

3 Easy Steps to Achieving Your Goals

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Goal setting and achieving them is a continuous and an on-going process. It is never too late to set a goal. The adage "Better late than never" suits very well for goal-setting. Despite reading and learning the importance of goal-setting from various sources, somehow, some of us don't get around finding the "time" to goal-setting.

Let's refresh and remind ourselves on the importance of goal-setting and use these simple steps to build the road-maps to setting and achieving our goals.

1. The most important step, WRITE down your goals.

Writing down your goals creates the roadmap to your success. Although just the act of writing them down can set the process in motion, it is also extremely important to review your goals frequently. Remember, the more focused you are on your goals the more likely you are to accomplish them.

Sometimes we realize we have to revise a goal as circumstances and other goals change. If you need to change a goal do not consider it a failure, consider it a victory as you had the insight to realize something was different.

2. WRITE your goal out in complete detail.

Now that you have started writing your goals, instead of writing "A new home," **write** "A condominium in the eastern part of Singapore with 3 bedrooms and 2 baths and a view of the sea.

This is to give our subconscious mind a detailed set of instructions to work on. The more information you give it, the more clear the final outcome becomes. The more precise the outcome, the more efficient the subconscious mind can become.

Can you close your eyes and visualize the home I described above? Walk around the house. Stand on the porch off the master bedroom and see the water and the ships on the horizon. Can you see it? So can your subconscious mind.

3. Write your goal in the positive instead of the negative.

Work for what you want, not for what you want to leave behind. Part of the reason why we write down and examine our goals is to create a set of instructions for our subconscious mind to carry out. Your subconscious mind is a very efficient tool, it can not determine right from wrong and it does not judge. It's only function is to carry out its instructions. The more positive instructions you give it, the more positive results you will get.

Thinking positively in everyday life will also help in your growth as a human being. Don't limit it to goal setting.