



# GOAL-GETTER CHECKLIST

## THE "MUST HAVE" STEPS FOR RESOLUTIONS THAT STICK

Tired of resolutions that get recycled year after year? Let's break the cycle! Below are tested approaches, science-based strategies, and techniques used by industry leaders, athletes and executives to facilitate success.

High achievers carefully plan, monitor and strategize to attain big goals. They lean on coaches, mentors and trusted colleagues for feedback and support. They don't get there alone. You shouldn't either. Follow these tips to make your goals proud achievements.

### MAKE THEM S.M.A.R.T.

**Specific:** It's clear what I want to achieve and what it will look like

**Measurable:** I have a method for tracking my progress and can quantify my success

**Attainable:** I'm being challenged and believe I can achieve this

**Relevant:** It matters to me and aligns with my priorities and values

**Time-bound:** The deadline for my goal is clear

### PREPARE

Schedule time in your calendar for goal-related activities

Plan and purchase the gym membership, the equipment or coaching you need to take action in advance.

Accountability Partner (AP): ask a trusted friend to be your AP. Key quality: they won't let you slide by with excuses.

Schedule weekly check-ins with your AP. Share what worked and didn't.

### LOOKING AHEAD

**Create back-up plans:** Think through if/then scenarios. What will you do when difficulties arise? How will you respond?

**Be intentional:** Plan tough actions when your energy is highest. Don't plan resume or networking work in the evening if you're a morning bird. Wake up early and do it before work, instead.

**Set boundaries with "enablers":** Not everyone will be supportive of your change. Listen to how friends and family respond to your new goals. Hold your ground, but avoid judging their choices.

**Mind your mindset:** Be your own biggest fan. Be kind when you slip up and affirming when you don't. Land a new opportunity? Got an informational interview planned? Celebrate! You're doing great!

If you follow all of these techniques, you'll have a water-tight strategy and will be well on your way to attaining your juiciest goals!

Ask questions, find more helpful resources or share back with us through our website -- we'd love to hear from you!