



It's time for positive

CHANGE

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6 Steps to Re-Capture Your Goals

August, 2016



In December, as we count down to the new year—and a fresh start—it's easy to fill up our to-do list with our biggest goals (many we've had for a while). But as we reach the heat of summer—and the middle of the year—it's easy to look at all of our unfinished or ignored goals, and consider throwing up our hands in despair and giving up on these big dreams until next year when we are freshly inspired.

Don't do it!

Take this half-way point in your calendar to look at where you are with your goals, prioritize your steps moving forward, and reenergize your to-do list.

Here are some steps I suggest:

1. Celebrate your achievements so far

Before you dig into the goals you set for yourself (and risk becoming overwhelmed), look back and reflect on your year so far. What have you accomplished? What has put a smile on your face? Write down your achievements, big and small, and celebrate! I recommend displaying them in a place where you can view them every day. It's amazing how much inspiration your past accomplishments can offer for your future endeavors.

And keep celebrating (and assessing) after every month, from here on out. How did each week go? How did each month go? How close are you to your yearly goals?

2. Reassess your yearly to-do list

Now that you've celebrated (and maybe just realized) how much you've done so far, look over the goals you set at the beginning of the year. Are any goals now irrelevant? Have new goals come up? Don't be bound by your New Year's resolutions. Your list of dreams is not an anchor—but should serve as an energizing push. Be flexible and don't be afraid to add and subtract goals from your list.

3. Prioritize your goals

You now know what you've accomplished thus far. Your yearly goals are pruned and sitting at the forefront of your brain. Now it's time to put your energy where your greatest aspirations are. Take another look at your list. Prioritize. Prioritize. Prioritize. Which goals are the most important to you? Rearrange your goal list by order of importance.

4. Create monthly steps to work toward your goals

One of the easiest ways to abandon big goals in business (and life!) is to get overwhelmed by the enormity of them.

*There's too much to do.
My workload is too great already.
I'm tired.*

Working on a big project requires consistency and patience. To avoid burnout from tackling too much at one time (or to avoid procrastination!) take your prioritized list of goals and determine, one-by-one, what smaller *monthly* steps need to be taken to achieve them. What should you tackle in August to bring you closer to your goals? What needs to be done in September to continue moving forward?

5. Find an accountability partner

Feel like your will power could use a boost? Talk to a trusted friend or family member about your goals and ask if they'll help hold you accountable. By having someone frequently check in with you, you'll get an added dose of motivation to keep at it!

6. Create weekly tasks to work toward your monthly steps

Once you have a list of monthly steps, get even more specific and divide them into bite-sized weekly tasks. When you're planning each work day, you'll be able to use them to prioritize your schedule. This breakdown from yearly goals, to monthly steps, to weekly tasks, focuses your energy on what really matters to you—taking you closer to your dream!

Don't forget, you don't need a new year to get a fresh start. Each month is new opportunity to celebrate successes and reach for something new. Each day brings an opportunity to step farther, and each hour, with the right focus, can bring you closer to your dreams.

Sincerely,

A handwritten signature in black ink that reads "Margaux". The signature is written in a cursive style with a long horizontal stroke extending from the end of the name.

Need help with some goal-setting and strategy? Please [contact me](#).

Coming Up...

Dr. Jean Davidson and I have several [Insights Deeper Discovery](#) workshops coming up in 2016. **The next one is on October 13th.** Make personal and career breakthroughs, navigate transition periods, and explore your individual self worth (or team dynamics) with Insights Deeper Discovery. [Register Today!](#)



From the UXL Blog...



Get Inspired!

Feel "blah" in either your work or personal life? Here are 11 ways to recharge your IMAGINATION and GET MOTIVATED.

[READ ON!](#)



9 Ways to Ask for What You Want

There's a reason people say "the squeaky wheel gets the grease." Here are 9 tactful ways to ask for what you want.

[READ ON!](#)



Volunteerism & Purpose

I just spent 15 days volunteering in Krakow, Poland. This post is a reflection on volunteerism, written right after arriving.

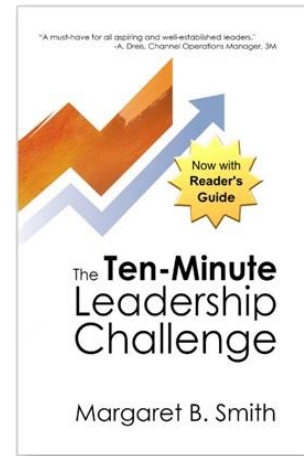
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UXL's mission is to create leaders, promote positive change, and enable businesses and individuals to transform their dreams into reality. **Margaret Smith** is a career coach, speaker, author, licensed [Insights Discovery practitioner](#), and adjunct professor at St. Kate's University with 27 yrs experience as a Senior Leader for 3M. [Learn more about Margaret and UXL.](#)

The Ten-Minute Leadership Challenge is an instructive and interactive book meant to guide and motivate you to **achieve your full leadership potential**. Let this book be your constant companion as you learn **useful tips and gain valuable insights** to help you develop into a savvy business professional and a confident leader. Start your journey to success today. **Do you have ten minutes?**

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Margaret is the co-founder of the TAG team <http://www.tag-mn.com/>, a group of accomplished coaches that guide individuals and organizations to reach their peak. She runs TAG with acclaimed coach [Karen Kodzik](#).



Margaret is a licensed Insights Deeper Discovery practitioner. She guides individuals undergoing a transition through her program, [Intentional Discovery](#), co-founded with [Dr. Jean Davidson](#) (Davidson Consulting and Coaching).

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