

NEVER SAY LATER CHECKLIST



Never Say Later Checklist

- Set detailed long term goals that can be measured
- Ensure that you have a timeframe in which to complete your goals
- Have multiple benchmarks to assess your success
- Create a plan based upon your goals and benchmarks
- Create milestones between your starting position and your final goal
- Adjust your milestones based upon your performance and how fast you're moving towards your goals
- Breakdown your long term milestones into smaller weekly steps
- Set aside a certain amount of time each day to work upon your goals
- During this "Goal Time" ensure that you aren't using social media or other distractions

- Breakdown your daily schedule and plan your days as to ensure that you can spend time on your goals

- Make "Goal Time" a priority

- Create a weekly checklist and place it somewhere prominent in your home so that you are constantly reminded what you need to be doing

- Inform your family about your "Goal Time", they will be able to support you and prevent you being distracted

- Recognize that we are all fearful about moving towards our goals, but never stop moving forward

- Create a list of the reasons why you want to achieve your goal and place it next to your weekly checklist

- If you find yourself procrastinating make sure to identify why and actively try to prevent it

- Visualize yourself completing your goals everyday

- Keep track of your progress to remind yourself how far you have come and motivate yourself to keep going

- Note every time you procrastinate and try and reduce it every week

- Make an active effort to improve your attitude towards work, self-improvement and productivity

- Ensure that your work environment is conducive to working hard and preventing distraction. This means working in an area away from your television and other technology

- Keep physically fit and ensure that you are keeping yourself healthy and in good physical condition

- Drink 8 glasses of water everyday as a minimum. This will help keep you hydrated, which will increase your concentration and allow you to work more effectively.

- Reward yourself when you see that you are making progress. You deserve it, but make sure that the reward will not hamper your progress

- Review your task list regularly and remove any unnecessary parts

- Focus on one task at a time