

# THE ART OF ACHIEVING YOUR GOALS

Once you set a SMART goal,  
Get it D.O.N.E.

## D - DEFINE & DECIDE

ONE thing that is important to you and will make the rest of the items on your list seems redundant



## O - ORGANIZE YOUR LIFE AROUND IT

Plan and put it on your schedule!  
Remember, NO schedule means  
NO actions will be taken

## N - SAY NO

Learn to say No to requests or things that don't fit into your schedule. Offer solutions or alternatives or simply apologise that the request simply does not fit into your schedule! By saying NO, it creates time in your life to work on your goal!

# NO



## E - EXECUTE

Do not PROCRASTINATE, take  
ACTION. and get it D.O.N.E.