

A GIFT FROM THE SAN ANTONIO PROFESSIONAL COACHES



This month's technique

Seven Ways to End Your Year on a High Note

Offered by:

Leslie Cardinal

Professional Certified Coach

Leslie@lesliecardinal.com www.LeslieCardinal.com
210-496-3304

As we approach the end of the year, you may find yourself looking at your list of goals and wondering how to accomplish your top priority tasks by December 31. Here are seven tips to help you focus on the key tasks and to help you finish your year on a high note.

1. Choose two or three key goals for the rest of this year. What would you especially like to achieve by the end of this year? Choose two or three key goals which must be accomplished, or goals which would make a big difference in your life. Make these key goals your special focus for the rest of this year. By narrowing your focus you are more likely to accomplish these goals than if you try to work on too many goals.

2. Clear the decks and make space for your success. Decide which tasks and projects you can defer until next year, or perhaps even stop doing altogether. Invest an afternoon or a weekend and clean up and clear out clutter in your office or home. This will often help you feel more energy for the key goals you are aiming to achieve.

3. Find a goal partner or a mastermind group of like-minded people. Meet regularly, by telephone or in person, to encourage and celebrate each other's successes. This is a secret of many successful people.

4. Gather your resources, tools, and equipment. What do you need to help you achieve your key goals? This might include information, people, time, tools, or space. It might mean upgrading some of your tools or software, or adding an important piece of equipment.

5. Tap into your team. Who can help you achieve your goal? Who has skills and talents that would help accelerate your progress? Surround yourself with a "team" of great people. This could include a coach, accountant, attorney, referral sources, personal assistant, web person, computer support person, mastermind team members, housekeeper, yard person, massage therapist, and health care professionals.

6. Preplan your time off. Mark holidays and vacation days on your calendar, as well as occasional afternoons and long weekends. Planning these days in advance gives you the pleasure of anticipation. Knowing you will have some planned time away from work can help you stay energized.

7. Celebrate your progress. As you take action, celebrate your progress along the way to achieving your big goals. Enjoy the feeling of progress. Acknowledge and celebrate the people who helped you too.

To get started, take a few minutes today to plan the rest of the year. By using these simple tips, you can make progress or even complete some of the tasks that are most important to you. And that can make for very happy holidays indeed!

©2007 Leslie Cardinal. Leslie Cardinal is a Professional Certified Coach who works with executives, independent professionals and business owners. Contact Leslie at 210-496-3304 and visit www.LeslieCardinal.com to receive additional free Cardinal Success Tips.



SAPCA

P.O. Box 780114 - San Antonio, TX 78278-0114 ♦ www.sapca.org

