

Goal Accomplishing Checklist

- Visualize what you want to do - see yourself doing it and how it feels - (just like you do for your vacation)
- Create the plan to reach it - just like you do for your vacation:
 - where you will go
 - when you will go
 - who will go
 - what you will do
 - what resources do you need
 - how much you will spend
 - Successful execution has several steps:
- Set your goals to reach the vision - make them specific - what you will do, when you will do it, how you know you have done it - (sound like what you do for your vacation?)
 - 1- **Ensure your goal is clear and congruent to your purpose** - your end in mind - you must have absolute clarity about the result and how it aligns with your purpose. You must be able to share it clearly and concisely with others. If it isn't you'll struggle. Your purpose should be the center of everything you do. When your goals are clear and congruent to your purpose, your confidence increases, your energy and motivation to complete the goal increase dramatically, you feel a greater inner peace, decisions are easier to make, and things fall in place.
 - 2- **Remember the 'why' you are doing it.** You must have clarity on why you are doing it and the 'why' must be big enough to get you through the obstacles and challenges that will get in the way of you completing your goal.
 - 3- **Use all the resources you need to complete your goal**, including mentors, coaches, and your higher power to help get you there. Don't forget to involve those who are interested in your success - family, friends, co-workers - who may help you or at least provide encouragement and support.

4- Identify the critical path. What activities will give you the most leverage? The 80/20 rule applies here. What 20% of activities, will give you 80% of the results you are seeking?

5- Remove obstacles before they become insurmountable. Write down what could keep you from succeeding. Then plan and put in place how you will keep them from stopping you or slowing you down. It is best to put the things that will help you succeed close to you, and things that will hinder you as far away and inaccessible as possible.

6- Keep a positive attitude. Keep from saying you can't and won't. Just get out there and find the way do it! "Whether you think you can, or think you can't ...you're right." - Henry Ford

7- Keep track of where you are. Create incremental milestones along the way. Keep the milestones small enough to complete in short time periods (weekly if possible), and evaluate where you are against the plan. Knowing where you are brings clarity. Knowing where you are and when you are, enables adjustments that might be necessary to keep on track.

Put activities and due dates on your calendar. If the most important things are not on your calendar, you most likely won't get them done. It's that simple

Enjoy the journey!