



Take These Seven Steps to Reach your Goals

Autumn is a good time for reflecting and thinking about new achievements. Here are seven steps that can help you to have a great year:

One. Decide what you want to achieve. Be specific. Be sure your goal is measurable, so you can tell if you are making progress. Don't say you want to have more money. Instead, say you want to save \$1,000 by May 31.

Two. Ask why it is important for you to achieve this goal, or how you will benefit. Knowing why you want something raises your motivation level. In addition, most significant goals require some sacrifices along the way. Highly motivated people are more likely to make the necessary sacrifices.

Three. Consider what obstacles, problems, or personal shortcomings might block your progress. List every one you can think of. Some obstacles will be real ones; others may be only imaginary. You must conquer both kinds.

Four. Go through the obstacles and think about how you might solve each problem. Ask others to help you brainstorm for solutions.

Five. List the people or organizations that could help you to achieve your goal.

Six. Consider what information you need that you don't have now. Where will you get it? What could you read, who could you talk to, and what seminars could you attend?

Seven. Write out a detailed action plan for achieving your goal. Which tasks must be done first?

Observations: Setting a goal is good, but it's only the beginning. You need all seven steps to make sure you actually follow through and achieve your goal.