



## SPECIAL REPORT



Hit the High Spots  
of Success by Probing the  
Fundamentals of **SMART Goals!!!**



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# *Introduction*

GOALS – A combination of letters that has the potential to define the whole of what you are seeking in life.

Yes, goals are important. They are like the steering wheel of your car. You direct it to left or right and your car just moves accordingly. Similarly, goals direct your life and take it in whichever direction you aspire to.

If you want to achieve something in life, the preliminary step is to decide what that is! By setting goals you state what you are actually seeking to attain in life. It defines how you wanna see yourself for the rest of your life. Goals may pertain to any aspect of your life like financial stability and security, fitness, education, career, chasing a hobby, anything. But remember anything you wish to attain, or dream about can be your goal, and no matter what it should be taken seriously. Definitely can't be a joke or done just for fun.

Choosing one's ultimate goal is the most important and far-reaching decision anyone ever makes. It is the most practical decision made -- for it governs every other decision. It is an interesting paradox that the only decision one makes which is not governed by his ultimate goal is the choice of his ultimate goal. When considering the primary importance of this decision it is a wonder that so few choose to take the time to understand its significance.

Every goal should be static, but the plan to incorporate it needs to be dynamic, i.e. one needs to be flexible enough to adjust his plans as and when required. In the case of long-term goals, when it takes several years in accomplishment, the strategies decided at the time of goal setting are bound to change, keeping in mind the latest trends and developments. Be adaptive to such changes that come rather than being rigid and adamant to them.

Lastly - Make sure that your goals are SMART. Align them with the vision that has been identified so that they can add value to your life. So get started and gain a deep insight into everything that you need to know about goal-setting.

Good Luck!





# CHAPTER 1



## Goals and Smart Goals An Overview

You could say that the whole human endeavor is geared toward setting and achieving goals. Goals are part of every aspect of life: how you conduct your relationships, what you want to achieve at work, the way you use your spare time... Everything comes down to priorities, and what you would like to accomplish in every aspect – whether you make a conscious choice or go with subconscious preferences.

Without setting goals or objectives, life becomes a series of chaotic happenings you don't control. You become the plaything of coincidence. Accomplishments like sending someone to the moon, inventing the iPod etcetera are the result of a goal that was set at some point. A vision that was charted and realized.



## 1.1 What are Goals?

Goal definition by itself is as relative and dynamic as the people who set goals themselves. Below are different ways to define goals in order to help you get on the right track towards achieving yours and turning yourself into a superstar in your own eyes.

- The simplest way to define a goal is as a desired result envisioned by a person or a group and accompanied by an effort aimed at the achievement.
- According to **Wikipedia** the exact definition of a goal is:

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*“The desired result a person or a system envisions, plans and commits to achieve a personal or organizational desired end-point in some sort of assumed development.”*



In addition to the desired result, a goal includes plans and commitment that will ensure that the ambition is fruitful. This means that you can't just sit on the couch all day in your sweats dreaming of owning your own business and call that a goal. You need to get up and do something about it.

In other words, any planning that you do for the future regardless of what it is **- is a goal.**

According to **Locke and Latham**, goals affect individual performance through four mechanisms:

1. Goals direct action and effort toward goal-related activities and away from unrelated activities.
2. Goals energize people. Challenging goals lead to higher manpower and effort than easy goals.
3. Goals affect persistence. People exert more effort to achieve high goals.
4. Goals motivate people to use their existing knowledge to attain a goal or to acquire the knowledge needed to do so.



### **1.1.1 5 Golden Rules of Goal Achievement and Defining a Goal**



1. Include a detailed and time sensitive plan of action. – Similar to SMART Goals that we are going to explore in the next section of this chapter.

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2. Seek mentorship from people who have had success with similar goals. – Comes down to surrounding yourself with people who will hold you accountable, support you and be with you every step of the way.
3. Believe in yourself even when no one else does. – Having self-confidence in knowing you can achieve your goals. Don't worry if your ideas are not validated by your surroundings, fight for what you believe in.
4. Cut yourself some slack; even the best fall down sometimes. – Don't beat up yourself and don't be too hard on yourself. Have confidence and don't get demotivated for any reason.
5. Remember to always have fun while working on achieving your goals. – Having fun and enjoying the process will allow you to understand your goal even more. The definition of what is a goal will be discovered throughout your goal achievement journey.

It is important to understand that the journey to setting and achieving your goals will not be all smooth sailing. Be prepared to face naysayers and other obstacles.

## 1.2 Exploring SMART Goals

SMART is an acronym that you can use to guide your goal setting.



To make sure your goals are clear and reachable, each one should be:

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- **Specific** (simple, sensible, significant).
- **Measurable** (meaningful, motivating).
- **Achievable** (agreed, attainable).
- **Relevant** (reasonable, realistic and resourced, results-based).
- **Time-bound** (time-based, time-limited, time/cost limited, timely, time-sensitive).

### 1. **Specific**

Your goal should be clear and specific, otherwise, you won't be able to focus your efforts or feel truly motivated to achieve it.

- Well defined
- Clear to anyone that has a basic knowledge of the field



When drafting your goal, try to answer the five "W" questions:

- **What** do I want to accomplish?
- **Why** is this goal important?
- ...

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## CHAPTER 2

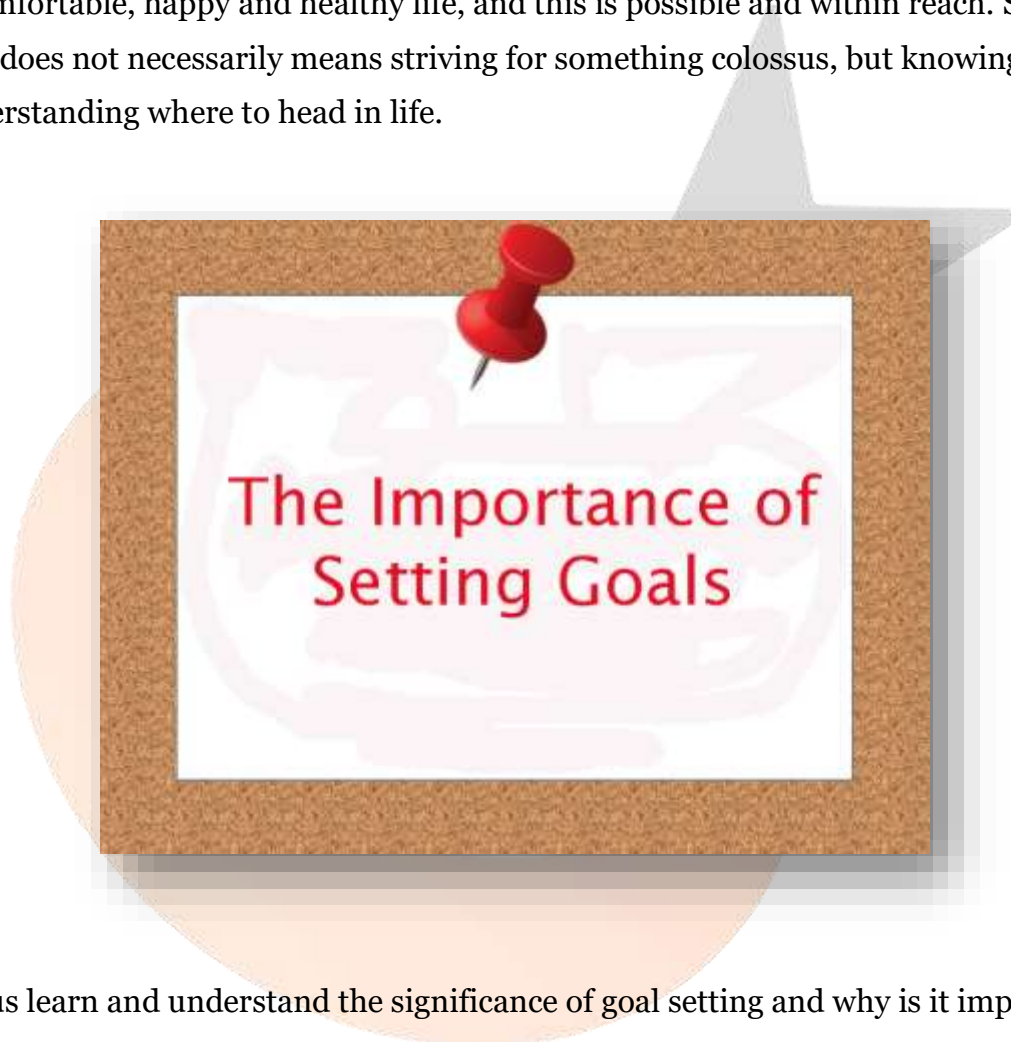


## Why is Setting Goals Important?

Goals are important in the sense that they give you a direction in life. It is better to have a simple or not so important goal than having no goals at all.

Having goals is like having a map. You know where you are heading, and this gives you zest, motivation, more energy and a reason to get up in the morning. You become more alive.

A goal does not have to be something big. Not everyone wants to achieve big goals, on a major scale. Most people are satisfied with simple goals, and that's okay. They want a comfortable, happy and healthy life, and this is possible and within reach. Setting a goal does not necessarily means striving for something colossal, but knowing and understanding where to head in life.



Let us learn and understand the significance of goal setting and why is it important:

### **1. Goals Give you a Focus in life**

Working on something without having a goal or a target is futile and a waste of both time and energy. Imagine having to shoot an arrow without being given a target. What will you aim at? And even if you manage to aim at some random point, will it serve any purpose? No.

