



## FOR YOUR LIFE!

Have you ever made excuses for sitting around waiting for things to change and getting nowhere? With all the benefits of getting into condition, seeking desired education, training, a job, or a career change, why would you still hesitate?

You can “cure” much of that by scheduling your priorities so that you make urgency your friend instead of merely prioritizing your schedule. So, get your big objectives (most important goals) and best ideas in line first for working -- and playing. Here are some ideas.

# STEP 1

List all your excuses for why you have not, or cannot, accomplish a particular goal. Now, go through each one, and find ways to get around, or solve, each one. There is always a way, but as long as those excuses sit in your head without being addressed, they remain obstacles.

Example: "I can't get a job because I don't have a car." Can you borrow a car to get to job interviews, or save money to rent one? Utilize public transportation, or ride a bike? Buy a used moped or scooter? Can you move closer to where the jobs are?

Example: "I can't exercise because I'm too busy." Organize your schedule to allow you to exercise. Try incorporating exercise into your daily activities: instead of driving, can you walk or bike? Use the stairs instead of the elevator?

# STEP 2

Check into your opportunities. Don't accept any reasons to procrastinate (like the weather or your environment). If you find yourself acting like the world is against you, almost as if the world is trying to stop you from getting ahead, you may be a pessimist.

Be a positive thinker: **Be Optimistic.**

Improve yourself and strengthen your character: **Strengthen Character.**

Decide to live in the moment: **Live Urgently.**



Be your own leader. Get moving... be like a manager and promoter for your plans.

## STEP 3

Stop procrastinating using self talk. Stop procrastinating using self talk. The way that you view a task and describe it to yourself has a big impact on how you'll approach it, or whether you'll do it at all. The good news is that if you can become aware of these mental dialogues, notice the patterns, and turn them into productive statements, then you are empowered to overcome many unwelcome feelings and behaviors.



Stop procrastinating  
using self talk!

## STEP 4

Write personal long term goals. Also, set short term goals you need to do to get them done. Be Responsible, accountable (help yourself and your employer to do better), and adaptable to your situation. The most important thing when setting long term goals, however, is to be as detailed as possible. Many people find it helpful to visualize themselves accomplishing and living the goal, almost like a movie playing in their minds. Some people even use self-hypnosis to help with achieving goals.

## STEP 5

Set priorities. Use your time, talents, and resources with the people, activities, or things that are meaningful to you. Stop wasting any of those on (unnecessary) things or people that are not helping your life -- or that keep you from moving forward into what you want to be or do. Take a big task, and break it down to the smallest number of steps you can, and tackle each step one by one, like a to-do list.

## STEP 6

Question your priorities. If deciding to change a habit does not work within three or four weeks of honest trials, ask yourself what interfered. Sometimes it takes many failed trials to reach a pattern that works because you may run into unexpected obstacles - good valid reasons for the old habit that must be understood and accepted in order to make the change. Ask why you are making the change - if you're not doing it for yourself but to please someone else, it may not bring any benefits at all. Realistic, practical goals broken down into smaller steps that build on small successes to reach a long term goal are the patterns that work.

## STEP 7

Stop Hesitating. If you find yourself analyzing, maybe even agonizing over some decision or task, there are some underlying fears that need to be addressed. For example, maybe you imagine the worst case scenario. Or maybe you're simply scared of failure.

## STEP 8

Check off things on your list as you do them: including doing needed work or chores, etc. Perhaps keep a "goals" journal. Feel the sense of accomplishment from getting started. Sometimes when you feel unmotivated, it helps to look back and see all the things you have already accomplished, no matter how small they are.