

Steps to Success

Everyone, no matter how successful they are, have areas in their life which they wish to change. Identifying these is great first step to achieving them.

Taking steps to change your attitudes and alter your habits is not an easy thing to do. Breaking out of old routines can be hard work and facing the prospect of failure is something we all find difficult to deal with.

By applying these tried and tested techniques you CAN achieve your goals!

Our Steps to Success utilise Mind Mapping techniques as a means of planning and working through your goals.

If this is your first time using a Mind Map please follow the following link to get an explanation of how to use this thinking tool:

How to Draw a Mind Map

<http://www.imindmap.co.uk/articles/creatingFirstMap.aspx>

(Alternatively, you can use lists or hand write your goals, ideas and beliefs – it is totally up to you!)

Set Your Goals

Firstly, you need to set yourself goals. Look at your current life situation. Evaluate where you, what you do that makes you feel happy and fulfilled and which areas in your life do not.

Be honest and frank with yourself. Are there areas of your life that you wish to enhance or totally change? Perhaps you would like a promotion or new career path, maybe you want to get fit or lose weight.

Make a Mind Map of all your ideas – these will form the basis of the goals you wish to achieve.

Look at all the positive areas which exist on your Mind Map and mentally commit yourself to improving the other areas.

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<http://www.buildyourconfidence-changeyourlife.com/cmd.php?af=1075038>

Reflect On Your Positives

Take some time to make a Mind Map of five great things you've achieved over the past year.

It can be anything from getting a good mark in an exam, a promotion at work, making a tough decision or coping well with a difficult event in your life. These are your positive "green" areas.

This is important as it shows you that you are capable of achieving your goals and making yourself happy, that you are successful in your life and you do have the abilities to control your own happiness and destiny.

Plot these on your Mind Map and just take time building up the branches – showing how and why these achievements stand out to you and the steps you took to achieve them.

Print this Map out and place it in a prominent place – look at it when you feel de-motivated and see just how much you are capable of achieving!

Where Do You Want To Go?

Now, focus on the "red areas" on your Map – the goals which you have, as yet, not achieved.

Look at them and focus upon an immediate one you wish to aim for. At this point, you need to really trust in your own abilities. It is all too easy to think you are not able to achieved your goals, that they are too difficult or that you are incapable or not worthy of bettering yourself.

If you need to, take a look at your **Achievement Map**.

Pick out the goal that is most important to you, at this time.

Set Your Targets

Then go about the process of setting yourself targets, breaking down your goal into manageable steps. Goal setting is the process you use to set yourself targets, and measure your successful hitting of those targets. Work to your strengths and don't be afraid to ask for help and advice.

Having set out your major goal – locate your first step to success.

Make sure you begin with an attainable first step. Setting unrealistic goals is just another way of setting yourself up for failure.

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Your Promise

Make an agreement with yourself that you will work as hard as you can to achieve your goals. Allow yourself the ability to make mistakes and mess up along the way but be honest with yourself about what you can realistically achieve and the timeframe in which this can happen.

Write it all out and post it up next to your Achievements Mind Map – look at it if you need reminding or motivating.

Now you can set about achieving your goals...

Do Your Homework

Examine your goal and do some research into the steps you need to take to achieve it and factor changes into your routine and budget.

If you wish to make a career change – you may choose to visit a career counsellor. You may need to retrain – which will take up time and money. Find out about grants, loans or courses that can work around your current job or family commitments.

If you wish to go on a diet – join a slimming club, research diet and exercise. Visit your doctor for a full medical – just to ensure you are able to undertake your new fitness plan. By taking these steps you are laying the foundations needed to achieve your goals.

Back to Basics

Begin by setting yourself smaller, attainable targets. Look at your Mind Map and pick out the key first steps you need to take. Don't set your sights on something unattainable or unrealistic that is doomed to failure. This will just de-motivate you.

Reward Yourself

Reward yourself when you achieve these first steps, however small and insignificant they may appear to you and use this positive foundation to build up to the more complex tasks.

Don't be afraid to make mistakes. Learn to accept that you will not be perfect all the time. If you strive for perfection you will inevitably fail and this negative attitude will only result in a loss of motivation.

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For every mistake you make, examine how and why you made a slip up and look at resolving this for next time. See what can be gained from each experience and view it as a means of progressing to where you want to be.

Reflect On Your Progress

Monitor your progress, look back at what you have achieved and use it to motivate yourself for the future. Once you have accomplished a goal, examine and modify your Mind Maps and set about making another goal a reality.

Look to the Future!

Make sure you continue to step up the level of effort and commitment you make. As the changes you make become natural to you – continue to work outside your comfort zone.

Don't be afraid to look further and set yourself new targets.

By doing this you will fulfil your steps to success and achieve your goals!

*To learn more and to start your own confidence boosting journey, buy **Build Your Confidence...Change Your Life with Interactive Mind Mapping** today:*

<http://www.buildyourconfidence-changeyourlife.com/cmd.php?af=1075038>

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