

ACHIEVE YOUR GOALS: 10 BABY STEPS TO AVOID MAKING COSTLY MISTAKES



1

Clarify Your Goals

Having a clear objective and vision helps you stay on track and remain focused.

2

Create Small, Bite-Sized Goals

When completing a large task, break it down into smaller “chunks” for it to be more manageable and less daunting.



3

Reward Yourself

It is important to celebrate wins, regardless of how big or small they may be.

4

Take Breaks

It is important to rest your body and mind to prevent overworking yourself.



5

Maintain a Work-Life Balance

A healthy work-life balance is vital for your wellbeing and it can also increase your productivity.

6

Keep Your Surroundings Clean

A healthy and clean working environment will help you feel at ease, thus making it easier to concentrate on your work.



7

Be Positive

A positive mindset allows you to focus on the things that matter and minimise distractions.

8

Set Deadlines

Even arbitrary deadlines will help you remain engaged with the current task.



9

Be Yourself

Avoid putting on a false front at work because sustaining that carefully crafted image can tire you out mentally.

10

Reach out for Support

If you're feeling stuck, reach out. At times, a friend or colleague can give you a boost and reinspire you.

