

# Turn your goals into action

with  
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“think  
learn?  
succeed”

**Did you know that setting goals can make you up to 16 times more successful? It can also help you feel more confident and suffer less stress. So how can you reap the benefits of goal setting?**

## **Decide on your priorities**

If your goals conflict, you won't make progress. For example, you might set one goal to spend more time with your family. Your second goal might be to complete a degree. These two goals could easily clash. To avoid this situation, list all your goals. Highlight the three most important goals. Then ask 'if I could only achieve one of these goals, which would benefit me most?'

## **Create a concrete action plan**

Your goal describes **WHAT** you are going to achieve. Your action plan describes **HOW** you will do it. To create your action plan, think of all the steps you need to take in order to achieve your goal. Then set a date for achieving each step. It might help to write your required actions on post it notes. Sort these into a logical sequence. Then write a deadline on each post it note.

## **Enlist support**

Tell your friends and family about your goal. This will help motivate you to take action.

## **Program yourself for action**

This month's NLP toolbox shows you how. Have fun using the process on page 3.

## **Take action**

Put your action points into your diary at the start of the year. Tick them off as you complete them. You'll be surprised how quickly you reach your goals just by taking small steps each month.

## **Read More About It**

### **Goleman, D Emotional Intelligence**

According to Daniel Goleman "If your emotional abilities aren't in hand, then no matter how smart you are, you're not going to get very far." His book explains how your ability to monitor and manage emotions can impact on your success. It is full of interesting case studies and examples. There is also a fascinating chapter on how 'emotional hijacking' can make really smart people do dumb things.

Eleanor Shakiba, Director  
**Think Learn Succeed**

**Book Eleanor to run a course for your team  
Call 0433 126 841 for quotes and bookings**