

# 20 Steps To Achieving Anything

Clarity + Emotion + Action = Achievement.

Great things are not done by impulse, but by a series of small things brought together.  
- Vincent van Gogh

You have to learn the rules of the game, and then you have to play better than anyone else.  
- Albert Einstein

There are no shortcuts to life's greatest achievements. - Unknown

<div><b>1</b></div> <div>★ CLARIFY MY GOAL ★</div> <p>I will write down <b>exactly</b> what it is that I want to <b>achieve</b>. I will include as many <u>details</u> as possible!</p> <div>COMPLETED <input type="checkbox"/></div>	<div><b>2</b></div> <div>★ DISCOVER A BIG WHY ★</div> <p>I will write down a list of <b>specific, positive, emotional reasons</b> for achieving the goal, and post the list where I can <u>review it</u> regularly.</p> <div>COMPLETED <input type="checkbox"/></div>	<div><b>3</b></div> <div>★ DEFINE THE PAIN ★</div> <p>I will list all the <b>regrets and/or consequences</b> of NOT achieving it (think <i>1, 3, and 5 years into the future</i>).</p> <div>COMPLETED <input type="checkbox"/></div>	<div><b>4</b></div> <div>★ CAPTURE MY VISION ★</div> <p>I will create a <b>vision board</b> with pictures (<i>people, places, and things</i>) and words that help me 'live' the <u>emotional experience</u> of achieving my goal.</p> <div>COMPLETED <input type="checkbox"/></div>
<div><b>5</b></div> <div>★ LEARN WHAT I NEED TO DO ★</div> <p>I will <b>use Google</b> to find books, courses, articles, how-to's, guides, tips, and videos that explain how to accomplish my goal.</p> <div>COMPLETED <input type="checkbox"/></div>	<div><b>6</b></div> <div>★ FIND A MENTOR ★</div> <p>I will gather a list of <i>10-20 questions</i> and <b>interview someone</b> who's achieved what I want to achieve.</p> <div>COMPLETED <input type="checkbox"/></div>	<div><b>7</b></div> <div>★ DEVELOP A PLAN ★</div> <p>I will develop a <u>simple step-by-step plan</u> containing <i>milestones</i> with <i>dates</i>. I won't know all the <u>details initially</u>. I just need a rough guide.</p> <div>COMPLETED <input type="checkbox"/></div>	<div><b>8</b></div> <div>★ CHOOSE SOME REWARDS ★</div> <p>I will choose several <i>small rewards</i> (books, movies, clothes, tools, days off, etc.) to give myself after completing various stages of my goal.</p> <div>COMPLETED <input type="checkbox"/></div>
<div><b>9</b></div> <div>★ IDENTIFY RESOURCES ★</div> <p>I will <b>take inventory</b> of what assets I currently have at my disposal, including <i>tools, skills, experience, contacts, websites</i>, etc.</p> <div>COMPLETED <input type="checkbox"/></div>	<div><b>10</b></div> <div>★ ELIMINATE ROADBLOCKS ★</div> <p>I will create a <i>simple list</i> of potential roadblocks I could encounter, then decide (<b>in advance</b>) how to quickly overcome them.</p> <div>COMPLETED <input type="checkbox"/></div>	<div><b>11</b></div> <div>★ REMOVE DISTRACTIONS ★</div> <p><i>Too much</i> TV, games, over-socializing (in person, on the phone, or online) <u>consume valuable time</u>. I will create a 'time-budget' for these activities.</p> <div>COMPLETED <input type="checkbox"/></div>	<div><b>12</b></div> <div>★ ENLIST A PARTNER ★</div> <p>If I know someone who desires the same outcome as me, I will <b>join forces</b> with them - <b>there's real power in synergy!</b></p> <div>COMPLETED <input type="checkbox"/></div>
<div><b>13</b></div> <div>★ MANAGE MY TIME ★</div> <p>I will take the <i>steps</i> within my plan, <i>assign them each a time</i> (30 mins., etc.), then <i>use a timer</i> to focus on completing each of those steps.</p> <div>COMPLETED <input type="checkbox"/></div>	<div><b>14</b></div> <div>★ CONNECT WITH IT ★</div> <p>I will <b>regularly turn off all noise</b> (TV, computer, phones, etc.) so I can <u>sit quietly for 5-10 mins.</u> to <i>visualize and meditate</i> on my goal.</p> <div>COMPLETED <input type="checkbox"/></div>	<div><b>15</b></div> <div>★ MAINTAIN MY HEALTH ★</div> <p><b>Good health provides energy!</b> I will drink plenty of <u>water</u>, eat <u>healthy foods</u>, <u>breathe deeply</u>, and get some moderate <u>exercise</u>.</p> <div>COMPLETED <input type="checkbox"/></div>	<div><b>16</b></div> <div>★ BECOME ACCOUNTABLE ★</div> <p>I will <b>commit to my goal publicly</b> by telling others about it (<i>in person or online</i>). I will share with them both <i>details and progress</i>.</p> <div>COMPLETED <input type="checkbox"/></div>
<div><b>17</b></div> <div>★ IMMERSE MYSELF IN IT ★</div> <p>I will <b>surround myself with anything</b> (people, pictures, books, music - whatever) that keeps me <u>immersed</u> in the reality of my goal.</p> <div>COMPLETED <input type="checkbox"/></div>	<div><b>18</b></div> <div>★ TAKE SPECIFIC ACTION ★</div> <p>I will <b>take at least 1 action</b> toward achieving my goal each day - <u>even if it's something small</u>.</p> <div>COMPLETED <input type="checkbox"/></div>	<div><b>19</b></div> <div>★ STAY EXCITED ★</div> <p>I will keep myself excited about my goal by <b>adopting a 'What if UP' mindset</b>: <i>What if I do better than expected? What if it all goes right?</i> Etc.</p> <div>COMPLETED <input type="checkbox"/></div>	<div><b>20</b></div> <div>★ REVIEW MY PROGRESS ★</div> <p>I will spend 5-10 mins. a week <b>reviewing the progress</b> I am making toward my goal, and <u>make any changes as necessary</u>.</p> <div>COMPLETED <input type="checkbox"/></div>

# 20 Steps To Achieving Anything

*A step-by-step plan for achieving anything.*

## Learning Guide

### Intended Lesson For This Map

To help you understand that successfully achieving something is rarely the result of chance, but it requires following a proven blueprint, or step-by-step plan. These 20 steps are designed to help you clarify your goal (to define and see it clearly - including specifics and details), and to help you regularly connect with it on an emotional level.

### Understand The Elements Of This Map

#### **The 20 Steps**

Each of the 20 Steps is action-oriented - each one begins with a verb! The action for the individual steps is self-explanatory. The steps should be completed in the order shown.

### Next Actions For This Map

Next Actions are practical suggestions for immediately putting this map to use.

- **Review** the entire 20 Step plan
- **Create** a personal plan, beginning with Step 1

**DISCOVER HOW TO GET MORE DONE TODAY**

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