


how to **SLAY YOUR GOALS**

A 10-STEP GUIDE



#slayyourgoals
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Hey boo!

Are you ready to slay your goals and have your most epic year yet?

Here are the exact 10 steps I took to slay my goal of going from the 9-5 life I hated to being self-employed and loving it (in less than one year).

Achieving your goals is 20% setting them and 80% slaying them. That means less time planning and more time doing whatever it takes to get it done, like prioritizing, being accountable, finding your focus and staying motivated.

Read more about **How to Slay Your Goals** on the blog.

I know that the distance between where you are right now and where you want seems immeasurable and you can feel like you'll never get there. It might also seem like there are a million things to do, but remember the only thing that matters is what you can do right now.

You got this,

Nadalie

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The ten steps you need to take this year to slay your goals.

STEP 1

SET YOUR INTENTION

WHERE DO YOU WANT TO BE 1 YEAR FROM NOW?

Consider where you are right now and determine where you want to be one year from now. Set your intention, your main goal for the next year, and make this promise to yourself that you will do everything you can to get there. Use all the emotion and feelings that you have about your present circumstances to help you make this commitment.

WHAT TO DO: Say to yourself and write down somewhere you can see it, "Next year this time I will be..." Also, consider taking this further and writing yourself a letter of intention that you can read one year from now.

STEP 2

BRAINSTORM IDEAS

HOW CAN YOU GET THERE?

What are the stops along the way or the requirements you need to achieve your goal? How can you get there? Maybe there are resources or people in your life that can help you along the way. Try to keep these as natural and intuitive to you, your experience and interests, skill set and knowledge as possible. Don't try and completely reinvent yourself.

WHAT TO DO: Brainstorm a list of your ideas of how you can achieve your intention. Use a blank sheet of paper or a document or note. Digital lists are great because you can take them with you and just add ideas when they come to you.

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STEP 3

SET 3 SMALLER GOALS

WHAT ARE THE NECESSARY STEPS ALONG THE WAY?

What are the milestones or steps that can lead you to your overall intention? Think about the next year and what three goals you need to achieve in order to get from where you are now to where you want to be. Is there any knowledge or skills you must attain, certification you need, resources to save for or purchase, connections to make, sales goals to hit, skills to utilize and so on.

WHAT TO DO: Transform 3 ideas from your brainstorming list into 3 smaller goals. Be as quantitative and as specific as possible, avoiding the use of fluffy adjectives. If it helps think about SMART Goals, which are specific, measurable, attainable, realistic and timely. Most of all, be hopeful, yet honest and humble in your expectations. You're going to have to accomplish these, so make them achievable.

STEP 4

SCHEDULE TO-DOS

WHAT DO YOU NEED TO DO AND WHEN?

What are the requirements of your 3 goals? What timely-tasks or to-dos do you need to do and when? You've set your goals, now it's time to dig deeper into the requirements of meeting that goal. To recap, think of yourself as building a pyramid to where you want to be one year from now: you've set your intention (the peak), then your 3 smaller goals (the middle), now you're scheduling your to-dos for said goals (the bottom).

WHAT TO DO: Break down your 3 goals further into timely to-do tasks. Schedule time into your calendar to work on your to-dos. It's best to find a way to incorporate your to-dos into your daily or weekly routine. Establish your time-line and set deadlines for yourself. The goal of this exercise is to have time scheduled where you'll see and be reminded to do them. This is your to-do list.

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STEP 5

PRIORITIZE

WHAT'S ESSENTIAL TO ACHIEVING YOUR GOAL?

Prioritizing is two-fold: determining what is a priority for you to accomplish in order to reach your intention and also prioritizing your resources to get it done.

Ask yourself, what needs to be done first? You need to be able to determine the difference between what is a “need to do” and a “would be nice to do.” Your path to your intention needs to be as direct and as lean as possible.

Also, how do you need to prioritize your three resources of time, money and energy? How much is required? You only have so much of each, so choose to-dos that are doable. You want to prioritize what is essential, for the best cost and has the greatest potential outcome.

WHAT TO DO: Take your list of to-dos from step 3 and cut or move anything that isn't a must to the bottom of your list. Also, remove any to-do tasks that are not possible because of time, money or energy required.

STEP 6

BE ACCOUNTABLE

WHO CAN HELP YOU STAY ON TRACK?

You cannot do this alone. You need accountability. Someone who knows what you're trying to achieve and is either there for you for moral support or right there beside you doing it with you. You can set private accountability with a family member, partner or friend, professional accountability with a mentor, business partner or coach, and public accountability by broadcasting your intentions and on social media or your blog for example.

WHAT TO DO: Establish all three levels of accountability. Let them know your immediate goals and ask them to help keep you on track. Share your letter of intention or time-line. Also, find someone who understands your industry that you can check in with regularly. Or even better a mentor or coach.

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STEP 7

FIND YOUR FOCUS

WHAT HELPS YOU FOCUS?

Getting your timely-to-dos done requires focus. What do you need to do to get your head in the game? What helps you focus? What can you do to create the perfect conditions in your life for you to focus? You need to be able to focus and commit what's required to getting it done. Sometimes it's removing or dealing with what's preventing you from focusing. Maybe you need to change your environment, set aside quiet time in your week to dedicate to working towards your goal.

WHAT TO DO: You've already got the time scheduled, now it's all about getting your to-dos done. Figure out your focusing routine. Maybe you need to tidy your workspace or find a quiet spot, grab a cup of coffee or juice, make sure it's quiet or maybe listen to upbeat music. Whatever it takes to help you get it done.

STEP 8

TAKE ACTION

WHAT CAN YOU DO TODAY?

The hardest part is just getting started. It's so easy to say, just do it, or get caught in the trap of planning. You have your plan, now take action. Don't even try to be perfect. Nothing keeps you from making progress like the obsession with always trying to be perfect. You don't need to have it all together or even all your ducks in a row to put yourself out there and accomplish something. Just get going, worry about improving it later.

WHAT TO DO: You've prioritized your to-dos, you've scheduled time, you have accountability, you've found your focus, and now it's time for action. Start with an easier, less time consuming task that can give you a quick win to encourage you onwards. Then build on it. If a task is particularly difficult or discouraging to start, reach out to your accountability partner, mentor or coach to help you get it done or give you tips to help you get going.

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STEP 9

STAY MOTIVATED

WHAT MOTIVATES YOU?

Just as important as focusing so you can get it done, is staying motivated. There's internal and external motivation. Your internal motivation is how you motivate yourself. What's your why? What can keep you going when you're tired, overworked and just don't feel like you have the time? Your external motivation is reactionary. Do you have a song that just inspires you, maybe a moving speech or TED talk. Whatever it is, use it to stay motivated.

WHAT TO DO: Discover your internal and external motivations. Think back to the feelings you had when you set your initial intention. Consider what activities or stimulus stirs up your motivation. Put that record on, dance to that song or do whatever your thing is.

STEP 10

REVIEW & ADJUST

HOW DID YOU PROGRESS IN THE LAST MONTH AND QUARTER?

Did you accomplish what you'd set out to? Maybe you attempted too much? Don't feel bad about setbacks or false states, just make adjustments for the next month. Your quarterly reviews are to see how well you're meeting your overall intention. Don't be afraid to make the changes you need to slay your goals. Also, if you're struggling week to week, review and adjust your goals and to-dos. You could be overambitious or your path could just be too complicated. A smaller win beats no progress any day!

WHAT TO DO: At the end of every month review your progress and make adjustments where you need to. You should be keeping track of what you've done or didn't do. Also, consider holding quarterly reviews with your accountability partner if you can.

