

Take time out!

It's exciting to set goals, but in our day-to-day routines it's also easy to lose sight of them. Make time to take a step back and assess how things are progressing - both personally and professionally.

If your goals have been pushed to the sidelines, it's time to bring them back into play, keeping the following in mind:

Maintain a positive attitude.

Instead of berating yourself for untracked or unmet goals, give yourself credit for setting them to begin with - and then extra credit for following up on them.

Do some soul searching.

Are your goals still appropriate? Changes in circumstances and shifts in priorities may call for a different game plan. Be flexible and accept that some goals may need to be replaced with more meaningful pursuits. If you're goals are still viable, but lack of enthusiasm is the problem, try to motivate yourself by remembering what excited you about achieving them in the first place.



If you're disappointed with your progress, identify the blocks.

Then, develop two or three action steps to remove the obstacles and take those steps immediately.

Give yourself credit for your progress.

You may even find that you've already met - or surpassed - a goal. Celebrate! Then, consider raising the bar to an even more challenging level.

Schedule periodic coaching sessions

- with yourself and others. Set aside a regular time every week or so to review your goals and the progress you've made. You might also post or carry your goals in a visible place as an everyday reminder.

Setting goals provides direction, helps us make decisions and gives life meaning but that just gets the ball rolling. The second half of the winning strategy is to make you continue running with it.

If you, like many professionals, find yourself battling with a multitude of things to do, and feel like you are losing sight of your goals, you will be excited to hear that there is help at hand!

Emperor Virtual Assistant specialises in supporting people in reaching their goals, by combining proactive and practical assistance with the "to dos", along with regular personalised support and contact helping you keep focussed on the things that really matter, enabling you to make constant positive steps toward them!

emperor virtual assistant

clear desk ♦ clear head ♦ clear focus

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