This is a perfect example of what life is like without having a goal or a target which is a complete waste of energy and effort. You may have enough

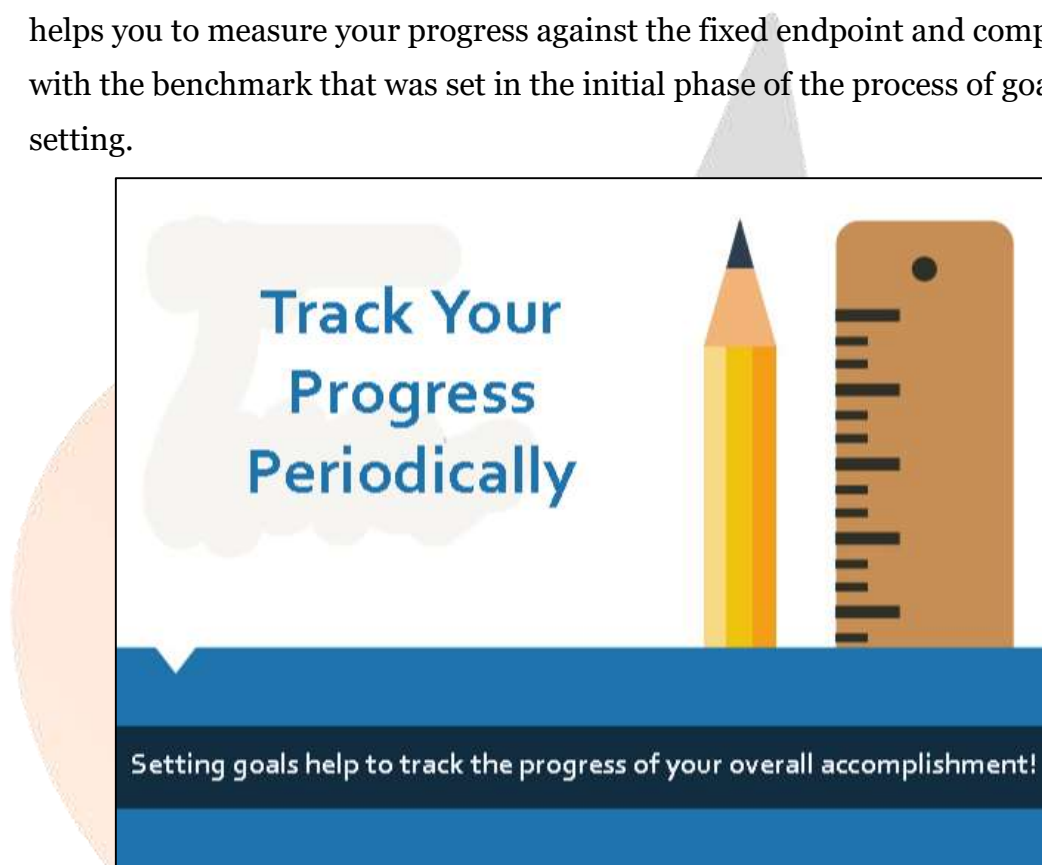
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potential in the world but lacking a focus would make it all worthless. At the end of the day, goals are what give you a direction in life. By setting goals for yourself, you provide yourself a target to shoot at. And this sense of direction allows your mind to focus on the desired target rather than moving aimlessly in life.

## 2. Helps in measuring progress

Setting goals help to track the progress of your overall accomplishment. It helps you to measure your progress against the fixed endpoint and compare it with the benchmark that was set in the initial phase of the process of goal setting.



A simple scenario for example – Suppose you set a goal to write an eBook of 100 pages within 2 months. After 1 month, you should be in the middle of this target which means you should have written around 50 pages by then. Now, as this goal was set, you were able to track your progress, say after 1 month or 15 days. Hadn't been set, you would have been merely writing without even knowing the status of the eBook completion.

Setting goals avoid such situations of uncertainty and help you proceed in the rightfully set direction.

## 3. Goals give you the motivation to move ahead

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Goals have the potential and power to motivate you for free. The root of all the motivation that you will experience in life is through goals. By setting a goal, you give yourself a chance to be happy and excited about attaining something in life. You give yourself a concrete endpoint to target at.

As the goals are set by you, you move towards your goal happily and joyfully, by focussing to put 100% effort in what you do. And this focus develops motivation. You can say that goals are simply tools to focus your energy in positive directions, these can be changed as your priorities change, new ones added, and others dropped.

#### 4. Setting a goal is like having a roadmap

Setting a goal is like having a map, a compass, and a clear route to your destination. You know where you are and where you are heading. For example, if you are riding a bicycle, you have a set route to follow to reach your destination. No matter, how much traffic or road-blockers you find on your way, you will make the necessary variations and ensure that you keep moving on the right path and reach your destination.



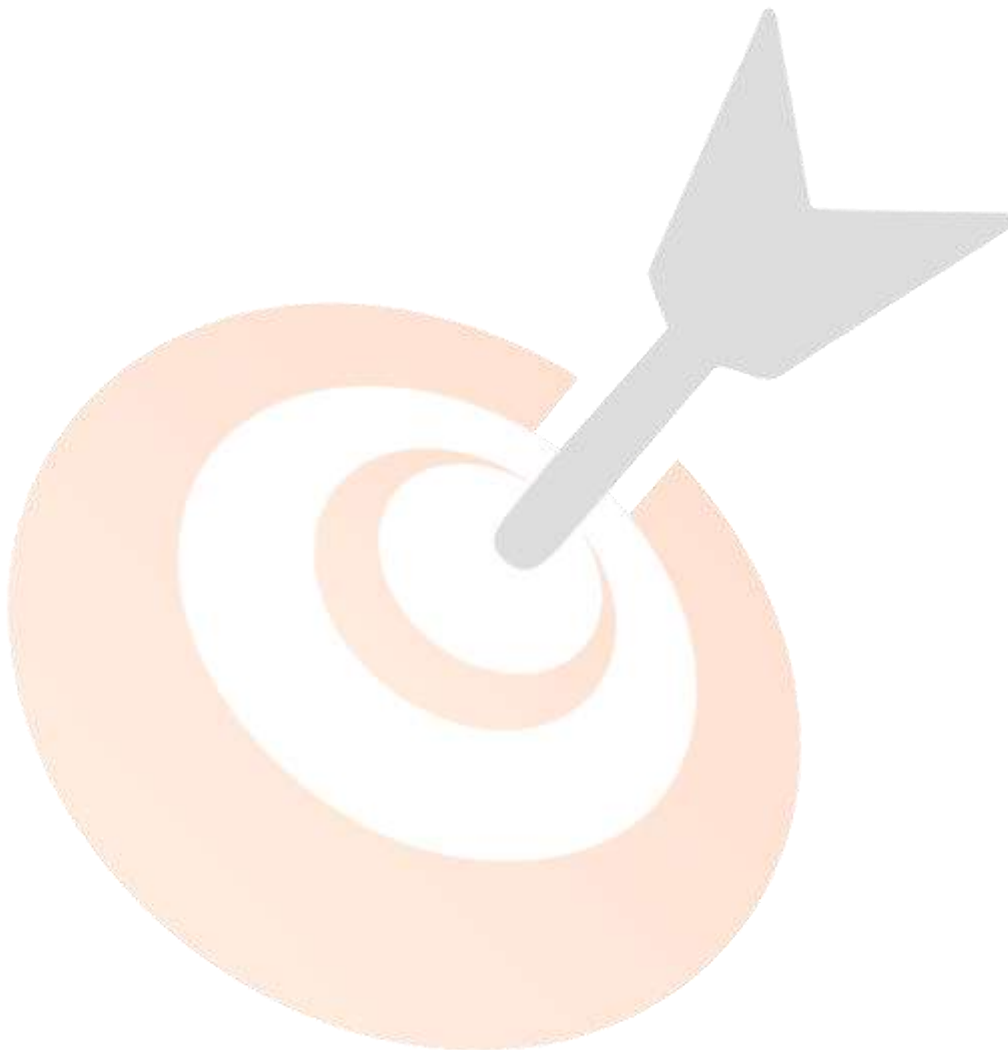
Similarly, if you have the correct goals set for yourself, you have the map and know which direction you have to move in. Even if you face obstacles in your way, you will make the necessary adjustments to keep it going. With a clear-cut goal, you know where you are heading, and can always correct your course if you move away from it.

## **5. Build confidence and Boosts Hope**

Setting a goal is like switching on a torch that sheds light on your path and helps you go in a straight line, instead of going in circles.

When you set a goal, you experience hope, inner peace and zeal to move forward towards your goals. You go the extra mile to...

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## CHAPTER 3



## Long Term and Short Term Goals



If you live by the old proverb that states "**Man plans, God laughs,**" you may decide that it is a waste of time to set long-term and short-term goals for your future. Don't make that mistake because an unplanned future will be chaotic. Setting goals will help you have a satisfying and cherishing future, but that old proverb isn't entirely wrong. Plans don't always work out, which is why you must be flexible enough to change them when the need arises.



Goal setting is a major component of the planning process. Your goals and the steps you take to achieve them will make up the action plan for your future. This is the roadmap that will take you on the path of success. Goals can be broadly classified into two categories: **short-term goals and long-term goals**. You will be able to accomplish a short-term goal in approximately six months to three years, while it will usually take three to five years to reach a long-term one. Sometimes you can reach a short-term goal in fewer than three months and a long-term one may take more time.

## 6.1 Short-Term Goals

A short-term goal is something you want to do soon. It is something that you desire to achieve in the near future. The near future can mean today, this week, this month, or even this year.

- Short-term goals help you think about what you can do right away.
- They can help you manage your time.

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- Short-term goals might seem small, but completing them can lead to big accomplishments in your life and career.

### 6.1.1 Achieving Short-Term Goals

Short-Term goals can be extremely important, often as part of the process of achieving a bigger goal. Though they tend to be simpler than long-term goals, but may still be a challenge to achieve. Ambitious short-term goals are most likely to be busted if executed without planning.



#### 1. Examine the Goal

##### (i) Making sure that the goal is Specific and Realistic

Every goal should be specific and clearly defined. As the short-term goals involve lesser duration of work and effort, you should take the necessary steps to avoid any type of confusion around it. Confusion creates delay and hassles. Not to forget, the goals should be realistic enough to get completed in the available time.

Goals that are achievable in the fixed or assigned duration of time create motivation to pursue the next one. On the contrary, if you fail

to achieve it within the given time frame discourages and demoralizes you.

**(ii) Determining the Steps to move towards the Goal**



Every goal can be broken down into smaller steps and make it more manageable and achievable. It also helps to create a better plan of action to progress towards achieving it. It is necessary to determine these steps that line up together to accomplish the bigger goal.

**(iii) Time Estimation of Accomplishment**

Assigning a deadline for goal completion can help you accomplish it. It will motivate you and make you accountable to complete it. Assign a deadline to the smaller steps also as it will help you remain on track while working forward to completing it. If you stick to the timeline of the smaller goals and manage them, then the bigger goal will punch the clock in time.

