Achieve Your Goals

10 Best Practices for Getting from Here to There

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Success-discovery for business owners & executives

You have your list of goals. You've considered the big picture, identified what the right goals are for you, and sketched them out.

Don't stop there… This is only the beginning!

Your next steps are to put your plans in action, start moving in the right direction, and make your way towards achieving these great goals!

And you can do it. You absolutely can! It's just a matter of focus and process. To help you do this – focus on your goals and put a process together that will help you achieve them – look over the next couple of pages and identify what you are going to do to get from here to there!

Here are 10 things you can do that will greatly improve your ability to achieve your goals…

1. **Visualize your goal.** Create a picture that you can look at regularly. When you keep your goal front of mind, it makes it more real and therefore doable. For a step-by-step process for creating a visual depiction of your goal, click here.

2. **Write your goals down.** Just the act of writing them down moves you closer to accomplishment. Getting the list of goals out of your head opens up brain power to work on ways to accomplish them.

3. **Share your goals with others.** When you share your goals with someone else, you increase your level of commitment. You are no longer the only person who will know if you succeed or fail, and this can make all the difference!

4. **Identify an accountability partner.** Formalize the help you get by identifying someone with whom you can connect and get support. Schedule regular check-ins to review your progress and the continued viability of your goals. This can be especially useful when your business or the economy shift (or life happens). Working with someone else to periodically assess whether the goals you set are still right can help you recommit to your plan in mid-stride and keep you moving in the right direction.

5. **Make your goals specific and measurable.** The clearer your goal is, the easier it will be to accomplish. Use benchmarks to track your progress. Seeing how far you've come can help you keep moving forward.

6. **Make your goals a priority.** If you want to achieve your goals, you have to make time for them. And not just any time; give them the right time. Work on them the first thing every day before you have time to procrastinate. Or schedule them for the time of day when you know your energy and focus is at its best. Plan your day to make sure the important things get done.

7. **Approach your goal in reachable increments.** Do this by creating a plan for your goal that is broken down into small steps. By taking one small step, you build a connection from nothing to something. The small step can get your energy going, start the momentum, and help reduce the overwhelming pressure of a big goal! Completing one small step makes it easier to do the next and the next and the next. Before you know it, the goal is accomplished!

8. **Identify potential obstacles that could hold you back.** Go into your goals with your eyes wide open. Identify the potential obstacles you are most likely to face and plan for how you will manage them. Common stumbling blocks include fear, procrastination, and feeling stuck. Along the way, you may need to generate new ideas or manage distractions. Knowing what obstacles you are most likely to run into and how you'll manage those circumstances can help keep the path to your goal clear.

9. **Know the stages of change.** Do your goals require you to change your behavior? Know the stages of change and what to expect along the way. Some changes are easier than others, but anticipating the whole process will support you in your journey.

10. **CELEBRATE**! Whether you've completed one step or achieved your goal, it's important to stop regularly and recognize what you've accomplished. Acknowledge the milestones as you hit them and then recommit to the next step.

The process of goal setting is much like that of learning mathematics or climbing a mountain.

At first, the perception of the task is overwhelming. It seems too big, too daunting, to accomplish. However, when you reconsider the goal as a process, a series of small tasks that are eminently doable, then the goal's attainment is always possible.

The completion of each small task will build a sense of accomplishment and confidence, encouraging you and moving you toward success!

You *can* get there from here!

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About the Author:

Andrea Novakowski, MBA, MCC is an executive coach who has helped clients align professional goals with personal values since 1997. She guides CEOs, industry leaders, and business owners from strategic vision to measurable action plans, and works with high-potential employees who want to optimize their careers.

By tapping into Andrea's knowledge, tools and skill set, her clients are able to blend career development with personal growth to reach higher productivity and deeper levels of job and personal satisfaction.

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