# GOAL SETTING & GETTING CHEATSHEET



# **1** SET SMART GOALS

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



## **6 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 CARING

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.



