



## Importance Of Goals

Goals can be a large part in keeping us energized and focused. When we know what we want to achieve, our goals can be guided. Always stay true to your goals and don't ever let anyone distract you from their importance!



## Write Down Goals

Writing down goals can help motivate us to achieve them while remaining accountable. Thoughts and ideas often become deeper embedded into your mind when you write them down. Making it more effortless to act on them!



## S.M.A.R.T. Goals

Specific.  
Measurable.  
Achievable.  
Relevant.  
Time Allocation.



## Action Plan

Detail is key, try to make a list of everything you will have to do to achieve your goal. Focus on setting milestones and which actions you will need to reach your goals. Try to be very clear in the order in which you arrange things. Prioritize the list in order of importance towards goal completion.



## Self Discipline and Focus

Your focus must be hard-wired on what you aim to achieve and not get distracted by the issues of every day. Often you may have to block off a part of your day to practice strictly focusing on one desired thought or idea. Not allowing your mind to wander, and helping guide it down a conscious and relevant stream.



## Review Goals

It is important to review progress against your goals regularly. This will provide you with a good reminder of what you are working towards, but also keep you on track. Setting goals is very important but it's not going to be beneficial if they are never reviewed, or adjusted for changes that may have been unforeseen in the beginning!