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## HOW TO MAKE A LIST OF SHORT TERM GOALS

We need not take leaps forward and can reach to our dreams one step after the other! They try to establish a link between our present and the future that we desire! Making a list of short term goals is very easy once you have a clear vision of what it is that you want!

The most important part is making a list of goals both long term and short term goals. In fact if you know what are your ultimate goals then it becomes easier to decide on your short term course of action. Just clearly visualize where you see yourself in the long run. After this you must analyze the problems that you are likely to face in the way of your dreams. Once you know that, you can easily device ways of overcoming those hurdles! These are precisely your short term goals.

Each goal in the short run must be related to overcoming a certain problem in your path. These goals should be in relation to your everyday life and the improvements you want to make to your immediate situations! Thus they help to improve your present and pave the way to your future.

Another important part about making a list of short term goals is that you must understand the way you want to work. You might either want to decide on a time period within which you have to achieve a certain number of goals or you can decide the kind of goals that you must achieve first, and then decide on the maximum time that you can take for the achievement of these goals!

Once you know what your approach is going to be, you know that what it is that you want in the short run for yourself. This will help you make the list that you have been wanting to. In fact making this list itself is sure to give you a clearer insight into the goals that you have and the way you think you can achieve them. For deciding on your short term goals you must have a clear idea about the situation you are currently in so that you know the kind of things that are possible for you to achieve.

When you make your list, always remember that it is of no use to make utopian lists that cannot be achieved. Make a list that is realistic and so put proper thought into it. There is no reason to hurry up with the list!

So make a rough list at first and keep going over it for the next few days trying to recollect more goals that are achievable in the short run or even trying to do away with some of the less important or utopian goals that you may have listed. Don't make the list too long and go by the kind of achievements that you can possibly acquire in the time span that you have in mind. Once you are absolutely sure about the goals that you have noted down make your list final.

Put up your short term goals' list somewhere where you can see it clearly and are regularly reminded of the path that you must tread to achieve the success that you want!

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