**(iv) Planning it out by writing down**



Once all the steps are in place, create a plan by correctly sequencing the steps in an order and jot it down on a paper. Mention the timelines against each step as it will help you analyze the areas where you are falling short and where you are arriving on time. Writing things out avoids confusion and situations of forgetting important things. It may seem to be silly for some, but this would make your goals tangible and realistic.

## 2. Achieving the Goal

### (i) **Prioritizing the tasks leading to the Goal**

While dealing with short-term goals, there arise situations where we have multiple goals lined up together. In such cases, you need to prioritize them by understanding which goal is most important and should be picked up first. Doing everything in one shot together puzzles the doer resulting in doing absolutely nothing. Prioritizing tasks should be taken seriously.

### (ii) **Taking Action and Getting to Work**

Short-Term Goals like anything else can be only accomplished by putting in time and effort. You need to start taking action and



once you get started you will gain the momentum to achieve the end result.

### (iii) Retaining Focus

Goals are attainable with constant focus and steadily working on it. And with short-term goals come greater responsibility as there is less time to focus and accomplish it. It becomes crucial to stay focussed and avoid distractions.



Few things that will help you retain focus:

- Regularly measuring and tracking goals.
- Consistently remain motivated to achieve goals
- Creating a positive environment for success.
- Avoid interruptions and distractions.

### (iv) Flexibility

Remember that plans might change at the last moment. Mostly, things don't work out as planned. We prepare a plan, execute it and later observe that things are not working out as expected. The results rendered are not as expected. In such a scenario, if

you foresee success with a better plan, do it. Don't be rigid and stick to the set plan. Be flexible to accommodate last minute changes in your plans.

There may even be cases where you will have to entirely drop one set goal in favor of another bigger goal. Don't be afraid to do it. Instead, do what it takes to accomplish your goals.

**(v) Rewarding Success**



When you successfully accomplish a short-term goal, reward yourself. This comes as a motivation for achieving your future goals. This reward can be of various forms like going out to a fancy dinner, shopping in the mall, gifting yourself a new dress, anything that motivates you for future prospects.

## **6.2 Long-Term Goals**

A long-term goal is...

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## CHAPTER 4



## The Rationale of Smart Goals

The concept of SMART helps people to outline their goals. Each component of the acronym SMART is beneficial and should be applied to goals.

Though we have already explored SMART goals in the previous chapters, let us quickly revise what does SMART stand for before moving to the Rationale of Smart Goals:



SMART stands for:

- **S - Specific**
- **M - Measurable**
- **A - Actionable/Achievable**
- **R - Realistic/Relevant**
- **T - Time-Bound**

#### 4.1 “Specific” Goals

- The first step in the SMART method of goal setting is to get highly specific about what you intend to achieve. A specific goal has a much greater chance of being accomplished than a general goal.
- When you get specific about a goal, it materializes. It moves from the abstract into reality. To do that, it must be written down. It must move from your mind to a piece of paper or a screen. What do you want to achieve? What does your life look like at that point when you reach that goal? And many more similar questions. The more specific your description, the bigger the chance you'll get exactly that.



- S.M.A.R.T. goal clarifies the difference between 'I want to be a millionaire' and 'I want to make €50,000 a month for the next ten years by creating a new software product'.



Many people struggle to get started on their goals because they don't really know what is it that they want to achieve. They haven't made their goals specific enough. They fail to understand that the more specific goals, the easier they are to achieve. When a person is clear on what he wants, it becomes easy to make decisions and take action because he knows exactly what he is doing and why?

- For example, if you have money goals, it needs to involve a specific amount of money. Like, you plan to set up a business and earn \$20,000 per month in the next 2 years. You need to be specific on both the numbers \$20,000 per month and 2 years.
- Similarly, if you have a health goal, it also needs precise information like losing 20 pounds in the next 6 months. A generic goal which simply reads "losing weight" won't outline as a SMART goal, because it isn't specific. Figures and numbers matter.

## 4.2 “Measurable” Goals

The second step for achieving your goals is to ensure that they're measurable.

How will you or anybody know that you have achieved your goal unless you can measure it? And if you can't prove that you have completed your goal then it is not Measurable – and if it isn't measurable – then it is not SMART! In fact, measurability is an important part of making your goals specific.

- When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.
- Measurable goals mean that you identify exactly what it is you will see, hear and feel when you reach your goal.
- Establish concrete criteria for measuring progress toward the attainment of each goal you set.
- It means breaking your goal down into measurable elements. You'll need concrete evidence.
- Measurable goals can go a long way in defining what exactly it is that you want, too. Defining the physical manifestations of your goal or objective makes it clearer, and easier to reach.



You can measure goals by putting time, date, place and amount or figure expressing it. By these indicators, you can actually measure how long a goal should take to complete, the amount of time and money that you need to invest

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and the results. By this, you can appropriately work towards completing it in the allotted time. And if you are lacking, you will exactly know the pain points and how to correct them.

For example, if you have a goal of increasing your rate of conversions in the coming year, you cannot measure if the rate has been increased or not until you define a limit of what you're aiming at. Set up your goal as increasing your rate of conversions from 40% to 70% in the coming year. This would allow you to track your progress and build a plan of action to get the desired results.

Another example of measurable goals is having a website set up and running within a span of the next 2 months. This means you need to build your strategy and plan out on your goal really quick because you know that you have only 2 months to do everything. Here in this example, if you don't assign 2 months, you will tend to do it forever, and never complete your goal.

### **Measurable Goal Tips:**

1. Your measure can be a...

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# Smart Goals

## Expertise

## CHAPTER 5



# How to Set Powerful and Smart Goals?



We all have goals in life. Each one of us wants to achieve something, whether great or small, at some point in our lives. We have deep-seated hopes and dreams for the future and a burning desire to accomplish some great feats. It's stitched into the very fabric of our society, woven into the core of who we are, deep down inside. It's emblazoned in our DNA, genetically pre-dispositioned, not just for mere survival, but also with a yearning passion to thrive.



It's not easy achieving your goals in life. That much is certain. And the greatest problem that most people face is that they fail to set their goals the right way. And once they do set their goals, their approach is all wrong. The best way to achieve any goal in life is to not only set them the right way but also to plan and execute their actions in accordance with achieving those dreams over time.

## 1.1 Things to Consider Before Setting SMART Goals

But before you start on setting your SMART Goals, here are few things to consider:

### 1. Check if the goal is POSITIVE

An optimistic and positive approach gives life to your goal. What we think, we achieve. So if you put your goal as “I want to do.....” Focussing on what you don’t want won’t help. Instead, work to achieve something, fulfill your wants, rather than focussing on what you don’t want.

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## 2. Make sure that the goal is stated in Present Tense

State your goals in the Present Tense. For example, I have a new job within the next 2 months. This will help your brain assume that you will be successful and your goal will be definitely be accomplished.

## 3. Explore the purpose of the goal



Examine and analyze the purpose of the goal that you are seeking to accomplish. Probe the expected goal outcomes. What will you get when you achieve this goal? This results in...

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## CHAPTER 6



## Golden Rules of Goal Setting

Goals act like a road map for your life. They help you take control and guide you along your journey so that your experiences are rich, satisfying, and enjoyable. There is nothing that bolsters your confidence and sense of accomplishment quite like setting goals and achieving them. Goal setting puts you in the driver's seat and gives you the power to transform your life or your company. It gives you the capacity to decide what you want to make your future.

Goal setting not only allows you to take control of your life's direction; it also provides you with a benchmark for determining whether you are actually succeeding. If you relish the golden rules while you set your goals, you can guarantee successful goal accomplishment.



### **Rule #1: Set Goals that Motivate You**

- When you set goals for yourself, it is important that they motivate you: this means making sure that they are important to you, and that there is value in achieving them.
- If you have little interest in the outcome, or they are irrelevant given the larger picture, then the chances of you putting in the work to make them happen are slim. Motivation is the key to achieving goals.





- Try to imagine working day-in, day-out towards a goal that doesn't excite you very much. It doesn't sound much fun, does it? If something isn't very important to you, chances are you'll give up before you achieve it.
- When you think about setting a goal, take the time to analyze why it's so meaningful to you. If you're not truly excited about it, then it's probably not worth pursuing.
- So, start with the goals that are highest on your priority list. It's easy to be overwhelmed by everything that needs to be done, so start simple. We live in a "snack-sized" world, meaning that we are able to digest information in short bites and shut down when we receive too much.
- Break down your goals into your top three, or top five, overall goals, the ones with the highest sense of urgency. Then start working on them.

## **Rule #2: Write Down your Goals**

- This is the easiest thing you can do. Simply write down what you want. The mere act of committing them to paper sets the energy in motion.

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- The moment you write your goals with the word, you will start achieving it. The subconscious mind will stay connected to it and even without your intention; you will be searching for the ways to complete the tasks.



- Writing down a goal makes it real and tangible. You have no excuse for forgetting about it. As you write, use the word “will” instead of “might”, “may” or “would like to”. For example, “I will lose 10 pounds in a month” sounds more realistic, achievable, and tangible than “I would like to lose 10 pounds in a month”. The second one lacks passion, zeal, and enthusiasm to complete the goal. In this case, the goal may even get side-tracked by other goals or tasks.
- Don’t skip this step. There are neurological and psychological reasons for why this works. By the way, when you actually write down what you want, you can feel an instant boost in energy and enthusiasm.

### **Rule #3: Be Realistic**

Set goals that are Realistic in the short run. Though many trained professionals might not agree with this fact still you need to understand it right.

