

Setting and achieving goals

What do you want to achieve?

Decide what it is that you want to achieve. This can either be a short term goal or a long term goal, meaning it could be something that you want to achieve in a day, a week or even a year

What specific actions are required to achieve your goal?

Identify the steps that you will need to take in order to get there, and let these steps inform your actions. This will allow you to achieve small steps along the way.

Acknowledge the completion of actions as you go

Lots of people find ticking things off a list very satisfying. If this doesn't suit you, you could start writing a list of things you complete so you can see it grow! Try finding something that you find gives you a sense of achievement

Be kind to yourself if reaching your goal takes longer than expected

You're making progress and continuing forwards towards your goal – allow yourself some changes to time scales if some actions take more time to complete.