

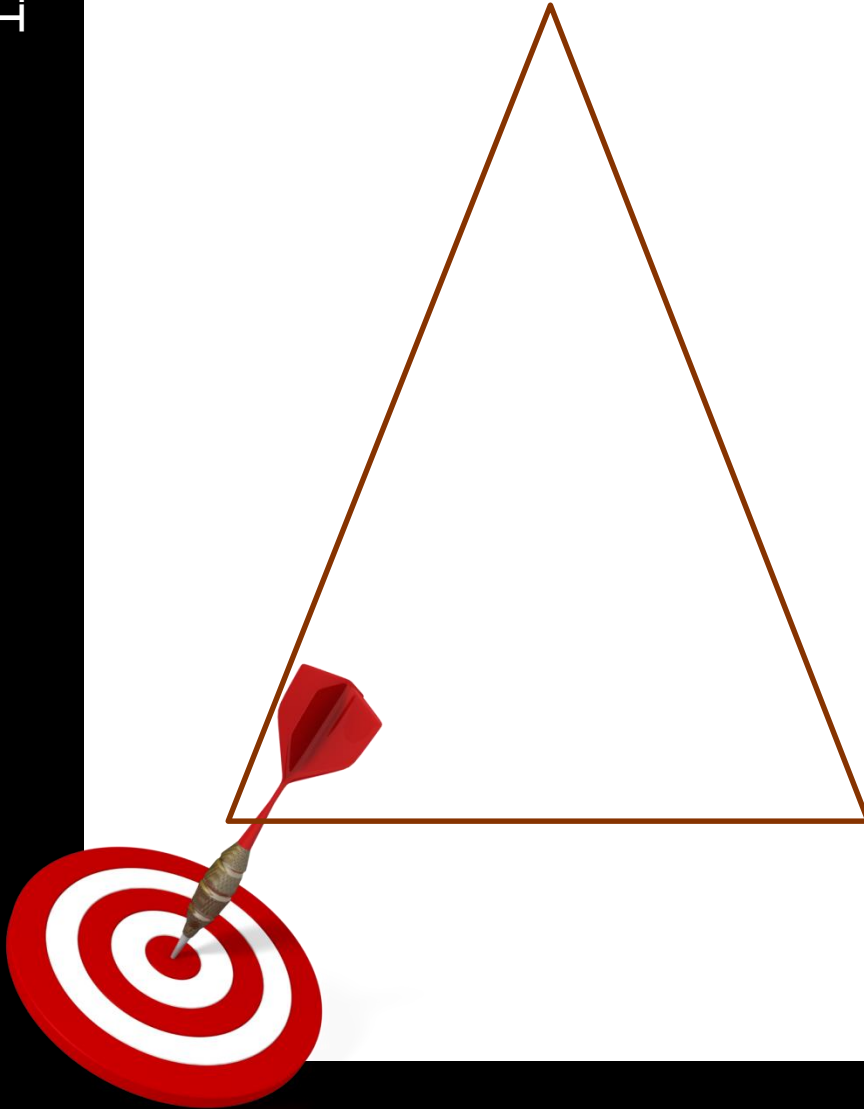


50 Tips to Help You Achieve Your Goals

Productivity Partners, Inc.

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My Goals



It's all about your goal(s)!

Think of a pyramid with the goal at the top.

The next layer beneath are the priority items you need to do in order to achieve the goal.

And the bottom layer represents the activities or tasks needed to get the priorities accomplished.

They all drive to the main goal.

The most important thing you can do is to have and maintain *vision* and ownership of your goal. Without this anything and everything will get in the way of accomplishing your goals.

And always remember to...

Clear your desk. Clear your mind. Organize it®

The first seven tips listed are from a 2003 interview with Dr. Gary Latham conducted by David Creelman of HR.com.

Tip #1

Outcome goals are when you already know how to do something.

Tip #2

Learning (process) goals are needed when you don't know how to do something.

Tip #3

Proximal goals set correction dates.

Tip #4

Super-ordinate goals have to do with having a vision. It gives you spirit, a sense of "I really believe in what I am going to do".

Tip #5

Participative goals are when employees help set their own goals. They have a much higher success than those who have assigned goals.

Tip #6

Goal setting can provide a sense of *challenge*.

Tip #7

Goal setting can provide a sense of *accomplishment*.



Goals



Tip #8

Goal setting can provide a sense of *meaning*.

Tip #9

Success in achieving goals comes from *focus*.

Tip #10

Success in achieving goals comes from *determined* action.

