



Traps, Tips and Tools... Thoughts on Goal Setting, Motivation and Managing Change

	Trap	Tips and Tools
1	Neglecting to articulate a clear vision for where you want to go.	<i>Spend</i> time exploring your vision; use all of your senses and as much detail as you can to create a rich picture. The mind cannot tell the difference between something vividly imagined and something actually experienced, so make it an in-depth snapshot.
2	Focusing on the “how” before honing in on the “what.”	<i>Start</i> with the big picture and move backwards. Once you have your vision, clearly define what benchmarks (the “ <i>what</i> ”) will lead to that vision and <i>then</i> define the “ <i>how</i> ”—the steps you’ll take to get there.
3	Thinking that “what works” is the only way to learn or progress.	<i>Remind</i> yourself often that we learn as much by what doesn’t work as we do by what does work. Realize that moving forward often requires you to navigate challenging environments and to make constant course corrections.
4	Overlooking the need to have a strong support system in place.	<i>Identify</i> and use both formal and informal support systems for achieving your goals. Secure an appropriate balance of encouragement and accountability for the goals you set for yourself.
5	Compromising the big picture by fixating only on the task at hand.	<i>View</i> your daily tasks not just as ends in themselves but rather as a part of the bigger picture. Choose to view them as accomplishments in themselves, but also as individual parts of the bigger picture.
6	Forgetting to acknowledge or celebrate progress.	<i>Honor</i> progress and growth, however minimal the individual steps may seem. Unless we celebrate incremental steps towards the grand vision, we lose momentum and motivation waiting for the “big one.”
7	Getting complacent, comfortable, or habit-bound.	<i>Renew</i> yourself and your situation often. Change gears, roles, approaches, and environments to help infuse new energy and fresh perspective. Never underestimate the power “newness” has to spark creativity, drive, and conviction.
8	Becoming too rigid in the face of challenge, change or competing demands.	<i>Remain</i> fluid and flexible, especially in times of high-stress. The more rigid you become, the less likely you will be to effectively respond to rapid change or competing priorities. Relax your mind and your body to foster creative, proactive, and clear thinking.
9	Choosing to allow setbacks or lulls to set the tone for future action.	<i>Focus</i> your mindset on options and opportunities, rather than lamenting about “failures” or missed targets. Remember that the most successful goal-achievers are just as motivated by their so-called “failures” as they are by their successes.
10	Responding in constant crisis mode (including multi-tasking addiction).	<i>Establish</i> structures that support self-care, organization and efficiency. Allow yourself adequate planning time, appropriate buffer zones, and focused time to achieve specific goals. Commit to working on single tasks “in the moment” whenever possible.