



EMPLOYEE SERIES

Tips to setting and achieving your goals

-  **Consider your values.** Values are ongoing and long lasting. When you align your goals with your values you move closer to positive change. Identified values enhance desire and often create the driving force needed to achieve our goals.
-  **Plan.** Write down your goals and break them down into steps, this will help you remain motivated and assist you in turning your future vision into reality. Remember, if the goal is too difficult or you underestimate the skills needed to succeed, you may lose motivation and abandon the goal.
-  **Goals.** Break down into smaller achievable steps. Goals can be broken down into smaller and more manageable action steps.
-  **Be flexible.** Expect that road blocks will present themselves along the way. Obstacles may not mean you can't achieve your goal; only that you may need to work smarter, harder, or for longer to overcome them.
-  **Review.** Make sure you revisit and revise your goals regularly. This process will enable you to check that you are on track or identify that you may need to alter the plan along the way as your lifestyle, or business, changes.
-  **Celebrate.** Although it's good to keep your eye on the big picture, it is just as important to celebrate the smaller achievements along the way. This will build your confidence and commitment as well as make it easier for you to stay motivated.
-  **Progress.** If you are constantly looking ahead it is difficult to see how far you have come and how much you have already achieved. Looking back on what you have accomplished can help you appreciate your strengths as well as give you the extra push you need to keep going.
-  **Be kind.** Remember that you are human and as such have weaknesses and challenging habits. If you don't achieve your goal for whatever reason, don't write it off as a waste of time, consider what you need to learn from the experience.
-  **Support.** If you find you are struggling, access support from family, friends, or colleagues. Having someone you trust can help to cheer you on, and offer the extra motivation you need.