## Goal-setting Tips to Use any Time, any Place

Although our immediate objective is to help you organize your life, all of these tips can be applied to various aspects of your life individually.

The theory remains the same, whether you are looking to apply my strategy to;

* your office life
* your home life, or
* your exercise routine,

……… or all of the above.

**Equip yourself with knowledge**: Before you set out to list your goals and plan your strategy, arm yourself with knowledge.

Get informed about what it is you are doing. Learn about the possible pitfalls or roadblocks you may encounter.

Take a hint from someone who has done this before.

Use all the resources at your disposal, so that you know what you are getting into, so that there is less potential for any unwanted surprises.

Borrow inspiration from those who have succeeded. There are countless people out there who have already been there and done that.

The point is you don't need to reinvent the wheel.

Some of you are highly visual, others highly auditory and so on.

Tap into those mediums which are most beneficial for you to get as much information as you need to discover your true passion in life.

**Clear out a workspace:** Give yourself a place where you can think clearly and keep your ideas organized. Start with a system for keeping track of your plan of action.

Keep everything related to your “getting organized” project in one place.

Identify the steps: You will need to break down your main goal into achievable little steps; mini-goals.

Keep a clear path to that end vision in your mind. Walk it through over and over again, and write down all the steps along the way.

Put pen to paper for this. Your memory is already overloaded enough!

**Draw a map:** Visual aids are extremely useful. Make a chart or just a list of your main goal and all the smaller goals leading straight to it. This gives you a reference tool and a way to track your progress at a glance.

It will also prevent you from forgetting or skipping over important steps.

**Leave yourself a note:** Until you get into a routine, try leaving little reminders for yourself, like a post-it note on the fridge, or on the shower mirror.

You can't expect to change your ways overnight and, if these theories are very foreign to you, you will need to use every trick you can initially, until it all starts to become automatic.

**Reward yourself:** Remember that each of those little mini-goals represents an accomplishment in itself. You will not get to the top of your mountain if you don't successfully and systematically take each step as planned.

So, look at each of these milestones as an accomplishment, and give yourself a pat on the back.

Let's get back to the main goal here for a minute - organizing your life.

You need to create a picture in your mind by now of what that means to you. You need to clearly identify your 'Ultimate' long-term goal, and be able to see yourself in that environment.

Then, you can start to map out the road between where you are today and where you want to be in the future.