDA), holds all your personal goal-setting data. It does not hold any of your business-related data.

The module has various utilities for exporting personal data and importing personal data.

The data held in GSDA is shared by Goldmine modules:

- Goldmine Goal Setter
- Goldmine Goal Analyser.

GSDA is the GOALMINE.MDB database file.

To use GSDA, double-click on the Windows icon for Goalmine DA.

Module - Definition

A module is a set of functions which do some manipulation of a database. For example, the Goldmine Goal Setter module permits entry and update of personal Goals, Rewards, Benefits and so on.

Weaknesses

See also

[Goal Setter Database Contents](#)
[Adding, Changing and Deleting Data](#)
[Adding Weaknesses](#)

Achievement of Goals can be impeded by many of your personal Weaknesses.

Definition of Weakness.

Weaknesses inhibit achievement of goals.

A Weakness can impact many goals, and a goal can be impacted by many of your personal Weaknesses.

Also, a Weakness can inhibit different goals to differing degrees.

Example

Suppose a personal Weakness you have is:

- Procrastination, (ie, you keep putting off doing things).

Goal 1, 'Make one new friend by March 31', might be negatively impacted by this Weakness to a degree of, say, 7 out of 9, because you might tend to keep putting off making the phone calls you should make to various people, and subsequently run out of time to meet new people by the planned target date.

Goal 2, 'Learn to play low-grade competition tennis by March 31', might be affected by this Weakness to a degree of only 2 out of 9, because you have prearranged tennis lessons which you have paid for.

Goal Assistance

See Also

[Adding a link to an Assisting Goal](#)

[Adding a link to an Assisted Goal](#)

[Goal Setter Database Contents](#)

[Adding, Changing and Deleting Data](#)

Goals can assist (or hinder) the achievement of other goals.

One goal could be of assistance to several other goals, to varying degrees.

The same goal could inhibit the achievement of some other goals, again to differing degrees.

See Conflicting Goals

Example

Suppose you have a goal for the year to gain a particular academic qualification by passing end of year exams.

A supporting goal could be:

- Read text book X by March 31. This could have a 'Goal Assistance' rating of, say, +7, (plus seven).

A contradictory goal, which hinders achievement of the goal of passing the year, could be:

- Get a casual job of twenty hours per week. This could have a 'Goal Assistance' rating of, say, -5, (minus five), that is, it is actually an impediment. However, while this goal may be troublesome to passing exams, it may be very supportive of your goal to live in better accommodation! Conflict!

See Conflicting Goals

Add a Benefit

See also

[Goal Setter Database Contents](#)

[Benefit Data](#)

[Adding, Changing and Deleting Data](#)

[Copy, Cut, Paste](#)

On the [ToolBox](#), push the Benefits button.

A Benefits Index List screen will then appear showing a list of Benefits in alphabetical order.

To add a new Benefit, scroll down the screen to the last line, a blank line, preceded by a symbol that looks like this:



Type information into the blank line.

When finished, you have three options:

1. Double-click on the benefit description to take you to a screen showing more details about the benefit. You can add extra information there.
2. Exit the screen, by pushing the [exit button](#). Your changes will be saved upon exit.
3. Push the F9 button to save your work, and remain on the Benefits index list to make more changes to other data.

Tool Box

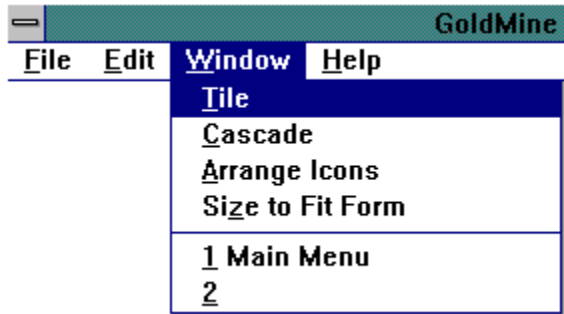
The tool box has a series of buttons to take you to commonly used screens.

If the tool box is not visible, go to the Main Menu by selecting it from the menu bar at the top of the screen. Once at the main menu, push the ToolBox button at the bottom of the main menu.



Menu Bar

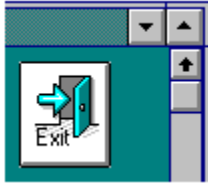
The Windows menu bar is at the top of every screen:



You can use it to move between windows, and to rearrange window layout.

