A Personal Game Plan *for Achievement*

5 TIPS

1 Dream & Set Goals

Dreams & goals are vital! Big or little, they power up your motivation! So, start by visualizing the finish line. What would be a great result? How would it feel to succeed?

2 Create a Thinking Space

Get an alert brain! Your finest work comes when your attention is sharp and focused. Do your best to eat healthy, exercise, and drink plenty of water. And set up a professional work space that's efficient, inviting, and says your efforts are important!

3 Reduce Distractions

Distractions cause confusion & stop progress. Reduce them! Set up a quiet zone - turn off devices (TV, cell phones), put off chats and social media, and ask others not to interrupt you.

4 Engage Your Mind

Actions are the key to great work! What you do and think activates your mind. So, make it work for success! Take notes on new information. Mentally ask and answer questions like "what's important here?" Look for your information gaps. Filling them is the quickest way to excel!

5 Use What You Cover

Practice does make permanent! But you don't need boring repetition to get the benefits. Put the information to use. Talk about it. Apply it ASAP! You will be amazed at how quickly it becomes your go-to knowledge!

Tips from Motivation Matters Tutor - Coaching

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