

Tips for achieving your goals. Putting these few ideas into practice can help you achieve your goals and keep you focused

### 1. Break your goals into smaller chunks:

- ▶ most goals are abandoned because they are too big and vague
- ▶ break your goal down into smaller tasks
- ▶ choose a concrete and measurable action
- ▶ have a solid idea of what successful completion looks like

### 2. Commit time daily:

- ▶ you don't have to commit hours at a time to accomplish a goal, you just have to focus
- ▶ the greatest advances are the sum total of a series of small efforts
- ▶ commit to spending at least 15 minutes a day
- ▶ do something that moves you closer to accomplishing your goal

### 3. Talk to yourself:

- ▶ repetition is the mother of success
- ▶ remind yourself of your goals every day
- ▶ turn your most important goal into a one-sentence affirmation
- ▶ phrased as though you have already accomplished your goal
- ▶ repeat regularly and it becomes your natural way of thinking

### 4. Paint yourself into a corner:

- ▶ make yourself accountable by telling others of your plans
- ▶ they become interested in your progress and check in with you
- ▶ this inspires you to keep going and overcome your obstacles
- ▶ it is hard not to achieve when others are watching and encouraging us

### 5. Write your goals down:

- ▶ if you write a goal down, it is more likely to come to pass
- ▶ you invest time and energy writing your goals down
- ▶ putting goals on paper makes you more committed to the outcome
- ▶ and, it's therapeutic to cross items off when they are completed

## 6. Review your goals and your progress weekly:

- ▶ question each goal as things can change
- ▶ if your priorities have changed, drop it from your list
- ▶ ask yourself "why" if you haven't made progress; find out what's in your way
- ▶ question if unachieved goals are still important to you

## 7. If possible, find a friend:

- ▶ try to get friends to help out with your project
- ▶ offer to reciprocate and help your friend in return
- ▶ two can get more done in a shorter period of time than one
- ▶ you hold each other accountable to accomplishing each others goals

## 8. Reward yourself:

- ▶ as you plan your goals, attach a specific reward to each
- ▶ the reward should be commensurate with the amount of work
- ▶ be consistent about rewarding yourself for every accomplishment
- ▶ each completion deserves a reward, no matter how small

## 9. Take time to enjoy success:

- ▶ take time to acknowledge the fact that you have accomplished a goal
- ▶ don't simply charge into the next task or in time, you will burn out
- ▶ remember the time and effort you invested
- ▶ savor the feeling of completion
- ▶ refresh and renew your enthusiasm before you continue

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