Exit a Screen

To exit a screen, (but not exit Goldmine), push the button in the top right-hand corner of the screen:



Any changes you have made to data on the screen will be saved.

To exit a screen without saving changes, first push the escape key (Esc) on your keyboard, then exit the screen.

Add Experience Information

See also

[Goal Setter Database Contents](#)

[Experience Data](#)

[Adding, Changing and Deleting Data](#)

[Copy, Cut, Paste](#)

On the [ToolBox](#), push the Experience button.

An Experience Index List screen will then appear showing a list of what Experience you have in order of significance.

To add new Experience information, scroll down the screen to the last line, a blank line, preceded by a symbol that looks like this:



Type information into the blank line.

When finished, you have three options:

1. Double-click on the Experience description to take you to a screen showing more details about the Experience. You can add extra information there.
2. Exit the screen, by pushing the [exit button](#). Your changes will be saved upon exit.
3. Push the F9 button to save your work, and remain on the Experience index list to make more changes to other data.

Add a Reward

See also

[Goal Setter Database Contents](#)

[Reward Data](#)

[Adding, Changing and Deleting Data](#)

[Copy, Cut, Paste](#)

On the [ToolBox](#), push the Rewards button.

A Rewards Index List screen will then appear showing a list of Rewards in ascending order of value.

To add a new Reward, scroll down the screen to the last line, a blank line, preceded by a symbol that looks like this:



Type information into the blank line.

When finished, you have three options:

1. Double-click on the Reward description to take you to a screen showing more details about the Reward. You can add extra information there.
2. Exit the screen, by pushing the [exit button](#). Your changes will be saved upon exit.
3. Push the F9 button to save your work, and remain on the Rewards index list to make more changes to other data.

Add a Goal Category

See also

[Goal Setter Database Contents](#)

[Goal Category Data](#)

[Adding, Changing and Deleting Data](#)

[Copy, Cut, Paste](#)

On the [ToolBox](#), push the Goal Categories button.

A Goal Categories Index List screen will then appear showing a list of Goal Categories in alphabetical order.

To add a new Goal Category, scroll down the screen to the last line, a blank line, preceded by a symbol that looks like this:



Type information into the blank line.

When finished, you have three options:

1. Double-click on the Goal Category description to take you to a screen showing more details about the Goal Category. You can add extra information there.
2. Exit the screen, by pushing the [exit button](#). Your changes will be saved upon exit.
3. Push the F9 button to save your work, and remain on the Goal Categories index list to make more changes to other data.

Add a Time Category

See also

[Goal Setter Database Contents](#)

[Time Category Data](#)

[Adding, Changing and Deleting Data](#)

[Copy, Cut, Paste](#)

On the [ToolBox](#), push the Time Categories button.

A Time Categories Index List screen will then appear showing a list of Time Categories in Display Order sequence.

To add a new Time Category, scroll down the screen to the last line, a blank line, preceded by a symbol that looks like this:



Type information into the blank line.

When finished, you have three options:

1. Double-click on the Time Category description to take you to a screen showing more details about the Time Category. You can add extra information there.
2. Exit the screen, by pushing the [exit button](#). Your changes will be saved upon exit.
3. Push the F9 button to save your work, and remain on the Time Categories index list to make more changes to other data.

To Update Target Dates for Age-Specific Categories

Go to the Registration screen, (selectable from the [Main Menu](#) and the [Admin](#) screens), and press the button called 'Update Age-Specific Target Dates'.

Add a Conceptual Goal

See also

[Goal Setter Database Contents](#)

[Conceptual Goal Data](#)

[Adding, Changing and Deleting Data](#)

[Copy, Cut, Paste](#)

On the [ToolBox](#), push the Conceptual Goals button.

A Conceptual Goals Index List screen will then appear showing a list of Conceptual Goals in alphabetical order.

To add a new Conceptual Goal, scroll down the screen to the last line, a blank line, preceded by a symbol that looks like this:



Type information into the blank line.

When finished, you have three options:

1. Double-click on the Conceptual Goal description to take you to a screen showing more details about the Conceptual Goal. You can add extra information there.
2. Exit the screen, by pushing the [exit button](#). Your changes will be saved upon exit.
3. Push the F9 button to save your work, and remain on the Conceptual Goals index list to make more changes to other data.

