

EASY TO ACHIEVE

Act Now Goals

Great results don't just happen. You have to be intentional, force yourself to get clear on what you want to achieve and why it's important to you. Then, motivate into action and create a plan.

KEEP THEM FEW IN NUMBER

This will vary based on how committed you are. Productivity studies show that you really can't focus on more than 5–7 items at any one time. For those who need to really develop the habit of goal setting and follow through, pick 2 right now... these are your ACT NOW goals. ACT NOW goals make change for tomorrow.

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KEEP THEM SIMPLE

Do not include several sub goals under each main goal. You will lose focus and accomplish little. Instead, focus on 2 goals that you can repeat almost from memory every day.

WRITE THEM DOWN AND POST WHERE YOU CAN SEE THEM

This is critical. There is so much power in writing your goals down even if you never develop an action plan or do anything else. You are stating your intention and setting things in motion. Study after study shows you will remember things better when you write them down and it makes your mind more efficient by helping you focus on the truly important stuff. And your goals absolutely should qualify as truly important stuff.

REVIEW THEM WHEN MAKING YOUR DAILY TASK LIST

While writing your goals down is a powerful exercise in itself, reviewing them often is where the magic happens. This is what turns them into change makers. Posting them where you can review them often will inspire and motivate you to make small, effective steps to achieve them.

MAKE AN ACT NOW APPOINTMENT ON YOUR CALENDAR

Make time in your schedule to map out your ACT NOW goals. You are worth the time to make your goals happen. When you make consistent progress toward meaningful goals, you will a live happier more satisfied life.



EASY TO ACHIEVE ACT NOW GOALS

make them SMARTER

As Michael Hyatt as outlined in his book, *Your Best Year Ever*, goals must meet seven criteria. They must be:

SPECIFIC: your goals must identify exactly what you want to accomplish in as much specificity as you can muster.

Bad: Write a book.

Good: Write a book proposal for *The Vision Driven Leader*.

MEASURABLE: as the old adage says, "you can't manage what you can't measure." If possible, try to quantify the result. You want to know absolutely, positively whether or not you hit the goal.

Bad: "Earn more this year than last."

Good: "Earn \$5,000 more this year than last."

ACTIONABLE: every goal should start with an action verb ("quit," "run," "finish," "eliminate, etc.") rather than a to-be verb ("am," "be," "have, etc.")

Bad: Be more consistent in blogging.

Good: Write two blog posts per week.

RISKY: a good goal should stretch you, but not too much. Go right up to the edge of your comfort zone and then step over it. (If you are not out of your comfort zone, you're not thinking big enough.)

Bad: Increase sales by 2 percent.

Good: Increase sales by 10 percent.

TIME-KEYED: every goal needs a date associated with it. When do you plan to deliver on that goal? It could be by year-end (December 31) or it could be more near-term (March 31). A goal without a date is just a dream. Make sure that every goal ends with a by when date.

Bad: Lose 20 pounds.

Good: Lose 20 pounds by June 30th.

EXCITING: you should be personally excited about achieving the goal. If this isn't the case, then you likely won't have the motivation necessary to continue pursuing the goal when you encounter unexpected challenges—which you inevitably will.

Bad: Take another one-week summer vacation.

Good: Take a two-week vacation to Italy.

RELEVANT: your goal should be relevant—or aligned with—your values, your season in life, and your other goals.

Bad: Start a new business at the same time you want to get a masters degree.

Good: Do one or the other.



Goal 1



SPECIFIC



MEASURABLE



ACTIONABLE



RISKY



TIME-KEYED

Goal 2

