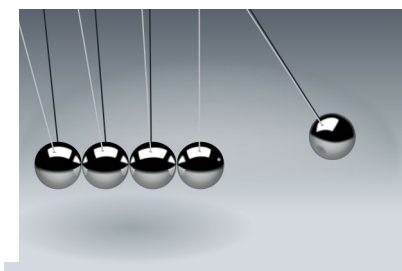




GOAL SETTING

MODULE 5: SHORT TERM GOALS SHORT TERM GOALS

Action Steps... Getting
closer to reach my
goal



ACTION TIP

There are some techniques you can use to improve your goal setting habits. Now that you have a short-term goal that is related/unrelated to the long term goals you have previously established, take a look at how you can stay focused and motivated by following these practices:

1. **Manage your time:** Scheduling can change, but planning ahead can definitely give you an upper hand in the things you need to do. Avoiding stressful situations can help you avoid getting overwhelmed.
2. **Prepare for the next day:** You can get your meals ready for the week, plan what clothes you are going to wear the next day. Preparing is the key to planning. If you are prepared, you have the ability to plan, you are ahead of the game!
3. **Enjoy the journey:** Goal setting is a process, enjoy the moments that you are going through and celebrate them. You can keep on going! Just take the positive moments and turn them into lessons and experiences.
4. **Exercise:** Exercising helps reduce stress and improves health. Even a 10 minute walk can help you become more energetic. Exercise also relieves anxiety and helps your body release toxins.
5. **Meditate:** Meditation is about finding a connection between our soul, mind and spirit. Focus on your breathing and you will find how meditation can give you a new fresh perspective on life.
6. **Take one step at a time:** Don't worry about what is coming next, just focus on the next step that you need to take. That will help you to keep on moving. Be careful about planning and taking one step at a time. Nobody said that you cannot plan, just taking one step at a time is how you will reach your destination.
7. **Keep a journal that offers reflections and positive thoughts:** The journal can be a reminder for what you are grateful for as well as a reminder for what your goals are about. Finding those moments will motivate you to keep moving forward.
8. **Sleep:** Make sure you get the amount of hours necessary to be productive and energetic. 6-8 hours of sleep per day are recommended for adults.
9. **Be creative:** Have the freedom to structure your goals, plans and life in any way you see fit. Being creative does not mean that you have to stop being yourself. Enjoy life, be creative within your own life.
10. **Stay focused:** It can be very easy to lose your focus. Remind yourself why you are doing this and stay motivated throughout your journey.