

Eliminate Barriers to Success

Information in this brochure is not a substitute for professional consultations. If you need or believe you could benefit from more assistance you may want to contact a mental health professional,

1. Interruptions and Distractions

- Have a dedicated place to work
- Close your door
- Electronics: **TURN OFF** TV, internet, phone, music, email
- Remove temptations

2. Procrastination

- We postpone tasks we find undesirable and/or boring
- Make the task interesting to you
- Find the **Relevance** and **Value** in even the smallest task
- Stay focused on the **Positive Long Term Goal**
- **Reward Yourself** with something right after completing an undesirable task
- **Reduce Fatigue** (which lowers our ability to persist, resist impulses, and delay immediate gratification)
- Stay **Rested and Renewed** with regular time to take care of yourself (diet, exercise, sleep)

Having Difficulty Effectively Using These Strategies? Want more information?

Consider other services and resources from....

www.gabardi.com

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Effective Action

How to Make Progress

Toward

Your Goals

Clarify Your Goal(s)

1. What are my Goals? Do they match my Values and my True Priorities?

- List your top priorities and compare to how much time you spend daily/weekly in various activities
- Take note of time spent in activities that don't add "value" to your life
- This is "found time" that can be used in productive activity that fits your priorities/values

2. Write Down Specific Goals

- The probability of meeting a goal increases when it is written
- Make it specific and establish **timetable** of when to do it and when it will be completed

3. Make Them Realistic and Within your Control or Influence

- Be **honest** about the time, energy, financial, emotional, skill, knowledge, resources necessary to attain the goal.

- If you don't have the resource, can you obtain the **help, support, or information** needed?
- Are the specific tasks required for the goal **within your control**? Clarify what action, thought, etc. **YOU** can take

5. Take Personal Responsibility

- Remind yourself that **You Chose this Goal**
- **Commit** to yourself, your values, and your priorities
- Remain **Accountable** by reevaluating progress regularly
- Consider a **Buddy System** of check-in on progress and cheerleading!

Plan and Organize

1. Break Down Large Goals into Small and Specific Tasks

- Create list of action steps
- Choose monthly, weekly, daily paper/electronic calendars
- Plot regular tasks, meetings, events into calendar

- Add time for steps toward goals

2. Realistically assess the time needed for a task

- We notoriously underestimate time needed for tasks!
- Therefore, add time to what you think it will take to reduce frustration and increase success!

3. Make it a Habit

- Build time into schedule for **Consistent Repetition** of tasks toward goals.
- If it is scheduled we are more likely to succeed in doing it!
- Repetition over time forms a habit and habits take less energy to perform.

4. Balance and Flexibility

- Have flex time in your schedule to account for the inevitable unexpected
- Make time to rejuvenate