

ACHIEVING YOUR GOALS

Identify your goal.

Set a clear goal for yourself that has personal meaning. Think about why it's meaningful, why you care about it, and why it matters. Write down your goal. Try to stay mindful of your goal as you work to achieve it.



Use "small wins" to reach your goal.

Small wins are a way to chunk a bigger goal down into smaller, more easily achievable steps. They help you stay motivated. For example, your big goal might be to complete your degree. Your "small win" might be to complete one course this semester. You'll feel happy when you see yourself making progress.



Marshall support.

Share your goal with a trusted friend, relative, or colleague. People's support and encouragement will help keep you going, especially during setbacks, which are bound to happen when striving for a goal.



Give yourself time to achieve your goal.

But not too much time. Research shows people tend to be most productive when they feel some degree of urgency about achieving a goal, but not so much that they feel stressed. Set a time frame that's realistic—and motivating!



These tips were adapted from the LifeWorks podcast *Achieving Your Goals*, featuring Harvard Business School professor Teresa Amabile, the author of several books, including *The Progress Principle*.