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The easiest way to keep on track with my goals is to document them. Listing the required steps allows me to make a detailed plan that will produce a favorable outcome, as long as I follow the steps.

I am able to commit physical and mental resources to anything that I undertake when I focus on taking one step at a time.

To avoid overwhelming myself, **I only concentrate on the action item in front of me.** My approach is to work productively to achieve the desired outcome. The results from one step provide a path for working through the next one.

I use this approach in both my professional life and my personal life.

At work, my days are successful because **I commit to tackling the big things first.**

Although urgent projects often come my way, I maintain my composure and focus on mission-critical priorities. I know that the ideal way to be effective at my job is to keep my priorities in mind and follow my

to-do list.

In my personal life, I benefit from to-do lists because they enable me to prioritize my spending. I make a list of the things that require money and tackle them in order of importance.

At the end of each month, I am able to look back and feel satisfied with both my personal experiences and professional accomplishments.

Today, I feel proud of my approach to goal setting because it puts me in a great position to be successful. Taking things one step at a time is my formula for success.

Self-Reflection Questions:

1. What factors do I use to determine how to prioritize my tasks?
2. How do I know when it is time to reshuffle my responsibilities for greater efficiency?
3. Which areas of my life are the most important?

Being organized simplifies my life

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Being organized makes my life a lot easier. I start by getting my thoughts under control.

When my mind is at peace, my surroundings become more orderly.

Coordinating my schedule with a written calendar simplifies planning, saves time, and helps me to live up to my commitments. I am clear about the tasks I need to do and how to approach them efficiently. I keep track of the promises I make to myself and others. I live up to my word.

I put systems in place that simplify tasks and keep me from becoming overwhelmed. I break projects down into smaller steps. I follow structured routines that enable me to do more in less time.

I establish priorities. My top obligations come first. This easy rule helps me focus on the things that are most important to me.

I streamline my to-do list and modify my expectations. I cut back on less urgent chores. I am satisfied with being able to see most of the rug in my child's bedroom. I can accept a few toys scattered around.

I evaluate my attachment to material things. **The less I own, the easier it is to keep my home neat.**

I welcome support from others and delegate assignments to free up my time and energy.

Today, I acknowledge that an orderly life helps me enjoy stress-free days. I create a calm mental and physical environment that simplifies my life and brings me joy.

Self-Reflection Questions:

1. What is the most important area of my life where I want to be more organized?
2. How does being organized help me to be more productive?
3. What is my chief personal motivation for becoming more organized?

Being productive is important to me

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Many opportunities present themselves to me each day. As these special events materialize, I opt to make the best of them by producing something that matters.

Daily opportunities allow me to do important or necessary things. Every day, it is integral that I am productive in some way.

I consider my job to be one of the most valuable assets I have. Going to work is a "deposit" to my present as well as my future.

My job is truly an investment in my life. This is why being productive at work is important to me. ***I do my best, no matter what the project.*** I make the most of my work tasks by being as productive as possible.

When it comes to productivity, ***my home life is as important to me as my work.***

I make concerted efforts to produce the results I want at home. I keep my personal belongings in order. I follow through with

performing maintenance and upkeep as it is necessary. I spend quality time with my children to produce the relationships I strive for.

I choose not to let too much time pass before doing something that truly matters to me. ***I strive to make the best of my life*** and I know that focusing on being productive is the formula to live the existence I desire and deserve.

Today, I practice being productive at both work and home. Noticing the results of my efforts is the centerpiece of my day. I plan to continue to live each day as productively as I can.

Self-Reflection Questions:

1. How productive am I at work?
2. Am I as productive at home as I want to be?
3. What steps can I take to ensure I am as productive as possible?

Personal Reflection Exercises...

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Living an ordered life helps me accomplish my goals. I am so happy that I am in control of my projects and goals.

Being productive is important to me because ***I want to live an active and purposeful life*** and when I reach my goals, I feel proud of myself.

In order to be productive in my life, I keep organized. It is important for me to find ways to organize my desk, to remove paper clutter from my life, and to arrange my home into a peaceful environment. I do not put off tackling chores because I know that my neatness will make completing any given task easier.

By managing my time wisely, I stay on track. Using calendars to mark important dates and meetings, writing schedules in my planner, and setting deadlines for myself, are all ways of making sure I use my time wisely. Completing tasks is so much easier because I choose to manage my time effectively.

