

Change Your Life In 3 Easy Steps!

To make your life a MASTERPIECE, you must spend the majority of your time engaged in the pursuit of your “**Life Goals**”. These are experiences and adventures that make life fulfilling and meaningful to you. According to the *Journal of Clinical Psychology*, “You’re 10 times more likely to achieve your goals if you explicitly make a resolution to do so.” This article is intended to help you **1) Clarify what your Life Goals are and 2) Set up an easy 3-Step Plan for achieving them!** The following is a sample set of Life Goals...

Things I’m Going To Do With My Time On Earth.

- Accumulate \$100,000 in savings
- Travel to Paris
- Learn to speak Spanish
- Learn sign language
- Learn to tap dance
- Run a triathlon
- Write a book
- Become a confident public speaker
- Practice martial arts
- Learn how to paint
- Play a musical instrument
- Take a cruise to Alaska
- Run for office
- Lose 20 lbs
- Build my dream house

Take these goals and prioritize them in order of importance. Then choose your #1 goal and highlight it. We will be coming back to this #1 Life Goal momentarily. Why don’t you begin your list of **Life Goals** right now! Brainstorm everything you’d like to do. Forget about limits. If you could do ANYTHING, what would it be? If you only had one month to live, what would you do with it? You never know when you’re time will be up, so get started immediately!

Daily 3-Step Plan For Success: You may need to modify this schedule depending on your situation. The following is a general guideline.

1. Use Your Time Wisely (6:30am)

Exercise. Go for a brisk walk, bike ride, or swim for 30 minutes. While exercising, listen to an empowering audiobook, entertaining story, or watch part of an inspirational movie. You can also use this time to solve problems, be grateful for what you have, or provide yourself positive affirmations.

Exercise gets your body and mind activated! You will be more refreshed, alert, energized, and productive all day long when you start out in this manner. Using audiobooks, movies, affirmations, etc., will keep you motivated when first getting

started. Once you're a week or two into the routine, the way you're starting to feel will keep you motivated to continue. Once you're done exercising, stretch for a few minutes and then take a quick shower.

2. Plan Today (7am)

"If you fail to plan then plan to fail." Having a plan is equal to having directions on a long road trip. Without direction you can find yourself way off course or completely lost. Setting your course for the day will allow you to maximize your time. Stay focused by setting your goals for today and avoid time-wasters like checking email. Leave that task for later. You can check voice messages and faxes but DO NOT act on anything yet. Compile your list of "things to do" first and then decide what actions to take. *How* you spend your time will be determined by the choices you're making right now!

Write down all the things on your life and separate them into 3 categories: **Urgent, Important, Eventually**. Then take 4-5 of the *Urgent* goals and write them down on a Note Card or clean sheet of paper. At the top of this paper write "**Today's Mission.**" Underneath the heading write 4-5 items that must be done today. Accomplishing these items will make you feel good about yourself as you move closer towards the intended outcome. If your *Urgent* goals are large, break them down into smaller pieces so you feel as though you're making progress with each piece you accomplish.

Because much of life is a "head game" you need to set yourself up in a way that makes you feel good about following through. **A major reason people give up on long term goals is because they don't get enough reinforcement or pleasure from the pursuit.** Breaking your bigger goals down into more manageable shorter goals will make the journey seem easier and more possible. Plus you'll feel good with every short-term success!

On the same note card write down the Top 2 *Important* goals. These goals tend to be the goals that move you towards your **Life Goals** that you listed earlier. These goals are as vital to your happiness as the *Urgent* goals are to your survival! Work on these goals everyday and you'll find yourself triumphantly checking off the items listed on your Life Goals list.

Next to your list of activities write down the estimated amount of time it will take to accomplish each goal. If an activity requires more than one hour, break it down into smaller tasks. Activities that average 15-30 minutes seem to work best when it comes to goal setting. Having a list of shorter focused missions each day will leave you feeling excited, motivated, and clear about the objectives. This will give you a sense of certainty and eliminate most fears that make people procrastinate.

3. Make Today Count! (7:30-8am)

If today was your last day on Earth you could leave with a smile knowing that time and effort was put into worthwhile activities. Thus, before you get to work

on “Today’s Mission” list, choose the #1 Life Goal that you highlighted earlier and get started on it. Figure out what steps will be involved in achieving this goal and then jump in!

There will always be a pile of things for you to do and many of them will seem pressing and urgent. However, as you start the day on a high note by focusing on things that give you great pleasure and natural motivation, your life will take on a new meaning and direction. In doing this you really *will* be creating your life by design. Many float through the day not knowing where they’ll end up. You’ll be sailing forth on a charted course and arriving at your intended destination. You will also enjoy the journey getting there!

This simple **3-Step Plan** will allow you to accomplish more by 8am than most people will do all day! Plus, when using your time in this highly focused manner, you’ll realize that YOU really can have everything you want in life. It’s no longer a matter of *if*, but merely a matter of **when**!

Your greatest asset is simply your ability to stay with it no matter what! **“I will persist until I succeed. I have no other option but victory!”** A captain sailed to an Island that his men were supposed to capture. The men were fearful of being defeated because they were outnumbered 3 to 1. Sensing fear and potential mutiny, the captain brought all the men and supplies onto shore and ordered the ships to be burned at sea. Then he addressed his men. “Now we have no choice but to take this island or die.” With no possibility of retreat they could only move forward. Without the “option” of running away or quitting the men became motivated to succeed and they did. Eliminate your “options” that cause fear. Stick to your plan and begin today!

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