Add a Periodic Goal

See also

[Goal Setter Database Contents](#)

[Periodic Goal Data](#)

[Adding, Changing and Deleting Data](#)

[Copy, Cut, Paste](#)

On the [ToolBox](#), push the Periodic Goals button.

A Periodic Goals Index List screen will then appear showing a list of Periodic Goals in Goal Category order.

To add a new Periodic Goal, scroll down the screen to the last line, a blank line, preceded by a symbol that looks like this:



Type information into the blank line.

When finished, you have three options:

1. Double-click on the Periodic Goal description to take you to a screen showing more details about the Periodic Goal. You can add extra information there.
2. Exit the screen, by pushing the [exit button](#). Your changes will be saved upon exit.
3. Push the F9 button to save your work, and remain on the Periodic Goals index list to make more changes to other data.

Experience - Definition

Experience (somewhat akin to skills) is life experience.

Your Experience at various things can be drawn upon to help you achieve certain goals.

It could include such things as:

- clerical duties from a past job,
- typing,
- using a Word Processor,
- using a Spreadsheet,
- studying at university,
- cooking,
- running a business,
- managing staff, and so on.

Reward - Definition

A Reward is what you will 'give' yourself in return for achieving a goal.

For example, the reward you have decided to give yourself for studying a certain section of a text book might be to go out to the movies on Saturday night.

Rewards can be large and small.

For instance, your reward for having achieved a certain job promotion might be to give yourself a holiday in the tropical Far North of Australia.

Adding a Link to a Supporting Goal

See also
[Goal Assistance](#)

A supporting goal is one which helps to achieve another goal. This page will talk about the 'Main Goal' and the 'Assisting' (or supporting) goal.

To create a link from a Main Goal to an Assisting Goal:

1. Get to the Goal Detail screen for the Main Goal, that is, the goal which will be assisted.
2. At the bottom left hand section of the screen is a button for adding links to supporting goals. Push the button.
3. A screen will appear allowing you to choose which of all your goals you would like to see as possible candidates for adding as supporting goals. You can enter some criteria, or just push OK to see all eligible goals.
4. A small window will then pop up showing a list of goals which could be candidates as supporting goals. Scroll through the list to find a goal you wish to link to the Main Goal as an assisting goal.
5. Double-click on the goal description in the small window to create the link. You will see that the chosen supporting goal is added to the list at the bottom left section of the Main Goal screen.
6. Repeat steps 4 and 5 for as many goals as you wish to add as supporting goals.
7. When you have finished adding supporting goals, push the Close button on the small window.
8. Now go to each supporting goal in the bottom left section of the main screen and set the value of '**Degree**'. This is the relative amount by which the Main Goal is assisted by, (or hindered by), the supporting goal. If a supporting goal is essential to the achievement of the main goal, give the 'Degree' a value of +9 (plus nine). If a goal completely prevents achievement of the main goal, give the 'Degree' a value of -9 (minus nine).
9. You have now finished adding supporting goal links, and can exit the Main Goal Detail screen.

Adding a Link to a Supported Goal

See also

[Goal Assistance](#)

A supported goal is one whose achievement is assisted by the achievement of another goal. This page will talk about the 'Main Goal' and the 'Assisted' (or supported) goal.

To create a link from a Main Goal to an Assisted Goal:

1. Get to the Goal Detail screen for the Main Goal, that is, the goal which will do the assisting.
2. At the bottom right hand section of the screen is a button for adding links to supported goals. Push the button.
3. A screen will appear allowing you to choose which of all your goals you would like to see as possible candidates for adding as supported goals. You can enter some criteria, or just push OK to see all eligible goals.
4. A small window will then pop up showing a list of goals which could be candidates as supported goals. Scroll through the list to find a goal you wish to link to the Main Goal as an assisted goal.
5. Double-click on the goal description in the small window to create the link. You will see that the chosen supported goal is added to the list at the bottom right section of the Main Goal screen.
6. Repeat steps 4 and 5 for as many goals as you wish to add as supported goals.
7. When you have finished adding supported goals, push the Close button on the small window.
8. Now go to each supported goal in the bottom right section of the main screen and set the value of '**Degree**'. This is the relative amount by which the Main Goal assists, (or hinders), the supported goal. If a supported goal is totally dependent upon achievement of the Main Goal, give the 'Degree' a value of +9 (plus nine). If a supported goal is completely prevented by achievement of the Main Goal, give the 'Degree' a value of -9 (minus nine).
9. You have now finished adding supported goal links, and can exit the Main Goal Detail screen.

