

12 Steps to Achieving Your Goals

Step 1: Start with the end in mind. What is your vision for the next 3-5 years?

Step 2: Identify where you are today. (No judgements, this is just where you begin)

Step 3: Identify the gap. What specific things do you need to do to close the gap between where you are today and future your vision.

Step 4: Turn the gaps into goals using the SMART or SMARTER format. Start with a few goals, and limit yourself to a maximum of 10 at a time.

SMART = Specific, Measurable, Action-oriented, Realistic, Time-bound

SMARTER = Specific, Measurable, Actionable, Risky, Time-keyed, Exciting, Relevant

Step 5: Identify you key motivations for each SMART//SMARTER goal. What's your WHY?

Step 6: Identify the obstacles standing in the way of you achieving your SMART//SMARTER goals?

Step 7: Identify strategies to eliminate the obstacles.

Step 8: From the strategies, circle the ones that are your top priorities.

Step 9: Reflect on your top priorities. Are they realistic? If yes, go to step 10. If not, revise your SMART//SMARTER goal or break it into smaller chunks.

Step 10: Schedule. Get your priorities on your calendar. Remember, *what gets scheduled gets done.*

Step 11: Keep your goals top of mind.

Step 12: Get to work!

Need support along the way?

Working with a Coach can help you clarify your vision, troubleshoot obstacles and stay on track.
Contact Ellie Frey Zagel, Certified Life and Business Mindset Coach at ellie@successfulgenerations.com
or visit successfulgenerations.com/sg-coaching.

