



YOUR HOW TO MOMENT

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You are the driver who steers the wheel and the direction or path that you take is, and will always be, your own making. But how do you command your life to turn towards the path that you want it to take? How will you go about shaping your destiny?

01 Taking Charge Basics

You cannot take charge of your life when you do not know what taking charge really is

02 Determining Your Motivators

Motivators have a big impact on your life. There are different types of motivators and each one of them is unique in its own way

03 Arrange Your Goals

To take charge of your life, you need to make sure that you are clear when it comes to your goals. Organizing them based on their importance is the best way to ensure that you will achieve success in the long run.

Start Taking Charge of Your Life

Do you look at the lives of people around you and wonder how they achieved the kind of life that they have when your own seems to feel a little disappointing? If yes, then, it is about time that you seriously take things in your own hands, start making changes and be the one in charge.

Many people do the same work every single day and they feel completely happy with that. However, if you cannot help yourself and must think about how you are letting your potential go to waste and you have this subconscious desire for more thrill and action, you must get control of your situation.

In the case that you have a burning fire in your heart and you know that you have the ability to do different thing it is very important to explore new horizons and make the most of your potential. In order to lend you a helping hand in determining if you are really happy, comfortable and satisfied in your current state, there are several questions that you need to ask yourself:

i;. Are you someone who attempts things and then leaves them when you are only half done? Have you learned new skills or taken higher education courses but never put them into action?

i;. Do you hate being pushed or hurried? Are you always delaying the deliveries of the project that you handle and never feel bothered by your delay?

i;. Do you like preparing a lot for your trips or house redecorations?

i;. Do you linger in the past and look back to those times when things were better?

i;. Do you feel that time is very limited for the things you want to do but you still spend hour after hour doing nothing or moving like a zombie?

i;. Do you love watching the lives of famous and rich people? Have you ever wondered why you have this burning desire to learn the details about the lives of other people? Do you think it may be because you are trying to fill a void in your own life?

i;. Do you dream of doing earth shattering things but you never get around to doing them? If several of these questions got a yes for an answer, it is about time that you start thinking of things that you can do to break away from the cycle. Put an end to all your whining and take charge of your life!



**Dont write
your story
just
because you
think!**

Steps For Goal Organization

What Do You Plan to Achieve? First of all, you have to accept and realize the fact that educational, financial and career goals will need more time and effort compared to other goals.

When you arrange your goals, you have to start with those that are easier first. Goals like doing things that you enjoy or changing your attitude are much easier to be completed and can be reached faster. Also, never be afraid of asking for help.

You can let other people know about the goals that you have, particularly when your goal is to make a difference in the world.

This may actually inspire others to join in your efforts. List down all of your goals based on their level of importance and come up with a separate sheet for every goal with the smaller goals that you will have to accomplish in order to get there.

Make sure that you keep the list of your goals and all the things that you need to achieve them in a single place. Your mobile device can be a good place to keep them but other portable things will work.

An Organizational Prescription For Your Goals



Ways To Reach Your Goals Every Day

ï; Have a clear picture of the things you would like to achieve. You will never be able to move towards your goals if you do not know what your goals actually are. Make sure that the picture is clear.

ï; See to it that you spend time visualizing yourself being successful. As much as possible, try to envision detailed images in your mind and take the time to write your goals down in great detail.

ï; The next step in reaching your goals is to associate great pleasure with reaching your goals. You should consider how you are going to feel once you succeed. How is life going to be? What kind of joy are you going to have? How are you going to celebrate? As much as possible, make this pleasure level as realistic and deep as you can.

ï; Associating extreme pain with the thought of failure is also another great tactic. What pains will await you when you do not achieve your goals? What types of things will you restrict yourself from. How will this look to the people around you? How are you going to feel about yourself? Make sure that these pains will be clear in your mind and then use them to motivate yourself to take action. Always keep, you cannot avoid pain but you can use it to push yourself towards your goals.

ï; It is important to do things every day that help you achieve your goals. Start by determining the crucial activities that should be done to attain your goal. You can break down each goal into several steps and you can further break down these steps into activities that you need to do in order to reach these goals.

ï; Make sure to keep your goals on your mind constantly. It's not enough to occasionally think about your goals, you must think about them throughout each day!



Use Time Management

Managing your time properly is one thing that you need to master if you want to be completely in charge of your life. Time itself is precious so make sure that you read this article carefully to know the importance of time management.

The Importance of Time Management in Your Life

You Get Additional Productive Hours With proper time management, you will have the luxury of having additional productive hours. You will be more disciplined when you are at work instead of spending your precious time gossiping with your colleagues or aimlessly on the media.

You Increase Your Productivity and Efficiency With time management, you will be able to work harder in a smaller time span. When more work is done you will gain more experience which greatly helps in accomplishing goals.

You Will Have More Fun and Leisure Time If you love life, it is a must for you to put time management into practice. This will give you the chance to enjoy your life to the fullest, do the things that you want to do and experience all of the things you want to experience.

You Will Control Your Life Better The last benefit of using time management is that you will get to gain full control of the way that your life goes. Simply put, you can take charge of your life completely. You will have improved perception of the work that you can do and the work that needs to be done.



**Never be
afraid that
you will end
up stiff or
rigid with
your time**



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If fear of failure gives you an anxious feeling when a difficult task comes your way

Thank You!