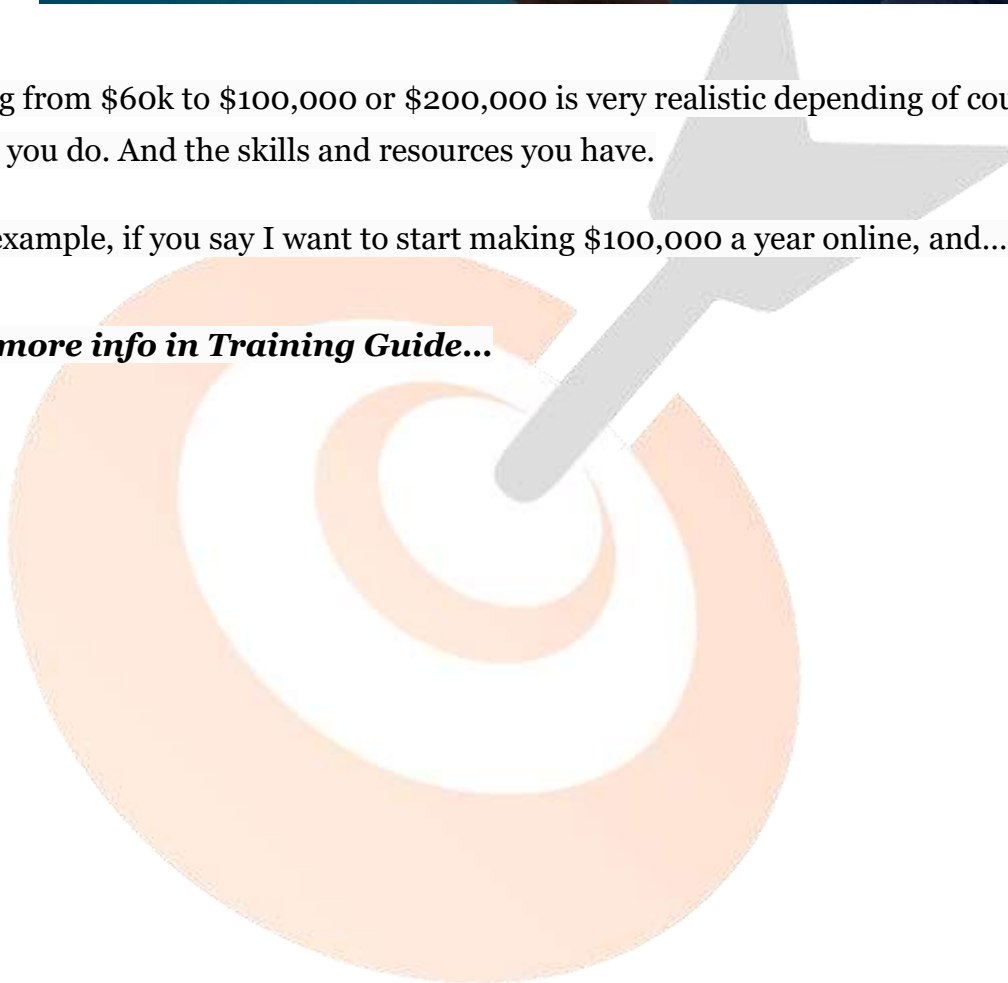
If you’re earning \$60,000 a year and you set a goal of making \$1 Million, that’s a good long-term goal to shoot for. But it’s highly unlikely you will go from \$60k to a Million in 12 months. So setting that as a longer-term goal is fine. But you need to be realistic about what you can accomplish in the short run.



Going from \$60k to \$100,000 or \$200,000 is very realistic depending of course on what you do. And the skills and resources you have.

For example, if you say I want to start making \$100,000 a year online, and...

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## CHAPTER 7



**How to Determine your Goals? –  
Questions to Ask Yourself**



Goal setting is just as much art as it's a science that can be learned. One must make a deliberate, intentional effort in working on goals to see them achieved. Resolutions rely on willpower, and willpower is usually more effective at the beginning of change, which is more of a marathon than a sprint. Instead - setting goals, creating an action plan, neutralizing the fear and resulting negativity that often accompanies change, getting support, and setting up structures like tracking your progress will help you go the distance.



To determine your goals effectively, there is a bunch of few significant and unavoidable questions which you should ask yourself. Take time to contemplate your career satisfaction, your job search, and also your level of satisfaction with the different areas of your personal life: your health, your relationships, finances, personal and spiritual growth, fun and recreation, etc. They are all connected. Write the answers as they come to you. Answering these questions and probably writing them down might make a huge difference in your life and the way you see your future missions.

**Question #1: What were your finest moments over the last year?**

## What were your Finest Moments over the Last Year?

- Look back at the last year of your life and recall the things that you accomplished.
- Think about the moments that made you laugh and smile, moments that made you proud of yourself.
- Get back to the past when you made a significant change, did something well, had a positive and everlasting impact on somebody else's life.
- When and how you solved a problem for somebody and were of a great relief to someone.

### How does it help?

The answer to this question “What were your finest moments over the last year?” lets you recognize the things that worked out for you, which gave you a sense of accomplishment or made you happy.

And the sense of being accomplished in the past boosts your confidence for the present and motivates you to keep moving forward with other goals.

### **Question #2: What were your biggest disappointments and regrets in life?**

## What were your Biggest Disappointments and Regrets in Life?



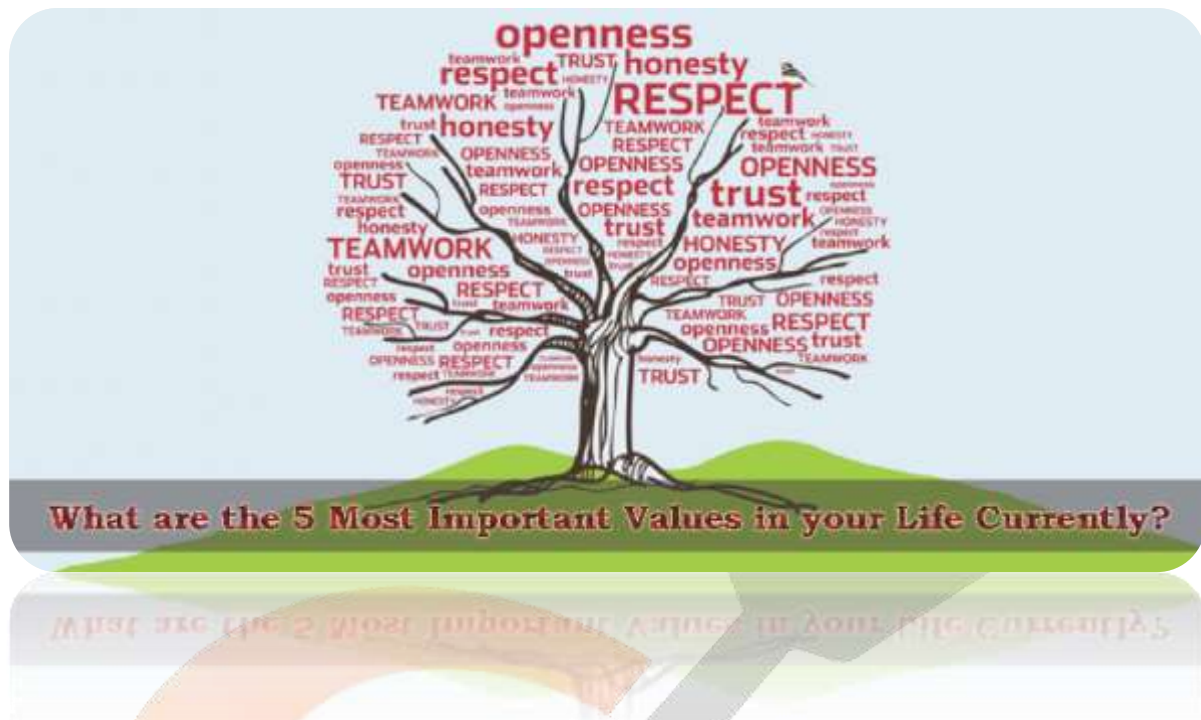
- Remember the incidents in life where you felt disappointed and broken down.
- When someone close disappointed you or hurt your expectations
- A time when you met rejection and were surrounded by feelings of dejection and despair.
- Days when your dreams were crushed, not fulfilled due to some reason.
- Ultimately recall the things that you are regretting in your life till today.

### How does it help?

You shouldn't feel depressed by recalling the hard times of your life. Instead, be matured to learn from your hardships and tough times in your life. The dream that wasn't fulfilled yesterday can come true today, only if you know your shortcomings.

Regrets should not last forever. And definitely, you might have fallen short on something resulting which your goals were not accomplished in the past. Digging deep into the failures of the past helps to identify your flaws and the mistakes that you made. Pledge that you will not repeat these in your present or your future.

### **Question #3: What are the 5 most important values in your life currently?**



- Make a list of your values that are the most important to you.
- Identify and prioritize the things that are most important to you right now.
- If your values are not clear to you, it can be helpful to think about how you would like to be remembered.
- Or, what would you like to be admired for?
- You can also recognize the personalities whom you admire, or are ideal for you. It can help you know your own values or things that are important to you.
- If you are clear on your life principles and values, then recognize how well you are living them.

#### **How does it help?**

Identifying the above helps you to set the right priorities in life. It helps you to figure out whether you are aligned with your life values or they are just side-tracked. Goals should always be in alignment with morale, values, and principles of life.

Also, recognizing whom you admire outlines that personality in your mind knowing that you want to be transformed into someone like that. No that doesn't mean that



you are a “wannabe” but it exactly clarifies what you do want to become, or at least aspire to become in life.

