

Stay Focused on Short Term Goals

Managing short term goals tends to be easier than longer term goals because it involves a smaller window of time in which you need to stay focused.

- Take the first or last fifteen minutes of the day to plan your activities and set priorities. This becomes easier once it becomes a habit—no exceptions.
- Build in small rewards for completing tasks.
- Learn to ask yourself about priorities before diving into a new task—“Is this what I should be doing now?”, no matter how tempting something is.
- Tie short term goals to larger goals, so there is a feeling of bigger progress with each small step.