

# 5 STEPS TO CREATE AND IMPLEMENT YOUR OBJECTIVES

Follow each step in turn to identify your objectives and build a plan to help you move from 1 to 5

## Step 5



### ACTION!

You have to take action to make it become reality. Pick one action that needs to be given your attention first and go for it.

### The Detail

Shrink your actions until you find one small step that you can take today. Remember you don't need to have all the detail to start, sometimes just getting started gives you the momentum and helps you stop feeling overwhelmed.

## Step 4



### PLAN!

Brainstorm all the actions you need to take, as you progress the detail will become clearer.

This step may make you feel overwhelmed, *here is a little help*. Identify those activities that are time/date restricted, activities that are reliant on others being completed first. This will give you a sense of what you need to tackle first. Also look for those that need input from others you need to allow time for this.

## Step 3



### VALIDATE!

Do I know why I am doing this?  
Do I really want to do this?  
Does it matter to me if I achieve this?  
Is this a priority for now?

This is often a step that is missed out. To be successful you need to be clear about 'why' you are aiming for this objective. If you answer negatively to these questions you may want to ditch this for now and replace.

## Step 2



### WRITE!

Develop a succinct statement for each area you have identified, this will form the basis of your objective

Make your objective SMART. It states SPECIFICALLY what you will do. Includes a MEASURE so you understand your progress. Is it ACHIEVABLE and REALISTIC and has a TIMEFRAME in which you will do it?

## Step 1



### THINK!

Where do I want to be?  
What do I want to achieve?  
What do I want to change?  
What do I want to do?

Be aggressive with your ambition but also be realistic about what is achievable in the time frame. For a balanced outcome consider all aspects of your life that are important to you