

Setting Yourself Up To Succeed

With Chief De-Stress Officer, Neil Shah



5 Steps To Success

1 Master Your Little Voice

Your inner voice can guide or hinder you, depending on how you engage with it. Reflect on its purpose, reframe negative messages, and adjust its tone to take control. Shape your thoughts to foster positivity and empowerment.

2 Visualise Your Success

We naturally visualise outcomes, often achieving what we focus on. Instead of imagining failure, like a date going wrong or an interview falling apart, shift your focus to positive results and success.

3 Use The Language Of Success

Language shapes thoughts and influences others. Using specific, direct, and concrete language creates clarity and builds trust. For example, “I will have that done by Friday” is far more effective than “I may possibly try.” Successful people use empowering language that reflects confidence and commitment.



4 Change Your State

Your body can influence your mind. For example, smiling can make you feel happier, even if you're feeling down. Simply standing or sitting up straight improves your mental state, as good posture signals confidence and positivity to your mind. Changing your body is a quick way to change your thoughts and feelings.

5 Dare To Dream

Without a dream, it's impossible for it to come true. Setting goals is key to staying focused, managing your time, and achieving success. Without structure, it's easy to become overwhelmed by distractions and lose sight of your long-term objectives. By breaking down dreams into specific, manageable goals, you create a path that is both achievable and rewarding.



Goal Setting

Goal setting plays a crucial role in managing your time and achieving success. It helps keep you focused, motivated, and on track to accomplish what matters most. Without clear goals, it's easy to become distracted and lose sight of your objectives.

A valuable framework for clarifying and refining goals is the SMARTO Framework. SMARTO builds upon the traditional SMART criteria—Specific, Measurable, Achievable, Relevant, and Time-bound—by adding the O for Own. This additional element emphasises the importance of personal ownership of your goals.

Specific

Measurable

Achievable

Relevant

Time-bound

Ownership



S.M.A.R.T.O

SPECIFIC

Your goal should be detailed and focused, leaving no room for ambiguity. For example, instead of saying, "I want to get fit," a specific goal would be, "I will go to the gym three times a week for 30 minutes each session." Being specific helps you identify exactly what you want to accomplish, why it matters, and how to go about it. Specificity creates a roadmap, breaking down your goal into actionable steps that make progress measurable and attainable.

MEASURABLE

If a goal cannot be measured, it's impossible to know whether you're on track or have succeeded. Measurement provides clarity and accountability, turning vague ambitions into tangible outcomes. For example, instead of aiming to "get better at running," a measurable goal could be "run 5 kilometers in under 30 minutes within two months."

Having measurable milestones along the way is also highly motivating, particularly for long-term goals. It allows you to celebrate small wins, maintain momentum, and make adjustments if necessary. Regularly tracking progress not only keeps you focused but also reinforces your commitment, offering a clear sense of achievement as you move closer to your ultimate objective.

ACHIEVABLE

Attempting a goal that is not clearly achievable is likely to lead to frustration and disappointment. For example, someone struggling with numeracy skills enrolling in a degree course in mathematics would face insurmountable challenges. Instead, by setting a more realistic goal, such as enrolling in numeracy classes, the individual sets themselves up for a more attainable outcome. This not only increases the likelihood of success but also creates a foundation for personal growth and the possibility of further achievements. Realistic goals provide a sense of progress, offering achievable milestones that encourage continued development and success. By aligning goals with individual abilities and circumstances, individuals can work towards meaningful and sustainable progress.



RELEVANT

The goal must be relevant to your needs, circumstances, and personal situation. While going for long walks through the countryside may be enjoyable and relaxing, it may not align with the goal of meeting new people. A more relevant goal could be joining local community groups, attending social events, or participating in group activities where interaction is a key focus. Setting goals that are tailored to your specific circumstances ensures that you are working towards something meaningful and achievable. When a goal is relevant, it feels purposeful, motivating you to take consistent steps towards achieving it, rather than pursuing something that does not contribute to your desired outcome.

TIME-BOUND

There must be a clear timeframe within which your goal will be achieved, whether that is the entire goal or specific milestones along the way. Without a set period, it becomes difficult to track progress and determine success. For goals that require a longer duration, breaking them down into smaller, manageable stages can make the journey more achievable. By setting interim deadlines or checkpoints, you can see clearly how far you have come and celebrate each step forward. This not only maintains motivation but also provides a sense of accomplishment, helping to build momentum towards the final objective.

OWNERSHIP

Goals that aren't personally meaningful or aligned with your values and desires are unlikely to succeed or be sustained over time. When a goal is externally imposed or lacks personal relevance, motivation often fades, and the likelihood of achieving long-term success diminishes. Additionally, owning your goals ensures that they are authentic, motivating, and adaptable to your unique circumstances, making it easier to stay focused and dedicated. Ultimately, personal ownership leads to greater satisfaction and success, as the achievements are truly yours.

