

Simple Goal Setting Steps

1. Desire – decide what you really want
2. Believe – set realistic goals that you can believe are doable but are also a stretch
3. Be Detailed – be very specific about what you're going to do, in writing
4. Advantages - Write why you want to achieve your goals
5. Analyze where you are – use it as a benchmark against which to measure progress
6. Set a deadline
7. Obstacles – identify what hurdles you'll need to overcome to achieve goals
8. Knowledge – determine what you'll need learn to acquire your goals
9. People – identify people, groups, and organizations whose cooperation you may need to hit your goals
10. Make a plan – take all details from last 3 steps and organize all action in terms of priority and sequence
11. Visualize – get a clear mental picture of your goal and visit it often
12. Persistence – back your plan with consistent action

6 Keys to Time Management

1. have specific, measurable goals
2. clear, detailed plans
3. make a list of everything that you'll need before you start
4. prioritize the tasks using the 80/20 rule (80% of results comes from 20% of your activities)
5. concentrate on one thing at a time, and follow it through to completion
6. develop a sense of urgency