

change 

# GOALS HITTING

**change** 

[www.change-wi.com](http://www.change-wi.com)

[changewi2015@gmail.com](mailto:changewi2015@gmail.com)

THE AUTHOR  
Wael Ibrahim

He is a certified Master Life Coach, facilitator, and trainer on self development, public speaking, and leadership. He is also a John Maxwell Certified Coach, Teacher, and Speaker.

Br. Wael is the founder of two institutions, namely Serving Islam Team - HK - and Connect Institute. In the past couple of years, he has conducted numerous workshops, seminars, keynote speeches, and one-on-one coaching sessions. He is a very keen researcher on the subject of Pornography addiction and the scientific methods of recovery. He is a holder of BA in Islamic studies and comparative religion and now the author of a series of books to come titled #CHANGE.

## HOW DO WE GET THINGS DONE AND AVOID PROCRASTINATION?

You do not have enough time to waste. As we have come in quickly to this world, we shall soon depart. So it is not wise to procrastinate tasks and important work that could fulfill your purpose in life one day.

"THE LIFESPAN OF  
MY UMMAH PEOPLE  
OR NATION IS  
FROM 60 TO 70  
YEARS"

-PROPHET MUHAMMAD PBUH

*At Tirmidhi, Vol 4, the book of Zuhd,*

*Hadith no: 2331*

How old are you now? Please don't tell me that you are still young. We were all one day younger than now. In fact, while writing this paper a few minutes of my life has already passed and could never be given again.

Thus, value your limited time that has been given to you by your Creator and do something precious for the people to remember you before you depart from this world for good.

The questions often asked are: how can we get things done fast and move on to the next task? How can we avoid procrastination and set our goals and turn them into achievements?

Well, here are a couple of points that could assist you greatly in achieving your goal and move forward to the next one.

**ONE**

DECIDE TO  
**CHANGE**

HITTING YOUR GOALS WON'T HAPPEN  
BY ONLY HOPING THAT ONE DAY  
IT MAY SEE THE LIGHT.

Creating changes take place the moment you decide to take a step forward towards your goal. The first and most important step to get things done is to decide that a positive CHANGE MUST happen.

Just imagine with me if your were told that in 20 years from now your life will remain the same as today. What will be your reaction?

I believe you won't accept this as a reality - so decide NOW then move to the next stage.

***And when you have decided, then rely upon Allah.  
Indeed, Allah loves those who rely [upon Him].***

*Qur'an 3:159*



**TWO**

**VISUALIZE**

## THE PROPHET MUHAMMAD PBUH USED TO MOTIVATE HIS COMPANIONS IN THE MOST CRITICAL TIME OF THEIR LIVES.

When they were unbearably tortured in Mecca, a man by the name of Khabbab Ibn Al Aratt who was placed on burning red coal to renounce Islam, one day came to Muhammad PBUH saying. ***“O Prophet of Allah, don’t you pray for us? Don’t you ask Allah to grant us victory?”***

The Prophet PBUH thereupon turned towards him and makes him and all those who were listening to VISUALISE victory by saying:

***“By Allah, this affair/ISLAM will be completed so that a traveller can go from San’a to Hadramawt fearing only Allah, or the wolf for his sheep, but you are trying to hasten things”***

# **LESSONS LEARNED IN THAT NARRATION:**

- 1 Decide with firmness that you are going to hit your target.**
- 2 Be positive despite odds and difficulties.**
- 3 See and visualize your goals and move towards it by perseverance and patience.**

**THREE**

**WRITE IT  
DOWN**

## YOU HAVE TO BE SPECIFIC.

What is the goal you want to achieve? Ok, I hear you - now put it down in writing. Make it as much detailed as possible, but also be realistic.

Make a description of your goal so that anyone who reads it will immediately visualize it into real life. And who knows, maybe someone else will join you to achieve it with you.

**FOUR**

**SET SOME  
DEADLINES**

**IF YOU ARE SERIOUS ABOUT YOUR GOAL,  
THEN YOU MUST DISCIPLINE YOURSELF  
AND SET SOME DEADLINES TO MEET.**

If you are really eager to see your dreams coming to reality, you will not need an alarm to remind you. In fact your subconscious mind will automatically alert you.

The deadlines can be revised every now and then, however, you cannot work on fulfilling those goals without having a deadline to meet.

Don't pull yourself back by saying that my goal and/or deadline is unreasonable or your goals can never be achieved. Positivity is a key factor and a prerequisite for success.