Ramifications of Non-Achievement of Goals

For each goal, Goldmine Goal Setter allows you to record information about the ramifications of not achieving the goal.

You can enter descriptive text about the ramifications, and various measures, detailed below.

One way of assessing negative ramifications is to estimate the period of time for which you will have to bear the consequences of non-achievement.

Example

Suppose you have a goal for the year to gain a particular academic qualification by passing end of year exams.

Failing the year's exams could have life-long negative ramifications.

Data

Goldmine Goal Setter allows you to estimate and record:

- The number of days for which you will have to bear the consequences of non-achievement of a goal; and / or
- The number of years for which you will have to bear the consequences of non-achievement of a goal; and / or
- The financial cost of non-achievement of a goal; and / or
- The overall level of negative consequences, measured on a scale from 0 to 9, where nine means the consequences are dire, and 0 means there no negative consequences.

Support from Goldmine Systems

NO WARRANTIES ARE EXPRESSED OR IMPLIED FOR GOLDMINE GOAL SETTER.

Support

Is available to registered users of Goldmine Goal Setter via:

- CompuServe, address 100240,2010
- PO Box 4547
Kingston ACT 2604
Australia

Registered Users

Have the benefit of:

- A password protected version of the latest release shipped to them;
- Product support;
- Free Goldmine Goal Setter software upgrades, apart from a \$5 shipping fee;
- Their Enhancement Requests implemented if possible;
- A clear conscience, and high personal integrity: two key ingredients for maximizing your potential to achieve goals!

Registration

Is described on Goldmine Goal Setter's Registration screen, available by pushing a button on Goldmine Goal Setter's main menu.

Multi-User

Licences are available, for additional fees.

Strength - definition

This is a personal quality which you have which is helpful for achieving goals.

It includes such things as :

- hard working,
- assertive,
- doing things promptly, rather than procrastinating,
- preparedness to take calculated risks, and so on.

Weakness - definition

This is a personal characteristic you have which is an impediment to achieving goals.

It includes such things as :

- procrastination,
- submissiveness,
- fearfulness of taking risks and trying new things.

Periodic Goal - definition

This is a goal which you want to occur every so often, such as:

- read a book every month,
- go for a two hour walk every Saturday,
- calculate my net worth once every year.

Satisfaction - definition

Satisfaction Expected

For a goal, this is how much enjoyment and pleasure you **expect** to derive from achieving the goal.

Satisfaction Actual

For a goal, this is how much enjoyment and pleasure you **actually** derive from achieving the goal.

Note

It is useful to compare the two values after completion of a goal.

Often the actual pleasure we get from achieving something is much greater than what we expected it to be.

Goal Category - Definition

See also

[Adding a Goal Category](#)

Goals can be categorized into various classes.

You can invent whatever goal categories you like.

Goldmine Goal Setter comes with some pre-supplied categories, like:

- Net Worth,
- Career,
- Home Environment,
- Relationship with Spouse,
- Physical Health, and so on.

Each goal category can have many goals belonging to it.

Time Category - definition

See also

[Adding a Time Category](#)

Goals can be categorized into various time classes.

You can invent whatever time categories you like.

Goldmine Goal Setter comes with some pre-supplied time categories, like:

- Age 65,
- Year,
- Month,
- Age 40, and so on.

A time category of Year means that this is a goal you would like to achieve within the year.

A time category of Week means that this is a goal you would like to achieve within the week.

A time category of Day means that this is a goal you would like to achieve on a particular day.

Each time category can have many goals belonging to it.

For age-specific time categories, (like Age 55), the Goldmine Goal Setter registration screen has fields for you to enter your date of birth.

The registration screen also has a button at the bottom of the screen which will update the target dates of age-specific goal categories, based on the date of birth entered.

Vision - definition

This should contain a present tense description of the achieved goal.

Pay a lot of attention to describing your feelings in the vision.

The grander the goal, the more important it is to have a clearly defined vision of its accomplishment.

