



## **Got Goals? Five Easy Steps to Get Unstuck and Moving Forward**

**Most of us kick-off January energized and excited about the coming year. After all it's a new year and we all have a clean slate to start with, right? As we look ahead we think the sky is the limit and that we can do so many great things. We craft our goals and we're off!**

**But a funny thing happens along the way. Our clean slate suddenly starts filling up with stuff related to other people's goals. In fact, it often gets so full that we can no longer even see our own goals amidst the clutter.**

**Then suddenly, it's June and you feel like you have nothing to show for yourself. Nothing could deflate you faster than if you were a hot air balloon with a puncture wound.**

**Not to worry. Here are five simple steps to help you get unstuck and moving forward.**

- 1. Reflect. Take a few minutes to look back at your accomplishments to date. Jot them down on a piece of paper and congratulate yourself. See, you did get something accomplished after all! Pat yourself on the back, then reward yourself.**
- 2. Assess. Pull out your goals. Ask yourself: are the activities that I'm focused on right now helping or hindering me in moving my goals forward? In addition, ask yourself: what other activities should I be focused on right now that will move my goals forward?**
- 3. Report. Use the information that you've collected and report back to those that need to know. Share your accomplishments. Indicate what's getting in your way. Share your plans for moving forward. Then get buy-in and support.**
- 4. Act. Discard or delegate those activities that are not in support of your goals, and incorporate any new activities that do support your goals. Then take immediate action so that you can get some momentum going before others try to fill up your plate again.**
- 5. Repeat. You need to regularly monitor your goals if you hope to achieve them. It's like washing your hair: rinse, lather, repeat. Mark your calendar now so that you can repeat these steps in a month or by the end of third quarter.**

**Follow these five easy steps and you'll be moving faster than a sail boat in a wind storm. So, what are you waiting for?**