**Question #4: What are the three most important goals in your life at present?**



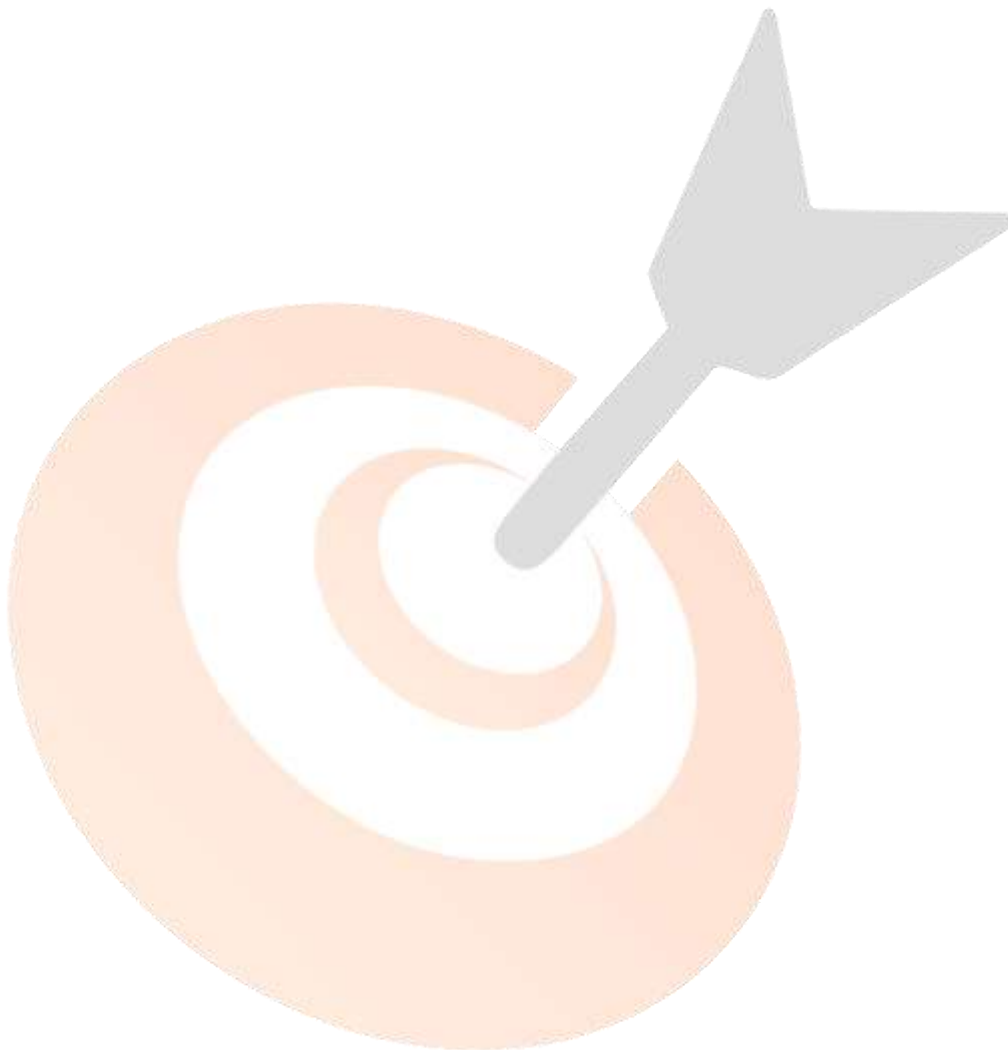
- If you can instantly answer this question and tell someone about the 3 goals in your life that are at the top-most priority or your Hitlist, then it means you are truly focused on them.
- Your goals should keep on enchanting in your mind, only then they can be termed as “goals”.
- Your important goal can be a problem which you just want to put behind your back.
- Or it could be something that gives you a breakthrough or anything that makes the biggest difference in your life.
- The goals on your hit list are the areas of major focus in your life.



**How does it help?**

...

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## CHAPTER 8



### Common SMART Goal Setting Mistakes

The standard wisdom for achieving any of your lofty aspirations is to set a goal that's specific, measurable, attainable, realistic and time driven i.e. SMART goal. It's easy to see why SMART goals became popular: They are clear, concise and seemingly simple. Indeed research has shown SMART goals can save time and simplify the process of setting measurable goals.



But it is very important to achieve a goal the right way. And there are common mistakes associated with Goal-Setting which people often make and end up with failure. Let us learn about them so that they can be avoided:

### **1. Focussing on Too Few Areas**

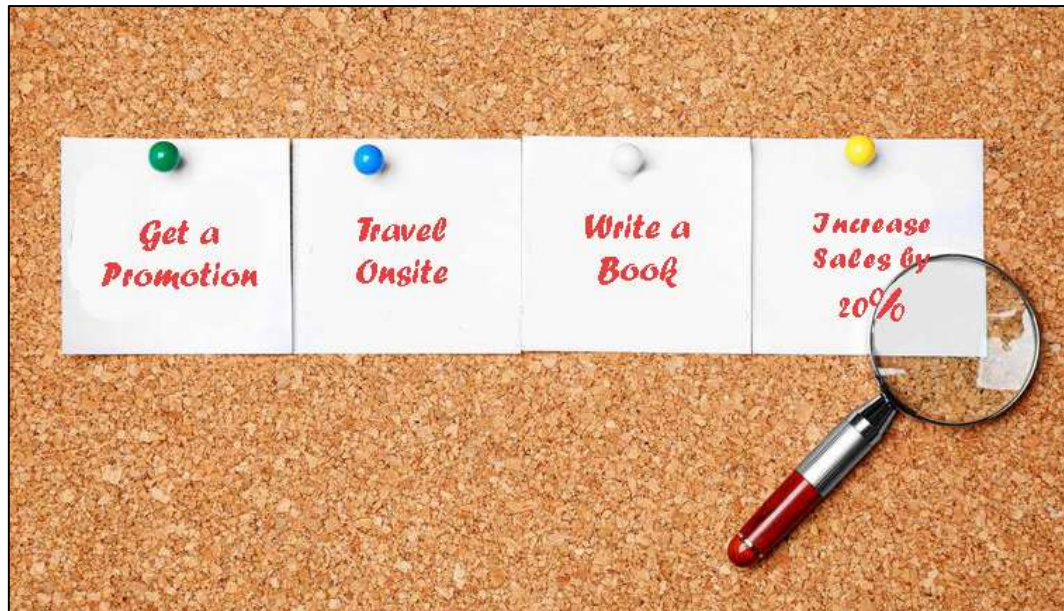
Many people only focus on their career and work when they set goals. They ignore other important areas of their lives and activities that bring them joy. Suppose you have created a list of goals for the next 1 year. You have made a commitment to increase your sales by 20%, get a promotion, grab an onsite business opportunity, and get 100% appraisal bonus.

Though this is an ambitious list of career-oriented goals, there is a potential problem: it focuses only on your career. Important goals from other parts of

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your life are omitted. The truth is other parts of your life are also equally important. Goals like writing a book, competing in an adventure race, or starting a home garden might also be incredibly important for your happiness and well-being.



So, when you set your goals, make sure that you strike the right balance between different areas of your life. And remember that "balance" is different for everyone –introspect and understand which areas of your life you need to focus on most.

## 2. Not Appreciating Failure

No matter how hard you work, you will fail to achieve goals from time to time. We've all been there, and it isn't fun! However, your failures are what ultimately determine your character. They also contain lessons that can change your life for the best, if you have the courage to learn from them.

Recognizing failure is the hardest part. Being able to recognize a failure just means that you'll be able to re-cast it into something more likely to succeed. Recognize failures timely and do not fear failures, instead learn from them.



Don't be too upset if you fail to achieve your goals – just take note of where you went wrong and use that knowledge to reach your goals next time around. Also, gather your shortcomings and overcome them to avoid this situation in the future.

### **3. Underestimating Completion Time**

How often your deadlines have been extended? Or your goal has taken a long time than you have estimated. This is a commonly occurring and has happened to most of us quite a lot of time.





If you don't estimate goal completion time accurately, it can be discouraging when things take longer to achieve than you think they should. This can cause a feeling of discouragement, ending up you to give up on your goal before it is completed.

Plan your activities effectively and always pad your timelines to account for delays and setbacks. If you add extra time to your estimate, you'll feel less pressure to rush and finish by a certain date.

#### **4. Setting “Other People’s Goals”**

When you set a list of goals, especially short-term, many-a-times people around you – your friends, family, sometimes even your boss, try to influence you. Perhaps they feel that they know what's best for you, or maybe they want you to take a certain path or do certain things.

My Goals

are being created over here.



Clearly, it's important that you have good relationships with these people, and you need to do what your boss asks, within reason.

However ...

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## CHAPTER 9



**Balancing Work and Home Life while  
Accomplishing Goals**

Work is an expected societal norm but it doesn't have to be so strict and restraining. Work isn't just a way to make money; it should serve you both financially and emotionally. Success is about living a life by making your own choices which guide towards your goals to be your best. The real key is to create goals that you are passionate about with respect to health or appearance, career, relationships or anything else that holds great importance for you.



While work might be demanding at times, it should never become a priority over your wellbeing. You need time and energy for your hobbies and interests, for your family and loved ones. Don't spend eight hours a day working just to come home and neglect the things that keep your spirits high and passion fresh.

Success is hard. Everyone wants it. Not everyone has it. Whatever success means to you today, you're likely striving towards it, reaching for your goals in an effort to improve your life and take care of your family. Most people are. But as we reach for success, we tend to throw any semblance of normalcy out the window. As a result, our work-life balance doesn't improve, it suffers.

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So how do you begin to achieve balance? Here's how:

**1. Figure out why achieving better Work-Life Balance is important to you**

Ask yourself why having more work-life balance is important to you.

Motivation skyrockets when you connect to what's most important about achieving your goals. The deeper you connect with this reason, the more motivated you will be to make your goal happen. In a nutshell, ask yourself why this goal is important to you five times, going deeper each time. It's easy, and for more details and examples you can see the super-simple, step-by-step process to deeply connect to your why here.



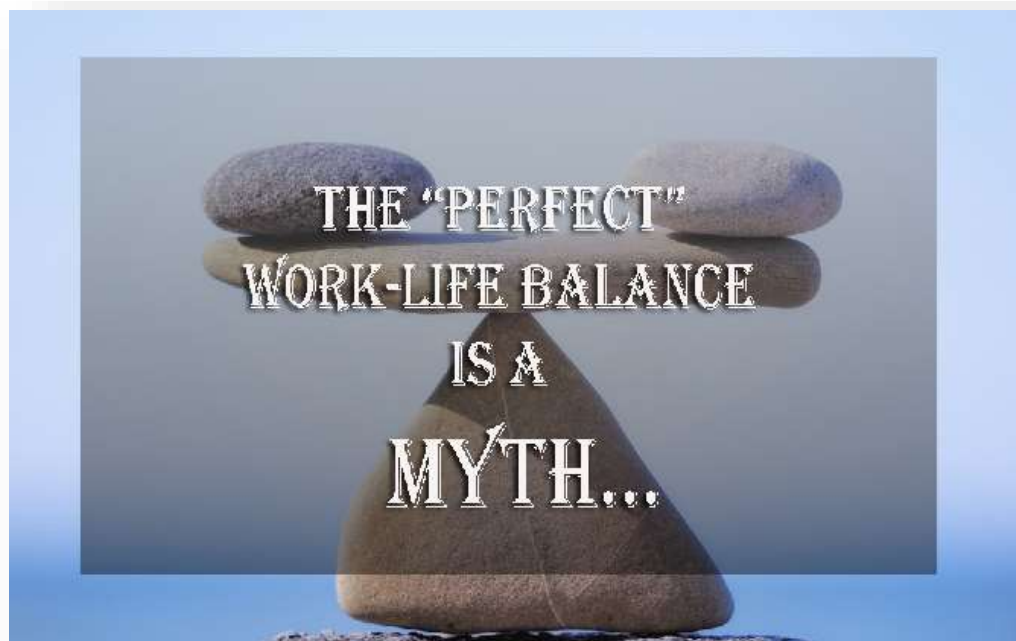
There comes a time when each one of us gets to a point where things are tough and we'll want to quit. Keep these reasons handy for those times. When you know and remind yourself why you're working so hard, it's much easier to uptown that funk.