For example, if the goal is:

Save enough money to have a holiday in Australia's tropical Far North at Cairns for two weeks, by March 31.

The vision might be something like:

I feel so good walking along the beach, enjoying the warmth and the sunshine, seeing the beauty of the tropical coast. I am so pleased with myself for being self-disciplined enough to save up the money to come here. I love sitting in the cafes, and walking through the tropical forests, swimming in the pool. My business class seat on the plane was really enjoyable. My resort hotel is wonderful - just what I imagined it to be. I'm so glad I saved 15% of every pay cheque to hit my savings target. I loved holding that bank statement in my hand and seeing the balance I had saved, and walking down to the travel agent to finalize my booking. I smiled all the time. I'm so glad that I could come here and experience such a totally different and relaxing holiday environment.

Motive - Definition

This is the description of why you wish to achieve the goal.

Clearly defined reasons for achieving a goal help a lot in keeping you working at the goal.

Example

Suppose the goal is:

- Double my income by one year from now.

Some motives might be:

- So that my partner and I can afford to spend more weekends away together,
- Pay off the debt on our house, and so on.

Conflicting Goals

See also
[Goal Assistance](#)

These are goals which seem to act against each other. If you achieve one goal, you are unlikely to achieve another, and vice versa.

Example

Suppose you have a goal of:

- Gain a particular academic qualification by passing end of year exams.

A contradictory goal, which hinders achievement of the goal of passing the year, could be:

- Get a casual job of twenty hours per week. (However, this goal which is troublesome to passing exams, may be very supportive of your goal to live in better accommodation! Conflict!)

To assist in resolving conflicting goals, it is useful to assess the relative consequences of not achieving each of the conflicting goals. (See [Ramifications of Non-Achievement](#).)

Whichever goal has the worst ramifications of non-achievement is probably the one you should pay attention to achieving. Other goals, with not so bad non-achievement consequences, could perhaps be delayed until a later time.

Mature decision-making

Usually favours long-term benefit over short-term gain.

NOTE

Much personal stress, indecision and procrastination can result from having contradictory goals.

Goldmine Goal Setter permits you to record which goals contradict which other goals, and to what degree, so that you can analyse the relative impact of various goals, and come to a reasonable decision about which goals are more important.

Costs - definition

See also

Ramifications of Non-Achievement of Goals

Goals usually cost you something in order to achieve them.

Goldmine Goal Setter permits you to estimate and record several costs:

- The number of **hours** of your time you will have to devote to achieving the goal;
- The number of **days** you will have to devote to achieving the goal;
- The amount of **money** you will have to invest to achieve the goal.

Noting this information is helpful in two ways:

- it helps you assess your level of commitment to the goal; and
- it helps you to build a mental image of what you must actually do to achieve the goal.

Ultimate Goals - definition

See also

Goal Assistance

These are goals which, in Goldmine Goal Setter terms, assist no other goals.

Put another way, they have only 'children goals', and no 'parent goals'.

Example

Suppose an Age80 goal you have is:

- Be financially independent, without having to rely on assistance from anyone for income.

If this goal is not linked to any other goals as an assistant, then it is an Ultimate goal.

It might be linked to other goals as a parent goal, (ie, an assisted goal). A goal like 'Have assets of 10 million by age 65' could certainly be a goal which helps to achieve the Age 80 financial independence goal.

Linking Goals to Influencers

See also

[Adding, Changing and Deleting Data Goals Influenced By Rewards](#)

Goal Influencers

Are: [Benefits](#), [Conceptual Goals](#), [Experience](#), [Obstacles](#), [Resources](#), [Rewards](#), [Strengths](#), and [Weaknesses](#).

1. On the goal detail screen, push the long button at the very bottom of the screen. This will bring up a screen showing the Goal Influencers linked to the goal.
2. To link a goal to an influencer, such as a reward, push the relevant small down-arrow to reveal a list of items to choose from.
3. If the item you would like to link is not on the selection list, push the appropriate button on the [toolbox](#) to bring up the available list of items.
4. [Add the new item](#) to the bottom of the list, and exit the screen.
5. Back on the Goal Influencers screen, push the down-arrow again to select the new item. If it is not on the list yet, push the [F9 key](#) and try again.
6. Click on the item you wish to link as an influencer. It will then be linked to the goal as an influencer.
7. For all influencers except rewards, you can enter a 'Degree' value to indicate how much the item influences achievement of the goal.
8. Repeat steps 2 to 7 for each influence you wish to add.
9. You have now finished linking the goal to influences, and can exit the screen by pushing the [exit button](#) in the top right hand corner of the screen.

