

## **Proactive Characteristics for Achievement**

### **I. BELIEF**

- A. Thoughts are real things (control your thoughts)
- B. Affirmations (affirm in the present tense positive)

### **II. GOALS**

- A. Make them simple and no more than one page
  - 1. Goals for 5 years or 1 year and daily
- B. Write goals and read often
  - 1. Number each day actions in priority order

### **III. PLANS**

- A. Write actions to lead you to your goal
- B. Plan for 1 to 5 years
- C. Plan tomorrows activities today (very important)

### **IV. ORGANIZATION**

- A. What do you need?
- B. When do you need it?
- C. Where do you need it?

### **V. ACTION**

- A. Motivation: The Desire or “Want to do”
- B. Knowledge: “What to Do”(Confidence Builder)
- C. Skill: “How to Do” (Confidence Builder)
- D. Schedule the time and deadline to Act. (Self Discipline)

***“Plan tomorrows activities today”***