

THE IMPORTANCE OF GOAL SETTING FOR MAINTAINING FOCUS

212-Careers



Goals give you direction and a place to focus your attention. When you set a goal, you should break its achievement into several milestones or miniature goals. Then, each one of those milestones is treated as a stepping stone to success. You create an action plan for achieving those mini-goals.

Write out your goal and your action plan. Make sure each step is broken into all the actions required to achieve it. Then, apply a timetable. Give your goal a due date. Make it challenging but achievable. Turning a significant, big goal into the many smaller actions needed to achieve it gives you the gift of on-demand focus.

How Goals Can Return Your Focus and Get You Back on the Track to Success

Goals need game plans, but they are powerless unless you act upon them. That doesn't mean you cannot take a break from it. Taking a break can improve your productivity if you use it correctly. When you take breaks or give in to distractions too often, a clearly defined goal can return your focus.

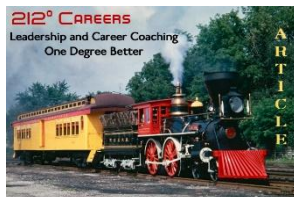
That's only the case if you follow the process we talked about earlier.

Your goal must be clearly defined. You should list every step needed to hit the major milestones that lead to eventual success. Those milestones should have target dates when you want to complete them.

When you have a game plan like this, you can refer to it whenever your focus falters. Where did you leave off? What's the next step? Then, you take action. The detailed game plan you created for your goal provides the focus that leads to the desired result.

Wishes without Goals Are Just Dreams

If you don't set goals for the important things you want to experience, you are just dreaming. Once you have an idea for a goal, make it very specific. Draw up a game plan that details the necessary steps you will have to take. Then, put it into action. This keeps you focused and moving in the right direction. If distractions knock you off course, it can help get you back on the path to success.



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