

Steps to Success

1. "Wheel of Life" exercise
 - Where are you now?
 - Where would you like to be?
 - What needs to change?
 - What do you need to support you to achieve what you want?
 - List your key areas to focus on
 - What do you need to START, STOP, DO MORE, DO LESS of?
2. Prioritise your "Resource Bank of TIME"
 - Use a system that works well for and supports you
 - Play to your strengths
 - Outsource / delegate as required
3. Have a Plan
 - Daily "To Do" list
 - Align around your values
 - Create short and longer term goals
4. Remove the clutter (physical & mental), distractions, time wasters, tolerations, habits and behaviours that no longer serve or support you
 - Identify and learn from your pain points and what's not working so well
5. Daily habits
 - Identify the new habits and behaviours you want to introduce
 - Use a "Daily Habit" tick sheet
 - Take action to achieve your goals
6. Monitor and track success
 - Plan, Do, Review
7. Celebrate the Wins
 - Acknowledge and reward yourself for the action you take and the results you achieve
8. Replicate success in other areas of your life
 - Adapt and apply the strategies, systems, processes, models, tools and techniques that work well for you to other key areas in which you would like to improve or achieve different results