

Hosting a 5-minute meeting with yourself

At the end of each week, sit down and review your performance in relation to your goals:

- 1) Look back at the daily goals you set yourself from the previous week
- 2) What did you achieve, or not achieve, from these goals?
- 3) For the goals you DID achieve, what did you do right to make that happen?
- 4) For the goals you DID NOT achieve, what were the barriers that prevented you from achieving them?
- 5) How can you adjust your plans (or goals) to overcome these barriers?

Which goals did I achieve well?

What factors led to my success in achieving these goals?

Which goals did I fail to achieve?

What factors prevented me from achieving these goals?

What can I adjust in my routines to overcome these barriers?

Ask yourself questions to help find ways to improve your goal achievement:

- 1) Are my daily goals truly aligned with my life goals and dreams?
- 2) Do I currently have habits that are unhelpful to my success that I need to STOP
- 3) Can I get support from family, friends, coaches, or business colleagues that can help me achieve my goals