

YOUR COACH SAYS:

Define Your Goals, both short and long term.

This needs to be written down.

These need to be concrete. In other words, your goal shouldn't be...

"I'm going to be successful", it should be to complete a specific task with success. **NO GENERALITIES HERE!**

Remember, there is only so much time, so much money. Make your goals realistic and attainable, then reach the next goal.

Make a detailed list of how you spent your last 24 hours.

Be honest, did you spend it on the couch in pain, at work, or tending to your children. This can help you determine if your goal is attainable.

Make a list of tasks

Sort these tasks into "want to", "need to", and "have to". Then assign a number of importance to them.

Make a schedule from this.

NOW DEMOLISH YOUR SCHEDULE!

The goal here is to tweak and reduce. What tasks can be deleted? remember...procrastination is not necessarily always the enemy. Ask yourself...What would happen if i take this off my list? On the plus side... you won't waste time trying to accomplish something that was never going to happen, or didn't really need to happen.

Delegate...can you assign this to someone else? Also, can this be automated or can you use technology to get this done faster. Examples could be... developing a chore list for family members and paying bills online...

Lump similar tasks together...efficiency breeds success, but beware **MOST CONVENTIONAL WISDOM SAYS THAT MULTITASKING IS BAD...USE THIS JUDICIOUSLY....**

Make a schedule...maybe it needs done, just not right now.

This is your shortlist...what needs done first? Is it still too long? Is it even attainable?

Make a plan concrete plan of attack. Segment time just like you would do at work...

Develop strategies to stay focused...

Get up early, stay up later, find a **WORKING SCHEDULE FOR YOU!**

REWARD YOURSELF WHEN YOU COMPLETE A TASK.

This could be "me time" relaxing with television, video games, or social media.

EVALUATE YOURSELF

This part most people miss...It is ok to **NOT BE SUCCESSFUL!** Yes it is ok to fail! Just be honest. If the Great Creator in his benevolence sees fit to give you another day...**USE IT...THAT'S WHAT IT IS FOR!**

YOUR COACH SAYS:

ARE YOUR GOALS MAKING YOU HAPPY! IF NOT,

MAYBE YOU NEED NEW GOALS!