













Tips For Accomplishing Goals



-  Post your goals in a location where you will see them every day. For example: In a picture frame on your desk, saved on the lock screen of your phone, written on a mirror in your home.
-  Schedule time for yourself at the start of every week to make a plan for the coming week, and stick to it.
-  Schedule short breaks within your work day to unwind for 15-20 minutes, as a way to encourage yourself to stay focused & avoid looking at your cell phone while working.
-  Break your goals down into smaller mini goals & praise yourself as you accomplish the mini goals.
-  Adjust your mini goals based on your “run rate” throughout the year, but do not adjust your primary goal. (The only exception would be shifting to your stretch goal!)
-  Share your goals with others. Ask them to check in on your progress & encourage you along the way.
-  When you get discouraged about your goal, remind yourself of the desired purpose of achieving this goal.
-  Use visual aids to track your progress towards each goal: checklists for mini goals, coloring in a progress chart, placing a physical item into a jar for each mini goal (Ex: a stone or golf ball in large jar for every \$1M in AUM you bring on). You can also utilize various apps, like Google Keeps or Wunderlist, to help keep you on track.
-  Review your habits: What small changes in your daily routine will help move you closer to your desired outcome? Make a list & focus on changing one habit at a time.
-  When you fail to accomplish a mini goal, pause to reflect on why you fell short that week or month.
-  Strive to avoid excuses. Focus on what is within your control, not outside factors.
-  Stay focused on your goals, but be flexible in your methods. Seek out to others who have had success in the area of your goal & discuss how they set & accomplish their goals.