**2. Know that there is no 'Perfect' Balance**

When you hear about 'work-life' balance, you might probably imagine waking up at 5AM, going to gym, prepare your breakfast, get on to work, coming back home at 6PM, cooking dinner, do some household chores, and go to bed; but

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this is not what is a perfect “work-life” balance. Instead, it is a dull mundane routine that will not set your spirits high, but make them worse.



Don't strive for the perfect schedule; strive for a realistic one. Some days, you might focus more on work, while others you might have more time and energy to pursue your hobbies or relax on the couch with your loved ones. Balance is achieved over time, not each day.

### **3. Make sure you like your Work**

If you hate what you do, you aren't going to be happy, or excited. You don't need to love every aspect of your work, but it needs to be exciting enough that you don't dread getting out of bed every single morning. Your work might not be your passion, but it shouldn't be boring or dull either.



If your job is draining you and you are finding it difficult to do the things you love outside of work, something is wrong. You may be working in a toxic environment, for a toxic person, or doing a job that you truly don't love. If this is the case, it is time to find a new job. But make sure it aligns with your passion, happiness and creates a balance in your life.

#### **4. Keep your Priorities Clear**

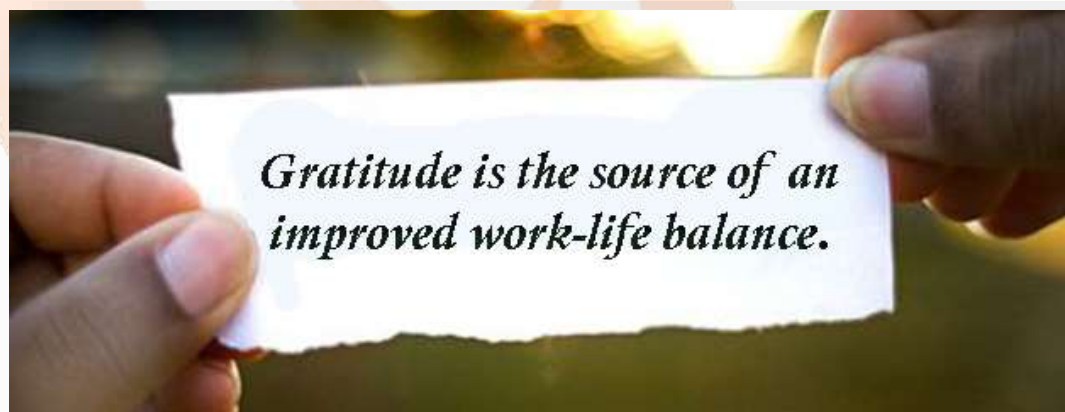
First, it's really important to get clarity on your values. What's most important to you? Taking the time for some self-discovery to define your values is time well spent. Spend some time seriously reflecting on what is most important to you, and make a list of your top priorities at work and at home. Often there is a disconnect between what people say are their values and what they are actually practicing. Once you define and have clarity around your values, it becomes easier to make choices and decisions in your life. Your values guide you in how you want to live your life.



People are better able to express the “things” they want rather than what truly makes them happy. Helping people get reconnected to their values, desires and their dreams help them to steer away from the pursuit of “things” and move them toward what they truly value instead.

#### 5. **Be Grateful, No matter what**

Life can be hard at times and the reality is that everyone suffers from tough and torturous times in their lives. Failure isn't easy for anyone, especially after having to endure it repeatedly. But no matter what the situation is, we just have to be grateful for what we have. It's easy to want things and live in a state of lack, but far harder to appreciate what we have right now.



Today, if we were to stop and throw all of our problems into a hat with everyone else across the earth, we would instantly take our problems back. I know that life can be hard and we can endure some trying times, but...

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## CHAPTER 10



**Reframing Goals and Perspective**  
**How can it help?**

By now, you know how to achieve your goals, but that doesn't mean your goals are correct or rightly set. Take some time to rethink and reconsider them based on how you want to feel at the end of it, not what you want to achieve or accomplish. By realigning your goals to the desired feeling, you gain better depth and perspective to accomplish it. When we work towards achieving a goal, we become attached to the outcomes. We become impatient and when things don't go our way, straight away, we become anxious and antsy.



## 10.1 What is Reframing?

- Reframing means seeing the current situation from a different perspective, which can be tremendously helpful in problem-solving, decision making and learning.
- This fundamental helps you to more constructively move on from a situation in which you feel stuck or confused.
- Coming to the bigger picture -- **Reframing Goals** – which is nothing but going a bit flexible and easy around your goals, reconstructing them if the situation demands.
- The aim of reframing goals is to shift one's techniques of goal setting to be more empowered to act – and hopefully to learn at the same time.



The way that we choose to 'frame' or 'reframe' our goals depends on our personal happiness and achievement. The fact is that there will be times when you don't have complete control over an event or a situation. You do though have control over the way that you 'view' the event or situation.

Everything that happens to you in life has no inherent meaning. You are the one who signs a meaning to it, looking at a situation through a certain frame of perception. With cognitive reframing, you can change the way you look at something and consequently change how you experience it. And this holds true with our goals too. If, in your journey of achieving targeted goals, something goes wrong or doesn't come out as expected, try to see it with a different perspective, a positive one though.

## 10.2 Why is Reframing Important?

### 1. If a goal is starting to feel impossible, reframe it!

Although we are talking about SMART goals in this training course; goals that appear to be realistic and achievable so to speak, there might be some goals which may not seem to be possible as we move ahead on our journey of accomplishing goals.



If your long-term goal seems to be unachievable at any point of time, break it down into smaller things that are within your reach, look realistic and easy to achieve.

For example, if the long-term goal is increasing company revenue, and you feel that you cannot figure out how to get this going, then take baby steps and move towards it. Focus on the small bite-size changes like selling overcoats, caps, and boots at an absurdly reasonable price just before the winters creep in, or something even better. Then, watch the effect of these small changes and analyze the impact on your overall goals. The minor tweaks that you do in the recipe of goal accomplishment sometimes become the secret sauce to score big wins.

## 2. It Unlocks Innovation!

Mastering the ability to reframe problems is an important tool for increasing your imagination because it unlocks a vast array of solutions. It gives birth to innovation.

A very simple example to quote here is photography. While you take pictures of an object, anything like a flower, by just shifting your field of view up or down, or panning left or right, you can completely change the image. The important thing to note here is that you didn't even move your feet, all you did was adjusted the camera lens, shifted the view, and you created something different, more classy and innovative.





Similarly, amidst your journey of success...

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## CHAPTER 11



## Time Management and Goal Setting

One of the most effective skills you can have in life is powerful and effective time management. If you're not managing your time well, there's no way you're going to reach your goals at work and the life outside of it. And your time management will be an uphill battle if you don't take your time seriously.

In any small business, **setting goals and practicing time management techniques** are two necessary elements for success. For people who squander and waste the precious little time they do have, they know all too well how difficult achieving even mildly difficult goals can be. Without deadlines to meet, then it just becomes a system of watching the clock and waiting for the day to end.



Time is the greatest equalizer in life. No matter who you are, your age, income, gender, race or religion, you have the same amount of time as the next person. Whether you're filthy rich or dirt poor, your time is the same. It's not about how much time you have. It's about how effectively you manage your time.

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## 11.1 Importance of Goal Setting As a Time Management Tool

Time management comes into play with the measurable and timely aspects of goal setting. It needs milestones and goals in order to be effective. There are many ways to incorporate your goals into your time management process, and if your day becomes goal oriented, then you will find yourself accomplishing much more in the course of a day.

### 1. Provides Right Direction

Setting goals provides a specific direction to everyone who is a part of the goal that is targeted upon. When the parties involved are aware of the goals, it puts everyone on the same page and working toward, the same outcome. By setting goals, you know where the bulk of your time each day should be focused. You are better able to prioritize your workload based on the goals of the business and manage your time better while you are at work.

### 2. Helps Meet Deadlines

Goal-setting results in meeting deadlines effectively because SMART goals are time-bound. It means there is a set timeline of completion attached to them. This gives a motivation to meet the goal within a certain time period. It also provides the information needed to develop an action plan so that the goal can be met within the stated timeframe. You will then be able to manage your time effectively during the day as you have an action plan for each sub-goal that will guide your tasks throughout the workday.





### 3. Avoid Wastage of Time

With goals set in an organized way, all the people associated with them will always have a task on their plate which will be worked on towards accomplishing the goals. This avoids the situation where you do not know what should be the next course of action. One major detractor from effective time management is dealing with time wasters during the day. By having set goals in place, it is easier to effectively manage all work time.

### 4. Manage Distractions

People are often faced with distractions during the workday. Anything that takes away your attention or focus is a distraction. It may be from phone calls to messages or any other personal issues that keep your mind rolling even at the workplace.

When a person has a set plan with business goals to follow, it helps to effectively manage their time. When a distraction arises, he can easily review the goals to see if working on that task will help to meet the goals. If not, they can simply move on to a more efficient task.

## 11.2 Time Management Tips for Achieving Your Goals

One of the biggest problems that most people are effacing today is maintaining a balance without feeling too overworked. Again, this isn't just about achieving and going after goals around the clock. This is also about quality of life. Balance is key. If you lack balance in your life, you're going to feel stressed out. Even if you're able to effectively juggle your responsibilities, without proper balance you're going to eventually reach your breaking point.



