



TOPIC: GOAL SETTING AND STAYING ON TRACK

TITLE: SUCCESS HABITS

February 9, 2000

"The best preparation for tomorrow is to give life your best today". - unknown

It seems as though we all have the best intentions trying to stay focused on what we truly want to achieve. However, most people I talk to admit that they aren't as focused as they could be, aren't getting the results they want fast enough, don't have the daily focus or commitment they would like, or just find the process a constant challenge. Why does this often seem to be the case? Sometimes it's because the goals seems too large or too challenging; sometimes we don't have the time, have too many other priorities that demand our immediate attention, or find that our objectives are the hardest things for us to do. My focus for today is to help guide you down a manageable, consistent path of achieving your goals.

I talked in the last edition about taking things off your plate and making room for new ones. Hopefully, you've had the chance to take a look at what you are currently doing, and have removed some things off your plate to make time to focus on what you truly want to accomplish. If you're reading this and thinking I didn't have time to do it, that's exactly why you need to!

One of the best ways to ensure you get to your ultimate goal is to map a course for yourself. You can't stay on track if you're not sure what the road look like. So, I'd like to help you today by developing some success habits for yourself.

What are success habits? These are the things you need to do daily/weekly/monthly to keep yourself on the road to success. It's your road map - setting the course to where you want to go. They look different for everyone, but are not difficult to create.

The first step is to take a look at your goals. Take a minute to list your 3 most important goals for the year:

- 1.
- 2.
- 3.

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What are the daily/weekly/monthly activities you could do to keep on track with this goal. In other words, what behavior, if you did everyday or every week would ensure you met your target.

Goal	Success Habit
1.	1. 2.
2.	1. 2.
3.	1. 2.

Let me give you some examples of success habits I've seen my clients use:

Goal	Success Habit
Increase sales	Make 3 prospecting calls a day Attend one networking event weekly
Improve customer service	Call 3 clients per day Visit 1 client per week
Meet/exceed budget	Review budget once a week Review 1 expense category weekly to identify savings
Improve morale of staff	Recognize 1 staff member at weekly meeting
Have more balance	Walk the office floor 15 minutes everyday Go home by 5:30 at least 3 days per week Exercise 3 times per week Spend 2-3 hours per week reading

My challenge for you this week is to develop a list of 5-10 success habits for yourself and track them daily! Tracking is key to your success because if you don't track it, how will you know how you're doing? If you follow your success habits, I ensure you will have a much higher chance of achieving the goals you have set. Stay tuned for future editions of the Coach's Corner, which will focus on managing daily challenges and keeping on track.