

A QUICK GUIDE TO SETTING EFFECTIVE DAILY GOALS

kimcubitt.alphalifestyleacademy.com

Do you find it easy to set exciting goals, but you lose track somewhere along the way? As much as you want to lose weight or earn a promotion, you often find yourself back where you started. **Setting daily goals may be your key to success.**

Hang onto your long-term objectives but use short term goals to guide you towards your ultimate destination. Find out more about the benefits of daily goals and how to use them.

Benefits of Daily Goals:

1. **Stay focused.** It's easy for your personal priorities to get buried under daily responsibilities. **Short term goals help you to remember your purpose.** Keep your dreams in sight while you earn a paycheck and take care of your family.
2. **Break it down.** A daily action plan also makes big projects less overwhelming. You can pick out one or 2 worthwhile steps you can complete each day. Building momentum will help you to persevere.
3. **Create urgency.** What happens when you have a whole year to do something? If you tend to procrastinate, a tighter timeline will help you to move forward.
4. **Adapt faster.** Sometimes you need to revise your goals or change your strategy. When you're operating 24 hours at a time, you can resolve conflicts before they grow into something more serious.

Using Daily Goals:

1. **Clarify your values.** Goals that align with your core values will feel more satisfying and compelling. **Take time to contemplate what you really want out of life.**
2. **Leverage your strengths.** Design your goals to take advantage of your talents and skills. Figure out what you like to do and what you excel at. Understanding your abilities will help you to aim for targets that are realistic for you.
3. **Think positive.** Identify something you want rather than something you're trying to avoid. **Positive statements create more motivation and less anxiety.**
4. **Take control.** Outcome goals describe your desired end while process goals refer to the steps you take to get there. You may run into obstacles with becoming an Olympic athlete, but you can choose a sport, find a coach, and start training.
5. **Write it down.** Make your plans more concrete by putting them in writing. You can use an app or paper and pen.
6. **Avoid distractions.** Maximize your productivity by adjusting your habits and environment. Limit the number of times you check your phone each day. Clear the clutter off your desk and turn off the TV.
7. **Take breaks.** On the other hand, some downtime is important too. Figure out a routine that works for you. **Use your time off to shift your attention and move around.**
8. **Learn from experience.** Let setbacks teach you how to enhance your

performance. Take responsibility for your decisions and focus on what you can do differently next time.

9. Earn rewards. Giving yourself incentives can renew your enthusiasm when you feel like you're in a slump. Pick a treat that you're willing to work for, whether it's a new pair of shoes or a week-long vacation.

10. Reach out. Let others know how they can help you. Ask for constructive feedback and support. Look for a partner who is trying to accomplish something similar, so you can collaborate and hold each other accountable.

11. Practice self-care. Protect your physical and psychological strength by keeping yourself fit. Eat a balanced diet and exercise regularly. Manage stress and aim for at least 7 to 8 hours of sleep each night.

Just having goals can make you happier and more productive, so make it an ongoing process. Transform your life by setting daily goals and striving to reach them.