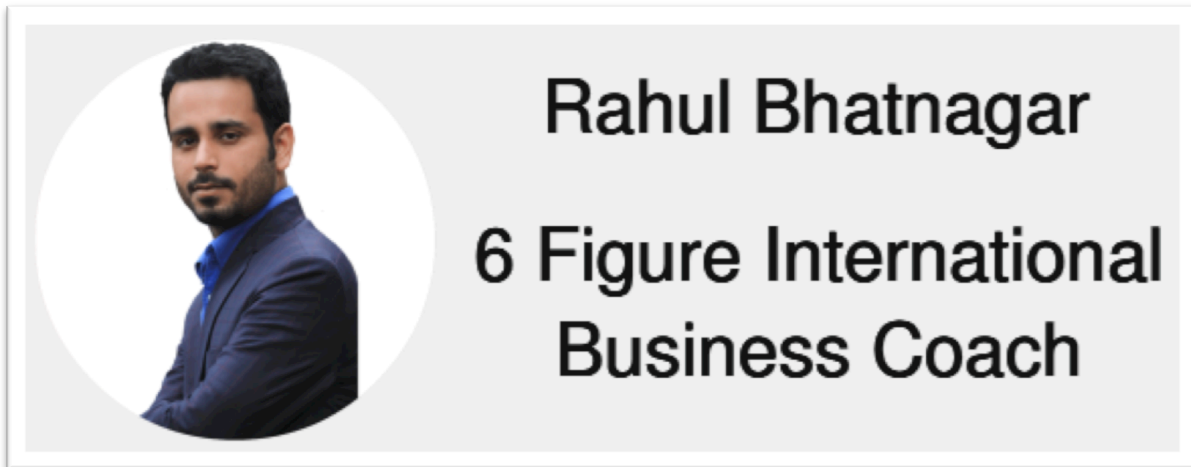


Achieve All Your SHORT TERM GOALS



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About the Author



- He has conducted 150+ Seminars and has TRANSFORMED the lives of 50,000 people till date
- He has been a Public Speaker since the past 12 Years
- The biggest youth event - 'USP The Survivor', which has been attended by more than 15,000 participants in the past 4 Editions is his brainchild
- His students are placed in world class companies like Infosys, Wipro, LG, Xerox, Transocean, HPCL, IOCL, Indigo Airlines, Godrej, Byjus
- Only Man on Earth who has given 50 Official Speeches on 50 Consecutive Days in different niches, in different cities & in front of different crowds
- He has worked with more than 150 Top Brands
- He has conducted sessions in various Fortune 500 Companies
- His company's case study is taught to management students
- Featured in the Times of India, Amar Ujala, Dainik Jagran, The Dehradun Street, Your Story, Himachal Times
- Soon to be featured in a Reality TV Show on MTV

9 Simple Ways to Achieve Short-Term Goals

Short-term goals are those that are to be achieved in a couple of days or in a week or two.

These are goals that you set for yourself and strive to achieve them in a short period of time.

However, sometimes it becomes very confusing for you about how to proceed further with achieving your short-term targets.

It can be frustrating for you, and some of the short-term goals might even slip away from your brain and you end up crying about them.

This E-Book consists of a few steps, which you can take in order to achieve, what you're meant to in short term.

The steps are easy and effective at the same time.

Have a look:

1. Daily To-Do list

When I was in school, I used to keep a small diary, in which I would write about the subjects I needed to study as soon as I get back home, and about the homework too.

Right after completion of my homework, I use to put a small tick mark in front of the respective subject.

This might sound very simple to you, but trust me this technique is really effective when it comes to working on your short-term goals, as you will never be able to miss out on any task that you're supposed to complete.

If the task needs to be done in a span of 2-3 days, you can even mention the deadline before the task.

It will always give you a sense of satisfaction, once you've marked all your daily goals.

2. Action Plan

This is being a little more specific to your To-Do list

This technique suggests that you can write the number of minutes/hours you have to dedicate to a specific task and try to complete it within the limit you've set for yourself.

This will help you work more efficiently.

This method can be summarized by saying- set a deadline for your daily tasks in your list.

3. Avoiding Procrastination

Procrastination can completely destroy your action plan.

You need to be get going if you want to achieve your daily goals.

The moment you think you're procrastinating, just have a look at the watch and prepare yourself to work in the deadline mentioned.

4. Prioritize Your Work

Look at the tasks that you are supposed to complete, and start marking each task in priority order.

Priority order can be based on the deadline of the task, and if the deadline for all your tasks is the same, you can prioritize on the basis of your time slot, mood, or significance of the particular task.

Priority order makes it easy for you to analyze which task has to be completed next, and your brain prepares yourself for the same.

5. Don't Waste Your Time on Obstacles

Don't waste your time counting the pages of the book you are supposed to read.

In other words, do not distract yourself thinking about the obstacles you are going to face while completing your daily list.

By doing so, you will only lose focus and will end up delaying your task.

6. Revise Your Goals

Once you've put your goals on paper, revise them.

This will help your brain prepare for what it has to focus on doing next, and will also help you reach the end of your goal efficiently.

Make sure that you don't overdo revising your goals.

7. Rewards and Punishments

Make provision for both, rewards and punishments.

Rewards will encourage you to keep working further on your goals, and punishments will restrain you from procrastinating while working.

Unless there is a provision for both, you will not keep working with the expected pace, and will give excuses for delaying the work.

8. Believe in Yourself

Have you heard of the Law of Attraction?

If not, let me explain it to you in brief.

The law of attraction says that if you think about positive things, you will face positive outcomes of your work.

This does not imply that you only ought to think positive, and do nothing about it. Unless you work for anything, you won't achieve it.

But working is not just the only thing we should focus on, keeping a positive approach towards any task is also equally important. Visualize yourself achieving your goals, and believe in them.

Rhonda Byrne has already mentioned about this in her book, 'The Secret'.

The law of attraction in detail can be studied in the mentioned book.

9. Review and Plan for the Next Goal

Review yourself on what all goals you've achieved in the day and plan your goals for the next day before going to sleep.

This will help you work better and efficiently, even the next day.

I hope this E-Book helps you in achieving all your upcoming short-term goals.

“Good Luck”