HOW TO ACHIEVE YOUR LONG-TERM GOAL:

10 tips to drastically increase your chances of success

Introduction

I wrote this guide for the participants in my accountability program, as an extra tool they could use.

And then I realized... perhaps it might be helpful for other people working on cool things!

Because working on something that makes you feel alive is totally awesome.

But it can be tough at times.

Doubt creeps in. Fear tiptoes up behind you.

Comparison sneaks in and makes you feel small.

And most of the time you have NO IDEA WHAT YOU'RE DOING :)

(And that's fine – no one 100% knows what they're doing.)

So let's get some strategies to keep going on your project or goal.

Because what you're working on is totally worth it.

Someone needs it!

So stop being so bloody selfish, and share your gifts with the world ;)

Your jewellery... your book... your nutrition biz... people NEED your talents!

Let's jump in...

1. Go public

Tell a supportive* friend about your project or goal. (Or, even better, post it on social media!)

*Note the word "supportive" :)

Tell them about your ultimate goal: What do you want to achieve?

When do you want to achieve it by?

And how can they support you?

By checking in from time to time... by being an ear in times of need... by reminding you why you started, when you feel like giving up... Or just by providing tea and treats?

Think now about who your supportive friend or family member could be.

Write their name down here:

....

Specify a date you will tell them about your project or goal:

....

How would you like them to support you?

....

....

Great! That wasn't too hard, eh?

2. Get a support group

It doesn't matter if it's online or in person.

Just get together a group of people who are doing something similar to you.

If you want to run a marathon, join a group of people who also want to run a marathon!

If you're setting up a business, start hanging out with other people who are also setting up businesses.

Why?

Because they know what you're going through.

They can give you tips, and share resources.

And most importantly: because this group accountability and support will massively increase your chance of success.

What groups could you join, related to your goal or project?

Or, if you don't know any groups, where could you look?

1. ....

2. ....

3. ....

It is easier to do it with other people than to do it alone.

Plus it's more fun :)

3. Start talking about yourself as if it's happening

What do I mean by this?

Well, if you want to set up a business, start telling people: "I run a business".

If you want to be a graphic designer, start introducing yourself as a graphic designer.

If you work full time but are setting up your business as a life coach, get used to telling people you are a life coach.

Or: "I'm a runner."

"I'm an artist."

"I'm a (new) Cantonese speaker."

We BECOME what we tell ourselves.

We start to believe it – plus other people respond to us as that person.

Who (or what) are you?

I am a ....

If not, you'll only ever be "testing out" what you do.

And do you want to test it out… or actually do it?

Challenge: send me an email at claire@thefivepercent.net, telling me who or what you are.

Telling people makes it real… you're doing it!

4. Keep track of your wins

Even the tiny ones. The ones that matter only to you.

Why?

Because you'll forget them if not.

And then it will feel like you're not making progress.

Which isn't true!

When I look back at my list of wins, it tells me that in the past year I have:

Set up an accountability program; found a mentor; got published on one of the top sites in my industry; guested on a podcast; and presented at a conference.

But in my head, it feels like I've done nothing. Barely moved!

And this is dangerous. Because that's when we're tempted to give up.

So, start that list. (Bonus points if it's printed on your wall, or jotted down in a lovely notebook!)

For now, write down THREE small wins you've had recently:

1. ....

2. ....

3. ....

There! Not as slack as you thought, hey?

5. Know YOUR way of keeping motivated and refreshed

Some days you might be on fire and get tons of tasks done.

And other days, it's like slogging through treacle.

So get really clear on what will help you refresh... what will get you back on track.

For me, this involves:

• swimming
• getting outside in nature
• taking a day trip out of my city
• watching an inspiring movie

Keep a list.

When things get tough, what will help you to relax?

What will you do to unwind and let your brain switch off?

When I need to refresh or unwind I will:

1. ....

2. ....

3. ....

4. ....

5. ....

This is your "ICE" list. Use it whenever you need to.

6. Know that small, consistent steps are best

Let's imagine you want to build a huge castle.

With turrets and a moat and drawbridge.

Focusing on the whole castle will seem overwhelming.

