

The Science of Goal Achievement

By: Keith To

1. **Set the right goals.** Are your goals pointing to the direction of your purposes, i.e. what you really want in the future?
2. **Design several different routes to your goal.** Before you start working on your goals, design several routes to achieve each goal. This can avoid trapping in any single way.
3. **Re-check your goals.** Periodically, re-check your goals to see whether they are still realistic and in the right direction to your purposes. Things change, and so as our goals.
4. **Break down your goals.** If it is a “big” goal, break it down into smaller sub-goals. This makes achieving the whole thing easier.
5. **Reward yourself.** Whenever you reach your goals or sub-goals, reward yourself. Any reward you like is OK. Might be a day off, a small present, a movie, etc.
6. **Share your goals.** Share them with your friends and/or family. Tell them your progress. Celebrate with them. People who shares never achieve much. Sometimes peers’ pressure can push you forward.
7. **Gather your resources.** It can be the suitable equipment, tools, raw material, or required information.

8. **Learn the skills needed.** I am a great fan of Just-in-Time Learning. I learn as I go. This wastes least of my effort and time in learning something useless. I set goals, and then check which skills I needed that I don't have. Then I learn them.
9. **Keep a progress log.** It can be a formal log book recording dates and things-to-do. But I always prefer a less formal scrapbook format. You can cut & paste all kinds of related material onto your scrapbook to symbolize the progress of your achievement.
10. **Join a Course.** Whatever is your goal, someone must be teaching about it. Join the course, learn something and meet people with similar goals. They will be great resources.
11. **Delegate some of your current works to make room for your new goals.** If you can't delegate to anyone else, think of some innovative ways, for example, exchanging works with your colleagues.
12. **Ask advices from leaders of the field.** Whatever is your goal, there are leaders in that field. Call them, email them, and meet with them. Most of these leaders are generous enough to offer you some free advices. If I can seek great advices from these leaders, I am more than eager to pay them for their knowledge. It makes the path to my goals easier and shorter.
13. **Get some helping hands.** Something in your goals may better be done by some professionals. You might need to pay for their service. Do your calculation.
14. **Assign your time.** Assign specific chunk of time per day, per week or per month for your goals.

15. **Make your goals even higher, when you find them impossible to accomplish.** It works well for me as this shifts me from my usual way of thinking and acting.
16. **Take a break.** If you really hit the wall, stay away from it for a while. Might be a few hours, a few days, or even a few months. You are not quitting, but you are just taking a vacation away from it!
17. **Teach someone about your goals.** You re-organize your thinking if you need to teach. You can also get lots of valuable feedbacks from your students. This is my so-called Paid R & D if you are paid for the teaching job.
18. **Model who had already been there.** Research on these pioneers. What had they done to get them there?
19. **Live in an environment that fosters the achievement of your goals.** A suitable environment creates the breeding ground for what you are going to accomplish.
20. **Volunteer to offer your work, if that work is related to your goals.** This provides you extra experience and feedbacks.
21. **Compete with someone.** Even the whole competition is just in your imagination. This provides your thrusts, which propel you going ahead.
22. **Give your goal theme music.** Listen to your music to make yourself kept motivated.
23. **Create a higher reason for achieving your goals.** It is more than just the goals itself. What can achieving the goals bring to you and to other people?

24. Be firm but flexible. You must be firm with yourself. You need to do some works to achieve it. But you must also be flexible. You need to have a contingency plan. You must believe that there is more than one way to get your goals done. You must also be flexible enough to change your goals. The world is changing. You can change whatever if it is necessary!

25. Make achieving goals a habit. It is your habit that you are always working towards one or more meaningful goals.

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