When I procrastinate, I feel frozen by inaction, but I can overcome this feeling. By keeping organized and using my time wisely, procrastination melts away. Warmth spreads from my fingers to my toes. All of that pent up energy is released and I am free to complete my projects.

It is such a relief to be organized.

The systems I have in my life make my daily chores more manageable. I am able to classify projects and accomplish them in a sensible way.

Effectively using my time means I can get even more accomplished and by finishing my tasks, I am prepared for the excitement of a new challenge.

Self-Reflection Questions:

1. How can I introduce more order into my life?
2. Have I invested enough energy into managing my time effectively?
3. How can I keep organized so I can eliminate procrastination in my life?

Personal Reflection Exercises...

By managing the easy tasks first, I can gain momentum and self-confidence.



By managing the easy tasks first, I can gain momentum and self-confidence.

Every goal can be divided into a list of tasks. Each day, whether at home or work, includes a variety of missions to accomplish. ***By starting with the easy tasks and completing them quickly, I am well on my way to achieving my goals.***

Completing easy tasks first builds forward momentum that sustains me. And with each success, I gain an even greater confidence in my ability. I find I'm "on a roll" and strive to maintain it as long as possible with every project.

When I get stuck on a particular item on my to-do list, I simply rearrange the remaining tasks so I can tackle some easy ones again. Once I complete a couple of the easier ones, I am off again toward success!

Momentum is an awesome force. It's like a snowball rolling down a mountain. Once it gets going, it rolls faster and faster, getting bigger and bigger as it catapults down the mountain. Yet all it takes to get it started is one little push!

Scheduling the easy tasks first is like giving myself that one little push to get me started. Then, once I get going, I gain extra energy from the momentum. Each task I complete adds to the force that keeps me going.

Today, I choose to be like the snowball, gaining more energy and confidence as I roll through my day. I am unstoppable! Nothing can stop me from success because I know that, with my confidence and courage, I can overcome any obstacle that arises in my path.

Self-Reflection Questions:

- 1.** Have I divided my goals into a list of tasks, scheduling the easy ones first?
- 2.** Do I jump into my daily routine with some easy tasks to give me momentum?
- 3.** Am I stuck with a particular task? What easy task can I accomplish to get me moving again?

Personal Reflection Exercises...

By organizing my thoughts, time, and priorities, I am a better person.



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I better my life by careful prioritization of my time and ideas.

I am able to accomplish more and make my life easier by organizing my time and ideas in order of importance. This gives me more quality time and allows me to relax and enjoy the moment.

Since my time is organized, I am able to focus on the task at hand and let go of what I need to remember next.

I see other people exhibit a great deal of stress in their lives as they rush around frantically trying to remember what they need to do. They get lost in their thoughts and ideas and find themselves behind schedule.

I live my life differently. I carefully organize my ideas and thoughts and let go of the wandering mind that wastes my time.

I carefully prioritize my activities and schedule so I know what is coming and when I need to complete it; this allows me to stay on track.

I am able to let go of stress and enjoy my life to the fullest because I practice good time management skills. I enjoy a better life and have become a better person.

Today, I will enjoy myself as I travel through my list of things to do. I will enjoy the time I have scheduled to relax and reflect on my day.

I will take the time to acknowledge my efforts to better my life and become a more organized person. ***I will congratulate my success.***

Self-Reflection Questions:

1. Have I organized my time today?
2. Have I organized my ideas and thoughts?
3. Have I practiced good prioritization skills?

Personal Reflection Exercises...

By sharpening my tools I can find better ways of completing my tasks.



By sharpening my tools, I can find better ways of completing my tasks.

I am talented and use many tools every day to achieve my goals. Honing my talents and skills helps me complete my routine more efficiently.

By improving my tools and talents, I can reach my goals, complete my daily tasks and accomplish more.

I sharpen my tools by learning, taking action and remaining receptive to change. I am open to using new tools to sharpen my existing ones.

I know precisely what I have within me to complete my tasks so I can make effective plans to achieve them.

When I take the time to learn and improve, I find that I can do things more effectively, efficiently, and accurately.

It may take several times before I am comfortable using a new tool, but it's worth the effort.

