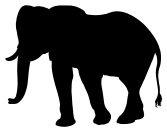




Setting Goals effectively - (Using Chunking)



“A goal properly set is halfway reached.” Zig Ziglar

Learning how to set goals correctly can help you in achieving them.

1. Find someone or something to make you *accountable*.
2. My second piece of second advice is to *write them down* (which is why you will be reminded every week to list your goals).
3. My third piece of critical advice is to regularly *review them*, to check you are doing as much as you could.
4. My fourth piece is to make them measurable, so you will know when you have reached your goal.
5. My final piece of advice is to do something known as '*chunking*', **after all how do you eat an elephant? 'one bite at a time.'** Chunking involves envisioning the end goal, and then breaking down the steps required to get there. This avoids the goal feeling over whelming. This technique can also be applied to day to day tasks. It helps avoid procrastination.

I want you to start envisioning the steps required to get to your goals. For this task, do not worry about what you write, just simply put down what you feel are all the required steps and actions. We are going to be setting three major goals over the next 90 days so start by listing them here, followed by the steps needed to achieve this.

Goal 1.

Goal 2.

Goal 3.

Steps

Steps

Steps

Action Step 1:

Action Step 1:

Action Step 1: