

Juggling Multiple Goals

A number of studies suggest that breaking goals down into specific action steps works when applied to a single goal. However, when you're working toward several goals, a different approach works more effectively.

JUGGLE THE GOALS YOU WANT TO

- ✓ Merge related projects into one
- ✓ Schedule your most challenging demands for the time of day when you're at your peak
- ✓ Define your success
- ✓ Shorten your learning curve by consulting those who already know the ropes
- ✓ Segment your time. Switching between activities will keep your mind fresh.
- ✓ Select role models
- ✓ Organize tasks efficiently to get things done more quickly
- ✓ Encourage a spirit of community and cooperation in your family and at work
- ✓ Stay fit to protect your ability to achieve everything you want to do
- ✓ Cut down on stress by going at your own pace. Resist rushing.

EVALUATE YOUR CURRENT LIST OF

- ✓ Go after goals that are important to you now and change them when necessary
- ✓ Select three priorities from what matters most to you
- ✓ Tactfully decline requests for excessive obligations. Learn to say no graciously.
- ✓ Be realistic about time limits

