

# TOP TEN TIPS

## In arriving at your goal

- 1** Identify your goal.... State it in the positive.  
Make sure you've completed this step before you move on to the next one.  
You need to identify **SPECIFICALLY** what you want to achieve – this will make it easier to know when you've got there.

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- 2** Remember to keep it **SMART**  
**Specific**  
**Measurable**  
**Action-based**  
**Realistic**  
**Time-specific**  
but also make sure it's exciting and inspiring.

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- 3** Think about how you will know when you have achieved your goal.  
This might be easier with some than others, but consider what will happen...  
What will you **SEE, HEAR** and **FEEL**? Again, be specific.

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- 4** What are the implications of having what you want? How will it affect you?  
How will it impact on your life? What benefits will you get? What about for those around you? Think positive....get excited!

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- 5** Is your goal **TOO SMALL** or **TOO BIG**?  
If it's too small, consider if there is a bigger, more satisfying goal that it could lead you to. If it's too big, break it down into smaller, attainable steps.

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- 6** What part will **YOU** play? Any goal you choose needs to be in your control.  
What **TYPE OF PERSON** do you need to be to attain your goal?

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- 7** Are there any particular **RESOURCES** that you will need to ensure successful achievement of your goal? Look at your own resources and consider what else you need, for example, specific skills, a change in attitude, stepping outside your comfort zone, other people's involvement?

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- 8** What might happen to **SABOTAGE** your chances of success?  
Negative self-talk? Lack of confidence? Limiting self-beliefs? Time?

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- 9** What is the **FIRST STEP** that you can take **NOW**?

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- 10** **JUST DO IT!**