Tip #11

Success in achieving goals comes from *persistent* action.

Tip #12

You need clarity in order to achieve goals...otherwise you spend time and effort going down the wrong path or going in circles.



Tip #13

You need strategies for achieving your goals...otherwise they are simply identified - but go nowhere.

Tip #14

You can accomplish your goals by taking action OR pay the price by *not* taking action.

Tip #15

Write down all the things you see yourself wanting to accomplish. These are generally areas in which you see the greatest need to excel or accomplish.

Tip #16

In creating this list, think about times when you:

- experienced the greatest sense of accomplishment
- the least sense of accomplishment
- your personal strengths
- areas of needed development, growth or education

Tip #17

Ask yourself "What are the things I want to do or be in my life?"

Tip #18

Let your mind live in the future. Think of your dreams.

Tip #19

Think of your desires.

Tip #20

Think of your aspirations.





Tip #21

Think of what you would like to *visit*.



Tip #22

Think of what you would like to *have*.



Tip #23

Think of what you would like to *become*.



Tip #24

Think of what you would like to *do*.

Tip #25

Create a "Master Goals List". Set it aside for about a week. When you re-visit it, do all of the items on the list still matter?

Tip #26

It is important to have both *professional* and *personal* goals.

Tip #27

It is important to have both *long term* and *short term* goals.

Tip #28

Review your Master Goals list and pick no more than three long term and short term goals.

**Tip #29**

Write down your goal.

Tip #30

Make each goal a S.M.A.R.T. goal...specific, measurable, achievable, relevant and time-lined.

Tip #31

List the benefits of each goal. This is ultimately *what* and *who* you *will become*.

Tip #32

List the obstacles to each goal and what you can do to overcome them.

Tip #33

Identify the support and resources needed to achieve your goals.





Tip #34

Share your written goals with a trusted friend, advisor or coach. Are they S.M.A.R.T. (see Tip #30).

Tip #35

If you don't really vision or want the goal, you won't have ownership of it making it much more difficult to achieve.

Tip #36

List three *major* tasks you have to do for Goal #1. This begins to create plan for getting to where you want to go.

Tip #37

Now list three *activities* involved with each task for Goal #1. These become your action steps.

Tip #38

These activities should be your priorities.

Tip #39

Once the action steps are written down, ask yourself "Is this really worthwhile to me?" If the answer is NO, *abandon the goal or recognize it as one which you are not currently committed to working on.*

Tip #40

The greater the impact of an action, the higher its priority.

Tip #41

However, understand that the activity may be a low priority, even if its impact is high.

Tip #42

Strive to improve...not be perfect.

**Tip #43**

Stop and think about the consequence of not taking an action. Will it cause further problems or feelings of failure?

Tip #44

At the core of every problem is a set of values. Make sure your goals are attuned to your values *or are you simply treating symptoms?*

Tip #45

If you don't know your goals, *everything* becomes a priority.

Tip #46

Understanding priorities helps you make mindful choices both professionally and personally about how and where you spend your time.





Tip #47

Commit priorities and tasks to your calendar. Schedule weekly activities to move the goal forward.



Tip #48

John D. Rockefeller identified a trio of what has become known as the “Rockefeller Habits”.

1. Know your priorities
2. Make sure you have sufficient data to make decisions
3. Create rhythm in your calendar to have anticipated regular checkups for alignment and accountability



Tip #49

Establish a way to track progress using your calendar. It helps you make periodic adjustments to stay on track.



Tip #50

You want your goals to resonate with who you are and what you want. It becomes a matter of living for what you want or see in your life, and not a choice that needs to be made.

"It's more important to know where you are going than to get there quickly"

Mabel Newcomer, author



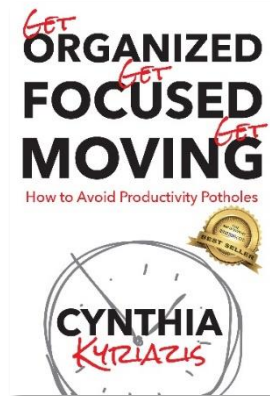
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Cynthia is founder and President of **Organize it & Productivity Partners, Inc.** a leading provider of training & coaching in the topic areas of time, information & decision-making management.

She focuses on the principles, strategies & behaviors that help decision-makers & their teams improve focus, sales, profitability & overall job performance.

Cynthia is a **productivity coach, facilitator & subject matter expert** in the areas of time and self-management. She works with clients on systems, processes, *and performance improvement.*

Amazon Best Seller



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