Quick tips to help to ace your Time Management and get a balance in life:

### **1. Fix your goals**

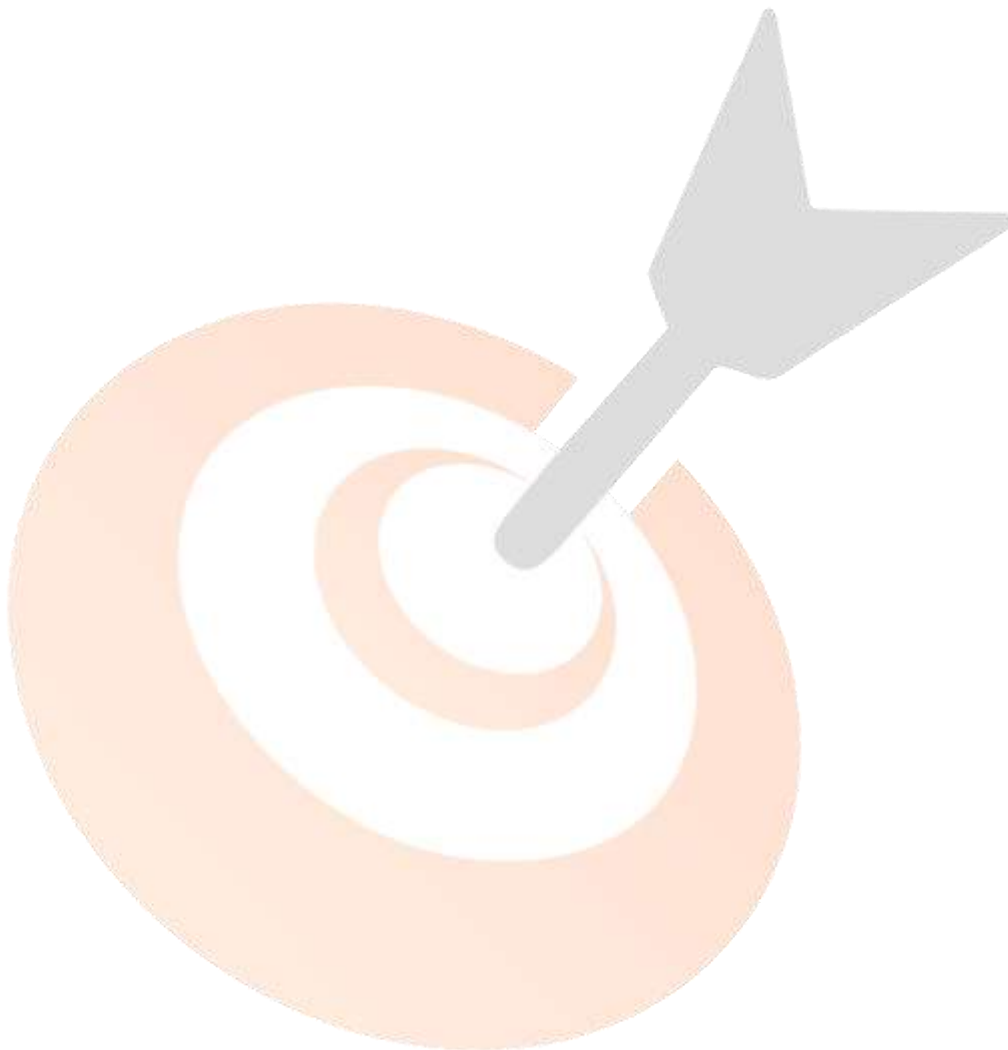
A crucial part of your time management system is goal setting, and it is effective on both the micro and macro level. Only when you affix your goals and their importance can you learn the ropes of time management. Make a to-do list of your goals daily, in the order of priority. It will always help you stay on track with your commitment and allocate time judiciously. In case you still do run out of time for some deadlines or tasks, you can fix your next to-do list accordingly.

### **2. Plan Smart, Execute better**

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Making a to-do or priority list doesn't mean that you dump all your pending itineraries into a day's bidding. Such an act will...

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## CHAPTER 12



**How to Keep Motivation Alive?**



**“A diamond is just a piece of charcoal that handled stress exceptionally well.”**

**~Unknown**

You and only you are responsible for what you become next! You have to find that “WANT TO” within yourself to fulfill those WANTS, but it’s not always easy!

But, everything becomes simpler when you’re motivated. Motivation plays a significant role in all aspects and phases of our lives; be it our career, education, marriage, relationships, anything. It determines the level of success that you will achieve. Motivation is required throughout the entire goal process.



## **12.1 Common Motivation Crushers**

There are some common motivation crushers that need to be understood and avoided in order to push through your goals:

### **1. Motivation Mistake: Setting the Bar Too Low**

“I will try my best”! This statement may sound like a worthy vow to make, but it can actually crush all the motivation in you. In fact, this type of vow is vague, making you more likely to procrastinate. It makes you lazy to

implement the things right away because you have set the bar too low for yourself. You just said that you will try your best. So there are higher chances of getting results that are disappointing and dissatisfying.

**Resolution:**

To step up your game, set attainable goals that are clear and challenging and give yourself a deadline. Specific goals help focus your attention and increase your effort, which helps you persist longer. And as you have a time frame and an action plan, there are lesser chances of procrastination and putting things off for later.

**2. Motivation Mistake: Testing Your Willpower**

Willpower can be exhausted from overuse, and when this happens, your brain either makes impulsive decisions or stalls out. On an average basis, a person spends three to four hours of his day resisting the things that he desires to do. And the more often and the more recently he has resisted desires, the more depleted he becomes and the more likely he'll give in to the next one. This has a direct impact on willpower and once it gets depleted, the person tends to shy

away from complicated decision-making. Rather than trying to perform the mental trade-offs to decide what's best or worst, he looks at one single factor and bases his choice on that.



### **Resolution:**

Work towards re-routing some of these desires – for example, changing your way back home to bypass your favorite fast food joint. Also, follow a healthy diet plan, closely watch your sleep routine and practice good habits. When willpower is low, the brain craves glucose, but it's better to have something that will stabilize blood glucose over a period of time, such as lean protein.

### **3. Motivation Mistake: Aiming to Please Others**

The energy and motivation that you possess when you just set a goal are crushed when your motivation is sparked by the wrong things. For example, if you have set a goal and are motivated to lose 20 pounds in 2 months, by eating healthy and exercising regularly, then your motivation can fade away by external reasons like a surprise dinner date, your class reunion after 15 days, or any other cause. These external reasons make your goal less apt to end in success. What works is autonomous motivation, when you want to do something for yourself. **Autonomous motivation** is defined as engaging in a behavior because it is perceived to be consistent with intrinsic goals or outcomes and emanates from the self. In other words, the behavior is self-determined.



**Resolution:** Be enthusiastic to achieve your goal till the end. And to get yourself to that magic point, find a good company or expert who can solve your problem when you struggle.

## 12.2 Ideal Ways to Keep Motivation Alive

Some excellent ways that will help you keep your motivation alive are listed below:

### 1. Attitude/mindset check

Have an attitude of expectancy. You definitely get what you expect. So, if you expect something great to happen to you every day, then it will. Say aloud each morning to yourself in the mirror, "I expect something good to happen for me today!"





Having the right mindset and attitude matters a lot because your success is a reflection of your attitude. Be confident and perceive every difficulty as a lesson from which you can learn.

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## CHAPTER 13



**How to Stick to your Goals?**

Everybody in this lifetime has set goals for sure. And everyone has definitely experienced a failure while working towards accomplishing them. Success or failure is secondary but sticking to those goals is primary. You make some resolutions or set goals at some point in time, but usually slide back into old patterns really soon.



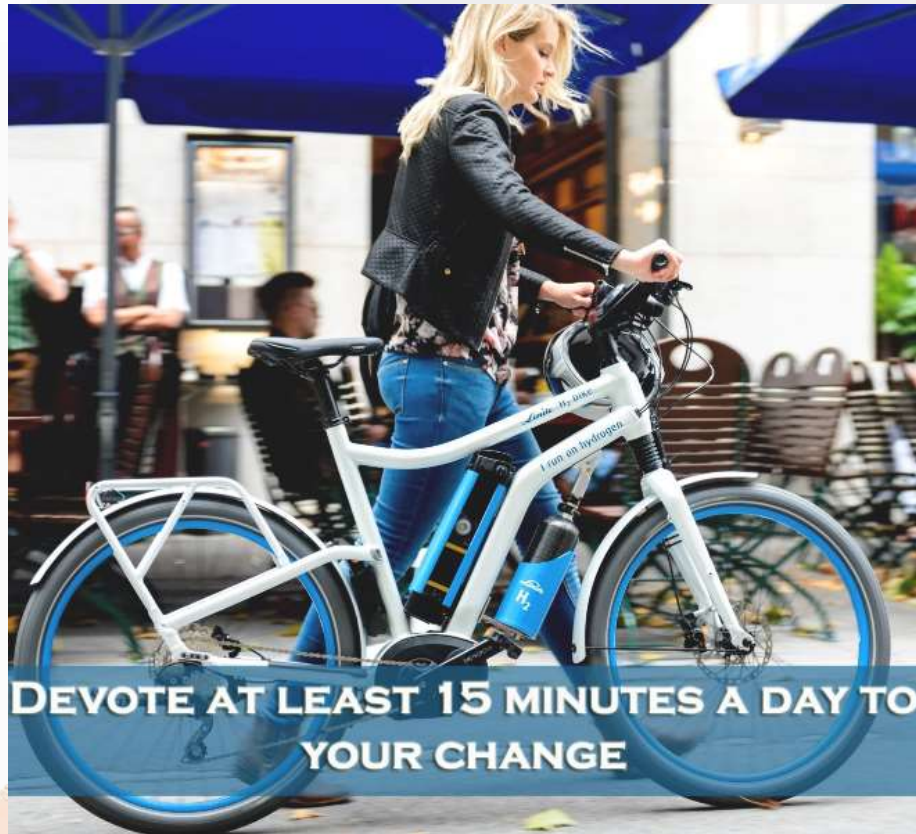
We always start a new project with the best of intentions, but it's easy to quickly fall off the wagon. Life gets in the way or we lose that early rush of motivation, and slowly but surely we land back at square one. It is very hard to stick to your goals because changes are big and fearful. And it is scary to see the change blending into our life. Whether you want to get more done each day, work out regularly, or shed a few pounds, these small changes will help you hit those major milestones.