And that feeling isn't going to help get things done.

So here's what to do:

Don't focus on the whole castle.

Focus on laying **one brick** at a time.

Don't worry about your giant goal and how you'll get there.

Just take one small step, and then another.

It **will** move you forward.

Let's give it a try now.

What three small things could you do this week to move you forward with your project?

1. ....

2. ....

3. ....

And, (very importantly), when will you do them?

....

7. Focus on output, not results

It's so easy to focus on the **results** of our project or goal.

Things like:

Facebook likes... newsletter subscribers... new followers on Instagram... having guest blog posts accepted...

These are all great things, don't get me wrong.

But there's one thing they all have in common:

They're all out of our control.

What's the problem with that?

Well, if we put our full focus on these things, we're setting ourselves up for disappointment if they don't happen.

We're putting our happiness and motivation **in someone else's hands**.

So instead, focus on the things that are in **your** control:

• Writing quality content on social media
• Sending insightful or entertaining newsletters
• Submitting quality guest posts to relevant sites

By all means celebrate your results.

But remember that they are to a large extent out of your control.

What is in your control? **Your effort and output.**

8. Create a positive environment

Be honest: **are you setting yourself up for success?**

Take a look at these two different scenarios:

1. You stumble out of bed and head to your desk, still in your pyjamas. You check the news and social media as your coffee brews. Two hours go by, and you guiltily move to your emails. You respond to emails and do other chores, and before you know it, the day has passed and you still haven't done any of the things you wanted to do. You feel like shit, and haven't spoken to anyone all day.

2. You wake up, pull on your workout gear and head out for a 30-min walk before you have time to change your mind,. You put on an outfit you'd be happy to meet a client in. You brew some coffee, ignoring emails and social media for now. Instead, you do a task that will move you forward, and reward yourself with a break. Later you head to a coworking space or coffee shop, as social contact makes you feel good.

Don't get caught up on what is "right" and "wrong" above.

Just think about the **habits** being demonstrated.

And habits can be replaced or substituted (one at a time is usually easiest.)

What habit(s) would you like to replace in your life?

....

What would help create a successful day for you?

....

What daily habits are making you feel crappy?

....

9. Know that fear and doubt are part of it

Whenever you start something remotely out of your comfort zone, your mind will do everything it can to stop you.

It's trying to keep you safe.

But it's misguided, and overactive.

That presentation isn't going to kill you!

Pressing "publish" isn't going to make you a social outcast.

Sending that sales email or making that call **won't** ruin your life.

If we want to grow, we need to keep going, despite the fear and doubt.

Because everyone has it.

Famous singers... best-selling authors... and billion-dollar actors...

Fear is part of being human. But don't let it get the better of you.

To paraphrase Elizabeth Gilbert: "Fear can come along for the ride, but it doesn't get to drive."

What are you afraid of regarding your project?

....

Are your fears founded, really? (Honestly?)

....

10. Have a basic plan of action

What are you aiming for?

Where would you like to be in one, five or ten years' time?

Or, if that sounds scary, how about the next 6 to 12 months?

If you don't know where you want to go, it's really hard to get there.

So draft a basic plan (basic is fine - don't get caught up here. I know people who never get past the 'planning' stage.)

What do you want:

• More clients...? (How many?)
• More money...? (How much?)
• More people hearing about your work?
• Increased knowledge about business, marketing etc?

I want to:

....

....

When you've figured this out a specific timeframe, think about the **stages** involved to get there.

Break it down into tiny pieces.

To get to where I want to be, I need to:

....

....

And that's it... congrats! I wish you success with your project!

Hint: you have to actually DO the above to make it work :)

But your project is important, right..? So give it the focus and care it deserves!

If you liked this workbook, I'd love to stay in touch:

• Email me with any learnings you have... I'd love to hear! claire@thefivepercent.net

• Check out my website where you can find my blog and details on my accountability program, for weekly email support with your project or goals.

Now, have a drink, give yourself a pat on the back, and take another mini step towards your goal or dream!

Remember, you're doing great. The fact that you are taking steps to change your life makes you pretty darn awesome :)

With love,

Claire

www.thefivepercent.net