

GOAL SETTING & GETTING CHEATSHEET

MY GOALS



1 SET SMART GOALS

Choose goals that are Specific, Measurable, Achievable, Relevant, and Timely.



6 UPSKILL PRODUCTIVITY

If you want to get more stuff done, it's worth sharpening the saw in the skillset of Productivity.



2 CLEAR VISION

Have a clear vision in your mind and use visual prompts to consistently remind you.



7 KEEP TRACK

Documenting your progress is imperative to stay on track, tackle obstacles, and stay motivated.



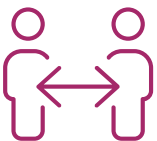
3 WRITE IT DOWN

Studies suggest you are 42% more likely to achieve your goals if you write them down.



8 RELY ON THE 'WHY'

The single biggest motivational tip will be to regularly remind yourself of the reason why you set this goal.



4 SHARING IS DARING

Share your goals with others. It holds you accountable, plus opens the door to support.



9 REWARD YOURSELF

Not only does a treat provide an extra feel-good hit, it also creates an encouraging positive feedback loop.



5 BREAK IT DOWN

Break overwhelming goals down into smaller steps and celebrate wins along the way.



10 ENJOY THE JOURNEY

Be kind to yourself. Apply balance and perspective as you tackle the challenges and adventures ahead.



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