



ACHIEVE MORE

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Do you ever feel like you aren't achieving everything you want? The new year ahead provides an opportunity to start fresh and commit to pursuing personal and professional objectives by setting a few goals. Goals not only shape our direction, but they also inspire us to reach greater heights. Stay on target by applying the best practices as you set and work toward your goals.

1. Write down your goals

By committing your goals to paper or digital format, you solidify them. This act alone increases the likelihood of achievement.

2. Condense goals into parts of a whole

Larger goals can be daunting. Break them down into smaller, actionable steps to make them more manageable. For example, a goal to increase your productivity could be comprised of several supporting objectives to identify areas of improvement, explore efficiency tools and techniques, regain control of your schedule, and learn to set and enforce boundaries.

3. Visualize success

Take time to imagine how it will look and feel once you've achieved your goal. This visualization serves as motivation on the tougher days.

4. Review, reevaluate, and adjust as needed

Goals aren't set-and-forget. Regularly review your goals to keep them top of mind and reassess them to ensure they're still relevant and aligned with your priorities. As you evolve, so might your objectives. It's okay to change direction and adjust your goals if you realize a different path better serves your end purpose.

5. Seek feedback

Talk to peers, managers, and mentors, as they can offer invaluable insights and might see potential pitfalls or shortcuts you've overlooked.

6. Stay accountable

Sharing your goals with a trusted friend or coworker can provide external accountability. Check in with each other on progress and challenges.

7. Celebrate milestones

Don't wait until you reach your end-goal to celebrate. Acknowledging small victories along the way keeps morale high and builds momentum.

8. Learn and grow from failures

You might not accomplish everything you set out to do, and that's okay. Treat any failures as learning opportunities and reflect on what you can take from the experience to ensure future success.

Setting and working toward goals isn't just about achieving a particular outcome. It's also about growing in the process, pushing boundaries, learning, and striving for more, so embrace the journey as much as the accomplishment.

Your Employee Assistance Program (EAP) is also here to help you achieve more and is available 24/7. Call or visit us online for helpful and supportive goal-setting resources and guidance.

The EAP is a voluntary and confidential employee benefit available to eligible federal employees at no cost.

24 HOURS A DAY

800-222-0364

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