It is okay for me to try new ways of doing things and improve on the old. ***By remaining open to change I am open to continued growth.***

Today I can use my tools to complete my tasks with ease and comfort. I am open to change and can enjoy learning new ways to improve my life.

Self-Reflection Questions:

1. What new tool have I learned to use recently?
2. Have I made the effort to practice so I can become comfortable with new tools?
3. Have I allowed myself to be open to change?

Personal Reflection Exercises...

Chipping away at a big task keeps me focused and quickly builds momentum.



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When I have a large project to complete, or a big goal to achieve, ***I divide it into a series of small tasks.*** Each task is easily accomplished, so I can dive right in. Completing these mini goals keeps me going and drives me forward to success.

This method sets me up for success every time. Once I make my plan and get started, ***I know without a doubt that I can succeed.*** I can keep my focus throughout the project, moving easily from one small task onto the next.

Often, the hardest part of any big project is getting started. The end can seem so far away when I'm looking at the project from the outset! So I schedule the quickest, easiest tasks for the beginning. This allows me to get started without delay.

As I complete more and more of these small tasks, ***I feel the force of my momentum pushing me forward*** to the next ones. This energy even helps me overcome obstacles in my path so I can continue the project until it is complete!

It's like chopping down a tree. No matter how large the tree may be, I know I can cut it down by chipping away at it bit by bit. My small tasks are like the little chips of the tree. Each little chip only requires a small action, yet they all add up to success.

Today, my plan is to follow this strategy for all my projects so I can chip my way to success!

Self-Reflection Questions:

1. Am I procrastinating on starting a large project right now?
2. How can I divide my next project into easily achievable tasks?
3. What's the easiest task I can put at the beginning so I can get started right away?

Personal Reflection Exercises...

Delegating is important to my success and well being.



Delegating is important to my success and well-being.

In order to be successful at what I do, I have to accept help from others.

Collaboration and teamwork are the springboard where new ideas bounce off. Therefore, the quality of my work improves when I receive input from others.

In order to accept help from others, I must let go of pride, recognizing that others can have ideas just as good or better than my own. As long as we work toward the same goal, I benefit from the expertise of my colleagues.

I work hard to perfect the skill of identifying talent in those around me. I listen to others and watch out for their strengths so I can delegate appropriately. When I delegate, I am free from worry because I trust those with whom I work.

I delegate because I cannot do everything efficiently on my own without wearing myself out. I preserve my health and renew my strength when I maintain a manageable workload.

I need others to help me achieve my goals. Delegating the small stuff allows me to focus on the big picture.

Success is sweeter when shared with others. ***When I get to the top of the mountain I want to have someone with whom to share the view.*** The relationships formed along the way are as worthy of celebration as the success itself!

Today, I relinquish control of my affairs and accept the help of others. I enjoy time to rest and play when the workload is shared amongst a team of capable people.

Self-Reflection Questions:

1. Do I accept help from others?
2. What task am I holding on to that I need to delegate?
3. How will my life improve once I allow others to help?

Personal Reflection Exercises...

Doing less produces more.



Doing less produces more: more time for my family, self-reflection, and relaxation.

By creating the optimal schedule, I give myself more quality time to enjoy each moment of every day. When I take the time to breathe deeply and feel the breath traveling through my body, I am recharged.

The time with my family is precious to me. I cherish every moment I am with them and use our time together to strengthen our relationship through love, gratitude, and support.

I refuse to over-schedule myself or allow myself to become too busy in life. By balancing my time, I can give attention to myself and relax. I am better able to focus on each area of my life and give everything my very best.

When I balance my time effectively, my work improves, my family is respected, and I feel happier and healthier.

In my schedule, I include time for self-reflection. This enables me to grow and improve. I also give a high priority to *me time* and relaxation in my daily plan. ***My life is richer because of the***

quality time I give myself.

I give myself this time because I am worth it and everything in my life is made better when I am good to myself.

Today, I focus on creating a schedule that is right for me. Self-reflection and relaxation are priorities in my life so I can have leisure time to spend with my loved ones. I intend to enjoy my day fully and truly experience each moment.

Self-Reflection Questions:

1. Have I created *me time* in my schedule?
2. How do I typically over-extend myself?
3. Have I taken the time to sit back and enjoy the day?