

NEW YEAR, NEW VIEW

By Mary Sigmann, CPO®

A new year can mean a more successful and happier life if you take the time to review the past and set goals for the future. By looking at what has already worked for you and identifying and eliminating what hasn't, you can develop a more effective strategy for the coming year.

START WITH WHAT WORKS

Acknowledge and honor your strengths. Make a list of the past year's accomplishments and write down the talents, gifts and skills it took to accomplish those feats. This list will become the foundation for your future success and reinforce your confidence in your abilities.

COMMIT TO NECESSARY CHANGES

Make a list of the changes you might want to make in your behavior or personality. These are traits that you have identified as limiting your ability to achieve your goals. Try starting with statements like: "I want to be more (or less) ...", "I want to stop ...", or, "I would like to start..."

IDENTIFY YOUR GOALS FOR THE COMING YEAR

Decide what you would like to accomplish and where you would like to focus your energy. Write out your goals for the coming year and make them specific. To reinforce your goals, write out a statement that expresses your commitment to sticking with the plan and making it happen.

CREATE AN ACTION PLAN

Create a goal achievement plan using steps and dates. Decide on three easy action steps that will help you jumpstart the process. Schedule a specific time in your calendar to begin. Review your goal plan frequently and revise or change as needed. Stay on course and celebrate your milestones.

PICTURE IT DONE

Visualize the accomplishment of your goals and see them as reality. The best part of goal achievement is the payoff you experience once the goal is accomplished. Think about biggest win or reward you will earn as a result of taking on the goals that you have identified. See and feel yourself having already achieved those rewards.

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