**FIVE**

**IDENTIFY THE  
OBSTACLES**



## YES, IT'S NOT GOING TO BE THAT EASY.

My mother used to say, ***“There’s no dessert without enduring the heat of a cooking fire”*** - which is equivalent to the popular saying: ***“No pain, No gain”*** - so you have to be prepared for some struggles, however, you may lose quickly if you don’t know what may slow you down or prevent you all together from reaching your goals.

You will be surprised to know that most of the time people do not reach their goals because they themselves are the obstacles. They are either not skillful enough or lacking in the necessary and required knowledge for them to hit their target. So what are your obstacles?

***And remember, with every obstacle  
and difficulty, ease follows.***

*Qur’an 94: 6-7*

**SIX**

**IDENTIFY THE  
SKILLS AND  
NECESSARY  
KNOWLEDGE  
YOU NEED**

## ASK YOURSELF.

**“What is the skill I wanted to develop that will help me achieve my goal?”**

Once it is identified, then you will need to focus on it, develop it consistently and excellently, enroll in some trainings, read books extensively to broaden your horizons on the subject, and ask the experts.

Do that on a daily basis until one day you can be one of the resources for others to gain knowledge and skills.

**SEVEN**

**WHO ARE  
YOUR TEAM  
MEMBERS?**

## LOOK FOR YOUR TEAM MEMBERS.

Once you identify your obstacles and develop the skills and knowledge to overcome them, you will need to look for your team members.

True and sincere people whose help is necessary for you to hit your goals. Write down their names, contact them, invite them for a coffee or meal and introduce what you wanted to achieve to them.

Soon enough you will find others who share the similar dreams, and working together with team members can achieve your goal as well.

Look how Allah SWT has praised the team members of the Prophet Muhammad PBUH, the companions:

***“And the first forerunners [in the faith] among the Muhajireen [The companions from Mecca] and the Ansar [The companions from Medinah] and those who followed them with good conduct - Allah is pleased with them and they are pleased with Him, and He has prepared for them gardens beneath which rivers flow, wherein they will abide forever. That is the great attainment.”***

*Qur'an 9:100*

So identifying the right team members is necessary for any success you wanted to achieve.

**DRAFT AND  
ORGANIZE  
YOUR PLAN**

## WRITE DOWN EVERYTHING.

Your obstacles with needed skills and knowledge, your team members' names, the deadlines and ideas that may come in your mind. Perfection at that stage is not needed. The formula you are going to follow is:

**“Identify, modify then beautify”**

Now what are the steps needed to achieve your dream? After drafting the plan, you will then need to organize it.

What step do you want to bring first before others? What are your first priorities? What essential step needed to be taken NOW to get you closer to your goal?

Once identify, then think, plan, draft and organize the NEXT STEP, repeat the exercise until you have a complete and organized plan of 5-10 items awaiting for execution.

You should then review your plan every day, every week, and every month. Modify wherever necessary but never let



a day go by without reading your plan and taking the necessary steps to execute. Because if you don't, your plan will remain a plan on paper forever.

**NINE**

**SELF-  
DISCIPLINE &  
CONSISTENCY**

CAN YOU VISUALIZE YOUR DREAM?  
CAN YOU SEE IT HAPPENING?  
DO YOU LOVE THE PLAN  
THAT YOU MADE?

I bet you can't wait to see your goals being achieved. But, two elements are SERIOUSLY needed in order for you to achieve that.

### **Self-discipline and consistency**

You will now need to focus and concentrate on the step at hand that you wanted to take and execute.

You will literally multiply your level of productivity if you avoid all sorts of distractions and diversions while working on that single step you decided to take.

And here are few tips on how to cut down some distractions:

**Silent your phone.**

**Turn off all your device notifications**

- you should be in control of your electronic devices and not the other way around. So stay away for a while from Facebook, Twitter, Instagram, Telegram, IMO, Snapshot, What's app groups, Viber, Skype, Messengers, QQ, Tango, Hangouts, and so on. [O boy, that even took a while to type]

**Avoid watching unnecessary and distracting TV shows pertaining to talents, movies, MTVs, TV series, gossiping shows, and so on**

**Remember.**  
**Always work**  
**on ONE TASK**  
**at the TIME.**

TEN

**HYSTERICAL  
SUPPLICATION/  
DU' A**

As my friend Muhammad Atallah would say: ***“We need a hysterical Du’a”*** - Yes, you also need it badly, but we cannot rely on Du’a alone without working and planning. Allah will support and assist you ONLY if you are serious and doing your best.

And invoke Him in fear and aspiration. Indeed, the mercy of Allah is near to the doers of good.

The Arabic word used for “doers of good” is Muhsineen, which literally means those who do their work perfectly with excellence.

So once you do your best, then invoke upon Allah SWT to assist you and grant you success in this world and the next.

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