



Clarify Your Goals for Greater Success

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A goal is like a compass. It helps you focus on where you want to go in life and **make positive progress** to get there. However, it's important to remember that you need clarity in your goals from time to time. You'll want to make it as easy as possible for you to reach them.

It may take some more time on your part, but when you write out detailed instructions for yourself instead of vague ideas, you have a much better chance at success. Not only do you know exactly what you need to do, but such plans also tend to invigorate you with more enthusiasm.

Follow these tips in order to clarify your goals:

1. Figure out your *ultimate* goal. What, exactly, do you want?

- Instead of a goal like *"I want to be successful,"* get down to specifics, such as *"I want to own my own business which brings in at least \$10,000 per month."*

2. Don't be afraid of detail. You make the ultimate decision on what you want. Just ***don't be afraid to set the details.*** Avoid goals like *"I want to be rich"* because there is no detail.

- How much money do you want to make?
- Why? What will this money provide for you that you desire?
- What lifestyle do you want? Cars, homes, ability to travel the world, philanthropy?
- How do you want to earn this money?
- When do you want this to happen?
- How can you prepare for this?

3. Break up your goals. When you stare at the ultimate goal, it may seem intimidating and unattainable. It's important to ***break up your main goal into smaller goals.*** Write out detailed plans about how you'll reach each of the smaller goals.

- For example, if you want to start your own business, a small goal would be to research your local and federal business laws and register a name.

4. Give yourself deadlines. It's vital to give yourself deadlines so you know you're making progress towards your goals. ***Each of your small goals should have an attainable deadline.***

- In the business example above, maybe you'd give yourself a week's time in order to research different business structures and laws.

5. Keep track. Make detailed notes about what you have done so far. ***Keeping track of your progress will help you stay organized and on top of your goals.***

6. Make alternate plans. Sometimes you won't be able to make the deadline you have set out for yourself, or maybe you'll be unable to follow through with a current plan entirely. It's important to think of alternatives in case certain situations don't work out in your favor. ***If you already have back up plans in place, you'll save time if you run into snags on the way to your goals.***

Get Organized

Organization can mean keeping all of your detailed plans and journals in a binder with tabs for easy access to your various sets of notes. Alternatively, you may opt to keep your materials organized by using project management software on your computer. Just remember to make backups of your digital information so that you don't lose it.

No matter what method you've chosen, determine the details, set small attainable goals that lead toward your ultimate goals, be flexible so you can conquer challenges, and keep track of your progress. Doing these things will bring you ultimate clarity and success.