

Goal-Setting Tips

Break it down. To make achieving your longterm goals a reality, break them down into tangible monthly, weekly and daily tasks.

Limit your daily goals. Choose one or two main goals per day so you can give them the attention they deserve. Multiple goals disperse your focus and energy, leading you to become a jack of all trades and master of none.

Get clear on your daily goals the night before. In order to wake up inspired and focused, use the weekly planner to clarify your next day's goals the night before.

Say good-bye to distractions and interruptions. Try scheduling your efforts when your energy is at its peak and when you won't be interrupted. Do not schedule chores and other tasks during your goal-focusing time. Arrange a specific time for using electronics, such as to surf the Web and check email. Setting boundaries around your time allows you to focus with greater clarity and intention.

Schedule quiet time for yourself. Take a break from *doing* by dedicating some quiet time to yourself. Just a few minutes a day can make a huge difference in your mood, energy and personal connection with yourself.

Set goals that motivate you. The best goals are the ones that inspire you and reflect the biggest priorities in your life. If your goals don't motivate you, they are probably out of sync with your values and who you are at your core. Give yourself permission to let go of goals that no longer suit you, replacing them with ones that inspire you.

Cut down on multitasking. If at all possible, resist the temptation to multitask. Doing more than one thing at a time can scatter and drain your energy and take you out of the moment. Focusing on one task at a time with a heightened sense of awareness can be very meditative and transformative. It also creates more space for your intuition, or inner guide, to come through.

Schedule goals within a time frame. Setting goals with a date for completion will challenge you to use your time efficiently and stay focused. Good time management will increase your energy and expand your capacity to embrace the opportunities that open up.

Set both inner and outer goals. Inner goals are even more important than outer goals because they prepare the way for you to build the character and capacity you'll need to support your outer goals. Inner and outer goals work together, partnering to help you create a fulfilling life. Writing them down renders them more concrete, which makes it easier for you to give them proper attention.