Deleting a Goal

See also
[Deleting Records](#)

To delete a Goal:

1. Go to the goal detail screen.
2. Delete all links to assisting goals in the bottom left section of the screen.
3. Delete all links to assisted goals in the bottom right section of the screen.
4. Push the long button at the bottom of the Goal Details screen to take you to the screen showing Goal Influencers linked to the goal.
5. Delete all the goal influencer linking records.
6. Exit the Goal Influencers screen, going back to the Goal Details screen.
7. Delete the goal.
8. Exit the screen.

Target Date - Definition

This is the date by which you wish to achieve a goal.

A goal is known in Goldmine Goal Setter as a Targeted Goal when it has a Target Date. This is different from Conceptual Goals and Periodic Goals.

For example, a goal of: Read the book 'Men are from Mars Women are from Venus' by John Gray, might have a target date of March 31.

Goal Influencers - Definition

See also

[Linking Influencers to Goals](#)

Goal Influencers are things which can influence how likely it is that you will achieve a goal. They include things like:

- Experience you have relevant to achieving goals
- Obstacles to overcome to achieve a goal
- Resources available to help achieve a goal
- Rewards you will give yourself for achieving a goal
- Strengths you have which you will draw on to achieve a goal
- Weaknesses you have which can hinder achieving goals, and so on.

Influencers can influence different goals to different degrees.

An influence degree of 9 means there is a strong influence; 0 means there is no influence.

Goal Amount - Definition

This is a number, which you can use to define a goal's target value.

For a weight-loss goal, the amount would be your target weight, (not the amount of weight you intend to lose or gain).

For a net worth goal, the amount would be a net worth amount.

For an income goal, the amount would be the targeted income.

For a savings goal, the amount would be an amount of savings.

For a goal of jogging a certain distance in a certain time, the amount would be the target time.

These amounts can be graphed in Goldmine Goal Setter.

Encyclopaedia

The encyclopaedia can be used for recording any reference information you like.

It is available via the Main Menu, the Admin screen, and many other screens.

Administration

Various miscellaneous functions can be performed from the Admin screen.

The Admin screen is available from a button in the top right-hand corner of the Main Menu.

Goals Influenced By Rewards

See also

[Linking Goals to Influencers](#)

Rewards are special in the way they influence goals, because they can have two types of relationships to goals:

1. A reward can simply be something you will give yourself for achieving a goal. This is the common straight-forward relationship between a goal and a reward.

Alternatively:

2. A reward can actually assist or inhibit the achievement of other goals. This is the more subtle relationship.

Example

Suppose a reward for achieving a goal is:

Go out to dinner at a restaurant.

For relationship type one, above, this might be the reward allocated to 'Get a job promotion by February 28' - a celebratory dinner.

For relationship type two, there can be different influences on different goals, to different degrees:

a) To the goal: Lose weight, weighing only X pounds by March 31, the influence of the dinner reward can be negative, to a degree of say -3 (minus 3).

b) To the goal: Develop the habit of having two hours weekly dedicated quality talking time with my spouse by March 31, the influence of the dinner reward can be positive, to a degree of say +7 (plus seven), presuming that you and your spouse go out to dinner together as the reward for the job promotion.

So, in addition to Goals being able to be in conflict with each other, or support each other, in the same way, Rewards for achieving goals can support other goals, or impede other goals.

Getting Started

1. Set Help to Always on Top, via the Windows menu bar Help command, and adjust the size of this Help Window to a small one so that you can see Goldmine Goal Setter and this Help window simultaneously.

2. Look at the overview diagram revealed by clicking once on the preceding green words. This illustrates what types of information the system holds, and how the different types of data relate to each other.

3. Click once anywhere on the Goldmine screen to make that screen the active screen again, rather than this Help window. On Goldmine's Main Menu, click the mouse once on the first Target Date at the top left of the list. Then press the Enter key successively to move you across the fields on the screen, and for each field read its description in the very bottom left hand corner of the screen. Also, read the Hints on the top section of the screen.

