

**Attached is the October KCS Newsletter!**

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## **6 Steps to Recapture Your Goals**

**October 2016**



As we count down to the new year—and a fresh start—it's easy to fill up our todo list with our biggest goals (many we've had for a while). But as we reach the end of the year—it's easy to look at all of our unfinished or ignored goals, and consider throwing up our hands in despair and giving up on these big dreams until next year when we are freshly inspired.



**Too many items on  
your to-do list?**



When prioritizing a to-do list,  
consider ranking each item



## Don't do it!

Take this point in your calendar to look at where you are with your goals, prioritize your steps moving forward, and reenergize your to-do list. Here are some steps I suggest:

### 1. Celebrate your achievements so far

Before you dig into the goals you set for yourself (and risk becoming overwhelmed), look back and reflect on your year so far. What have you accomplished? What has put a smile on your face? Write down your achievements, big and small, and celebrate! I recommend displaying them in a place where you can view them every day. It's amazing how much inspiration your past accomplishments can offer for your future endeavors.

And keep celebrating (and assessing) after every month, from here on out. How did each week go? How did each month go? How close are you to your yearly goals?

### 2. Reassess your yearly to-do list

Now that you've celebrated (and maybe just realized) how much you've done so far, look over the goals you set at the beginning of the

two ways – by importance and by urgency. You'll end up with 4 categories:

1. **Important and Urgent**
2. **Important not Urgent**
3. **Not important but Urgent**
4. **Not important not Urgent**

We tend to do the urgent things first because there's a deadline of some kind. Some things are urgent, but not important – like doing things that have a deadline but which are not part of your goals. Often times we say yes to responsibilities and tasks to be kind to others, to be a “good” person or because it's a good cause or because we lack the ability to say no. If you've got a lot of those things on your list, you may need to fire your scheduler! Take a step back and make some difficult decisions about where you really want to spend your time.

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### Do you have trouble saying no?

Is your calendar full of demands that others have really put there? The next time you're tempted to say yes when you really want to say no, ask yourself this question first – “If I say yes to this, what am I saying no to that is really more important to me?” Sometimes saying yes to someone means you're saying no to your own family, kids, career, time to exercise or do other things to take care of yourself.

year. Are any goals now irrelevant? Have new goals come up? Don't be bound by your New Year's resolutions. Your list of dreams is not an anchor—but should serve as an energizing push. Be flexible and don't be afraid to add and subtract goals from your list.

### 3. Prioritize your goals

You now know what you've accomplished thus far. Your yearly goals are pruned and sitting at the forefront of your brain. Now it's time to put your energy where your greatest aspirations are. Take another look at your list. Prioritize. Prioritize. Prioritize. Which goals are the most important to you? Rearrange your goal list by order of importance.

### 4. Create monthly steps to work toward your goals

One of the easiest ways to abandon big goals in business (and life!) is to get overwhelmed by the enormity of them.

***There's too much to do.  
My workload is too great already.  
I'm tired.***

Working on a big project requires consistency and patience. To avoid burnout from tackling too much at one time (or to avoid procrastination!) take your prioritized list of goals and determine, one-by-one, what smaller monthly steps need to be taken to achieve them. What should you

- Thank you for asking me. I have a full plate right now and could not do the project justice.
- I think this is a great idea and I'd love to help, but saying yes to this means saying no to priorities I've already committed to.
- I can't now, but maybe in the future.
- I can't do it, but I have some ideas of who might be good to ask. Let me ask them first if it would be ok for you to approach them. (Always do this before giving someone's name.)
- I admire what you're doing, but I have to be honest and say that it's not a fit for me.

And remember, you can say no without giving a reason. Your personal business is yours. And one other thing, the longer you talk...the more likely you are to say yes, so keep it brief.

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**“Organization is what you do before you do something, so that when you do it, it's not all mixed up.” --  
Christopher Robin of Winnie the Pooh  
(A.A. Milne)**

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tackle in October to bring you closer to your goals? What needs to be done in November to continue moving forward?

### 5. Find an accountability partner



Feel like your will power could use a boost? Talk to a trusted friend or family member about your goals and ask if they'll help hold you accountable. By having someone frequently check in with you, you'll get an added dose of motivation to keep at it!

### 6. Create weekly tasks to work toward your monthly steps



Once you have a list of monthly steps, get even more specific and divide them into bite-sized weekly tasks. When you're planning each work day, you'll be able to use them to prioritize your schedule. This breakdown from yearly goals, to monthly steps, to weekly tasks, focuses your energy on what really matters to you—taking you closer to your dream!

Don't forget, you don't need a new year to get a fresh start. Each month is new opportunity to celebrate successes and reach for something new. Each day brings an opportunity to step farther, and each hour, with the right focus, can bring you closer to your dreams.

### Time Saving/ Organizing Tip

Have a place for everything and make sure you put things in their designated place the first time you set it down. It keeps the clutter down, it saves tons of time being able to find things when you need them and being organized helps you stay focused and less stressed.

### Upcoming Newsletters

#### November 2016

Step Into Your Leadership –  
Lessons from the Top Turkey

#### December 2016

How to Offer Feedback  
Constructively

#### January 2017

The Diametric Tension of  
Creating New Year's  
Resolutions

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