Here are some steps to help you stick to your goals:

### **1. Devote at least 15 minutes a day to your change**

Even if it's just a walk around your neighborhood, one less cigarette, or reading an inspirational article - do it. Mix it up, too. No one wants to be stuck doing some tedious work the entire day. It makes it seem so much more miserable, doesn't it? So pick up the paddle ball set, the tennis rackets or the Frisbee and go spend time with your family or friends.





It is advised and recommended to choose a new activity every day, 7 days of the week and do something different every day. Take up any change that makes you feel different, exciting, or happy.

## **2. Fork over the truth**

Until you can get real, you'll never be able to stick with your plan. Behavior modification teaches us that we repeat behavior that makes us feel good. What that means to you is until the goal becomes larger than the payoff, you're always going to choose feeling good over feeling uncomfortable. You need to get honest with yourself, understand your choices, the reasons for your choices and then pick ways to overcome them.





For example, if you want to get rid of eating fries, firstly accept that you have a craving for fries, then explore the reason why can't it go without the fries and lastly get on to keep the fries go off your mind.

### **3. Never eliminate. Replace!**

If your goal includes eliminating a specific behavior, it must be replaced with a new behavior if you want permanent change. If we don't substitute a behavior, we end up creating a big void that leads to obsessive thinking, which eventually leads to falling back into old patterns.

For example, if your goal is to quit smoking, and you just leave it suddenly, it doesn't help. It just becomes a temporary suspension of your habit of smoking that lasts not more than a day. Your habit is a habit because you are obsessed about it and you feel it cannot work without it. So find replacements when cravings hit you. Keep other things around to pop in your mouth. Try mints, carrot or celery sticks, gum, or sunflower seeds. Or suck on a drinking straw.

Eliminating habits or stuff creates a void inside you and makes you jump on to it again sooner or later. So replace it with other things to make it work for you.

### **4. Find support**



Very few people are able to get where they're going on their own. We all need encouragement and support throughout our journey of change. For you, maybe that's a friend to hold you accountable or a group that is like-minded in where they want to go. There is power in numbers, and we can use this to our advantage. Find the right support to get moving in the direction of achieving your goals. With the right company, you might even attain your goals before the targeted deadline. It also keeps you motivated, enthusiastic, excited and full of energy to achieve them.

## 5. Start Small



Take baby steps in the initial phase. Don't aim to achieve too big immediately when you start. Go slow, take small steps and target on a list of tasks every day. Aiming to complete bigger steps at the start may lead to discouragement when you fail. And failure is an inevitable part of success. There will be hard times and difficult days which are indispensable. So...

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## CHAPTER 14



## Dealing with Goal Accomplishment Failure



Failure is painful. And it is a situation that all of us work tirelessly to avoid. Often, its effects can be long-lasting, leaving a mark in our minds, and creating a mental hurdle that can be difficult to overcome in later years.

*But failure is also necessary.*

When we fail, we tend to ponder, searching for new meaning in our lives, exploring the potential for possible answers and solutions for achieving our goals. In fact, failure is a crucial part of goal achievement. It acts as life's guiding light and as Mother Nature's chisel, playing an important role in improving each subsequent iteration and generation of life.



Setbacks and failures are inevitable in life, no one is perfect, and we all fall on hard times at some point or another. But if we live so carefully to avoid failure, we're also never teaching ourselves how to manage it effectively when we experience it. So when faced with adversity, it often overwhelms us and causes us to give up. The question then remains, how can we train ourselves to overcome these failures and use them to our advantage?

### **1. Understand that Success doesn't come easy**

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We are a part of a society that desires results instantly. People lack patience and want things done immediately. In this world of High-Speed Internet access, where you get everything at your doorstep with the power of a click, no doubt, failure hurts too much. Impatience is growing because the demands are getting fulfilled instantly.



We are so used to getting what we want and getting it instantly that we don't realize how much work and effort it's going to take to achieve something notable. It takes time. But during that time, as we make the journey towards our goal, we build character and reach new understandings, possibly even discover a deeper meaning to our lives.

Understanding that anything worthwhile doesn't come easy and quick is important to deal with failures. Without failure, success is impossible. When we read the success stories of powerful entrepreneurs, celebrities or other personalities, we tend to focus only on their good times, perks they enjoy and visualize only their good part, but there is a struggle, failure, and challenges attached to every success story. You may have to read between the lines to get to that point.

## **2. Search for your clues high and low**

Success leaves clues and you need to find them. Failure is the difficult phase of one's life, but still, that is the right time when you should search for clues. Look for a person who is your inspiration, someone whom you idolize. This

should be the person closely related to your field that you are trying to achieve your goal in. Check out the things they did, how did they do them, how much time did they take to achieve their goals and most importantly, how many times they failed?

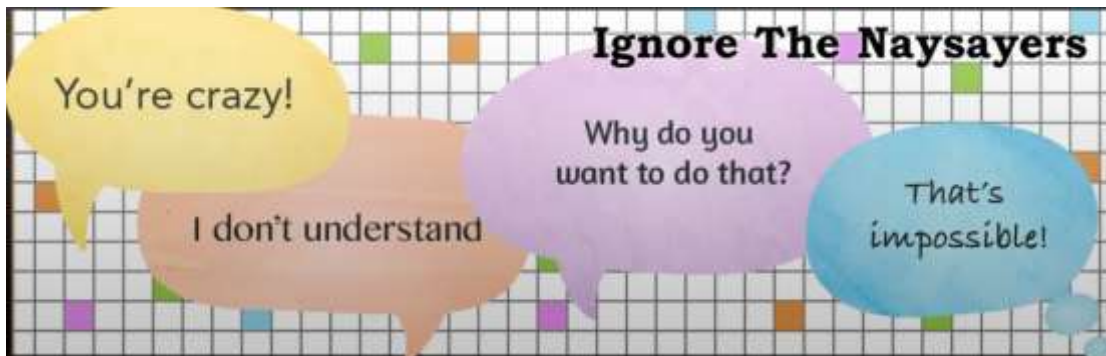


You have to remember that some of the most successful people have also failed many times. But they didn't give up and that's the reason why you are searching for them, probably on the Web. And that is the biggest difference between those who succeed and those who don't - the unrelenting spirit of their persistence.

Success stories matter, but the incidents of failure teach us bigger things. It gives us the power to deal with difficult situations in life and makes us fearless.

### **3. Ignore the naysayers, because they will be out in full force**

The human mind is pretty smart! It does anything to avoid pain. Part of the pain of failing has to do with dealing with other people telling you "I told you this will not work out," or "I knew you are going in the wrong direction," and "Quitting while you were ahead would have been a smarter move."



The naysayers will be out in full force. But don't listen to them. Ignore their calls and their cries to celebrate your demise. Just put your head down and keep plugging away. Just realize that people will always be there to celebrate your demise, but the true friends will be there to celebrate your successes and...

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## CHAPTER 15



# Smart Goal Setting for Teens

Goals are critical. They keep you focused on what's important, and allow you to make the best use of your 24 hours each day. When tackled correctly, they force you out of your comfort zone and help you grow more than you would without them.

And, perhaps most importantly, they give us control of our destiny. Just by setting a goal, you are taking an active role in driving new and better results in your life. What could be more important than that?



Getting a teenager to talk about his future can be challenging, but setting goals often help provide direction and motivation. Teaching them to set goals effectively can be life-changing. However, while teaching them about goal-setting, we need to make sure we're showing them how to use goals to have the greatest possible positive impact on their lives.

### **15.1 Strategies for SMART Goal Setting for TEENS**

Here are few strategies for SMART Goal Setting for Youth that will help them maximize the potential of their lives:

#### **1. Goals must be on their terms, not yours**



The most important thing to remember is that these are *their* goals, not yours. One of the biggest mistakes that people usually do is making the teens live in their images and in alignment with their definitions of success. Until they live by their own choice and terms, their life cannot result in success and any meaning. Elders should impart their wisdom and provide guidance around goal-setting, and not try to dominate their goals.

## **2. Connect their goals to happiness**

The end result of every goal for teens should be “happiness” on their terms. Happiness doesn’t mean financial success, or simply partying around.

- The first part of happiness is defined by high emotions such as love, gratitude, and joy.
- The second aspect of happiness involves actions that seem to make time stand still.
- The final component of happiness is finding meaning in what is accomplished in life.



Teens have to understand that people and relationships play a vital role in all three aspects of his definition. Most importantly, as mentors, parents or guardians, it is our responsibility to ensure that they should do what they love by focusing on things that mean a lot to them with people they want to be around.

Youth should be taught the value of goal-setting and should be happily oriented towards this authentic life. And a great way to let them achieve this is to support the process of their self-discovery. This could be as simple as a discussion about their interests and strengths, or as involved as applying testing and analytics via the myriad of self-discovery tools that exist today.

### **3. Motivate them to Dream Big, but Play Small**

Goals are the critical steps that we take on the path to our dreams. The things we measure most often improve in our lives, so we must help teens set goals that are specific and measurable. Remember that success is never one huge leap. It is almost always a succession of hundreds or thousands of tiny steps forward and most likely with a few steps backward along the way. The greatest replicator of success is success itself. It's both easy and common to give up on goals – and, therefore, dreams – if they're too lofty or far away. That's why it's essential that goals be discrete and achievable.





For example, for a teen, rather than setting a goal to improve his grades in the next term, it is better to...

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## Closure

The most important thing about goals is actually having one. Having the end in mind means you have something that you can aim at. Once you take dedicated action towards your goal, you will face obstacles and problems. You might realize that your original plan does not work out as intended. This is when most of the people give up. When the plan does not work then change the plan but NEVER the goal.

Each one of us is gifted 24 hours a day, and it is strictly up to us to leverage this time for our own good or for the sake of others. That is up to us, individually.

In this course, we have exactly explained how this valuable time can be put to its maximum utilization. Our daily workload often comes to us at a never-ending pace, and the tasks are usually posed as urgent and important, but life is about more than just fighting the daily workload. It is crucial to work every day, and yes, EVERY DAY on your goal. Make a commitment! Stick to it! And don't break the chain!

Do whatever that takes you a step closer to achieving it. Fight your failures, crush the road-blockers, stay motivated and just keep moving forward without looking back or regretting.

### **Remember-**

***“The difference between who you are and who you want to be is  
WHAT YOU DO”.***

Success doesn't happen overnight. You need to keep your eye on the prize, not look back AND IT'S DONE.

We wish you Good Luck and success in whatever you aspire to do!



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