4. Double-click on the textual description of the first goal in the list: "Set Life Goals ...". This will take you to a screen showing details about the goal.

(Note: Any data shown in **Bold** type can be double-clicked on to take you to more detail.)

5. Press the Enter key successively to move you across the fields on the screen, and for each field read its description in the very bottom left hand corner of the screen.

6. Double-click on the text in the Ramifications field: "1. Life would control ...". This will take you to a screen with an expanded view of Ramifications of Non-Achievement of the Goal.

7. Exit the screen by clicking once on the Exit button, going back to the goal details screen.

8. Click once on the very long button at the bottom of the goal details screen. This will take you to a screen showing details of Goal Influencers.

9. Click once on one of the small down arrows to see a list of selectable items which can influence the goal.

10. Click again on the small down arrow to close the selection list.

11. Exit the screen, and go back to the goal details screen.

12. Exit the goal details screen, and go back to the main menu.

13. On the Tool Box, (which could possibly be hidden behind this help window), click once on the button: Goal Cats (goal categories), near the bottom of the list of buttons.

14. On the Goal Categories screen, double-click on the text: "Health-Mental". This will take you to a screen showing the details of that goal category, and all goals in that category.

15. Exit the category detail screen.

16. Exit the categories list screen, going back to the main menu.

17. Click once on the tool box button: Time Cats (time categories) near the bottom of the list of buttons.

18. On the Time Categories screen, double-click on the text: "Age65". This will take you to a screen showing the details of that time period category, and all goals in that category.

19. Exit the category detail screen.

20. Exit the categories list screen, going back to the main menu.

21. For each of the other buttons except "New Goal" on the tool box, click once on the button, observe what is displayed, and then exit the screen.

22. Now you have an overview of the data that is held. There are lots of other facilities, which you will make use of as you get practice.

23. To add your own new goal, click once on the button: New Goal, on the tool box. This will bring up a blank goal screen ready for you to enter information.

24. See help on Adding a New Goal for more details.

25. Your introductory overview is finished.

See also

Goldmine System Overview

Goal Setter Database Contents

Screen Symbols

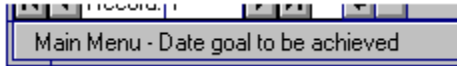
Adding Data, Changing Data, Deleting Data

Help Always on Top



1. Set Help to Always on Top, via the

Help Text on Screen



Hints

Hint: Double Click on any Bold type

Hint: Shift+F2 to expand field views.

Main Menu

GMGS 1.0

Goldmine Goal Setter Main Menu

Hint: Double Click on any Bold type data for more detail. Hint: F9 saves changes
Hint: Shift+F2 to expand field views. **F1 for Help** Hint: Shift+F9 refreshes screen

Target Date	DaysTo Target	Priority	Goal	Goal Category	Time Category
30/11/93	-7	1	Set life goals: highly specific	Health-Mental	Month
1/12/93	-6	1	Register Goldmine Goal Setter	Health-Mental	Month
8/12/93	1	2	Periodic: Exercise 15 mins at	Health-Physical	Day

New Goal Goals Index Encyclpda Fresh List Reports Calc Ultimate Reg
Assistors Inhibitors Costly To

Record: 1

Main Menu - Date goal to be achieved NUM

Selection List Arrow



Major Goals

These are goals which are very important, or which require a large investment of your energy and commitment, such as 'Retire financially secure at age 55', or 'Increase my income by 50% within 12 months'.

How major a goal is can be set on a scale from 0 to 9, where 9 means the goal is a very major goal, and 0 means the goal is a very minor goal.

Calculator

The Windows calculator is available from the [administration](#) screen.

Quit

The Quit button closes the Goldmine application, and returns you to Windows.

History

The History Button on the Main Menu takes you to another menu where you can choose to view things like:

- Goals achieved,
- Obstacles overcome,
- Rewards taken,
- and so on.

Refresh Main Menu

The Refresh List button on the Main Menu refreshes the displayed list of goals.

It will remove deleted goals and achieved goals from the list, include recently added goals, and re-order the list according to updated goal target dates.

A similar Refresh ability is available on any screen by pressing the key combination Shift+F9.

Goals Index

The Goals Index button on the [Main Menu](#) enables you to see a selection of your goals in the order of your choice.

