

1. Set mini-milestones

And by mini, we truly mean small. Things like answer Mike's email or follow up on the status of an estimate are great examples of mini-milestones. Achieving goals, even small ones, gives us a sense of accomplishment and pride. This makes us more engaged in our jobs, makes us happier and most of all fuels our productivity. The ability to "pick the low hanging fruit" provides us a simple and easy way to rack up some daily wins!

As we go about setting goals for 2020 what are some of the daily housekeeping tasks that you can focus on as those achievable mini-milestones? Do you list out these actions daily? You may want to modify your work habits to boost your motivation and keep you focused on seemingly insignificant wins that will pave the way to those larger accomplishments. Setting and achieving those minor goals will help inspire you on the particularly dreary days that seem like no progress has been made. Recognizing these little wins will go a long way towards helping motivate us and keep us at our top productivity.

2. Narrow down to five goals – and then three

So much can happen in a year — or even six months. Many people get caught up in the details and don't make moves because they feel as if they have endless time. It's best to do a handful of things great by zeroing-in on what you really, truly want to achieve.

Have a brainstorming session, let yourself think boldly and freely. Then, cut your list of goals to ten. Then to five. Then to three. The lesson here is in figuring out how to eliminate and prioritize. The narrowing process will require some discussion and debate, maybe with co-workers, maybe with family and friends. This part of the process is so important, the debating is going to force you to make a choice about the direction you want to go in. When you arrive at your three goals, they must be specific with measurable and quantifiable attributes or you will not be able to determine if you are making progress towards that goal.

3. Reflect on who you envy

Although it's often considered a negative trait, in business

looking at those who you envy can actually help you in your own goal setting. When you can tell yourself the truth about the people you are jealous of, it can show you what you truly want. You are jealous of others because you desire it for yourself!

When you are setting goals for yourself, try to tune into that jealousy and what it might be telling you what your next goal should be. Knowing exactly what it is that they have that you covet will provide you with your own goal to get to that same spot. Consider reaching out to someone who inspires you by what they have or have achieved. These folks are often very open to sharing their stories and can be a great mentor for you as you strive to reach your own goals.

4. Create goals — and then take space

Once you have created your goals take a moment to make sure these are the actual goals you wish to achieve. What does that mean? Distance and time can provide perspective. Wait a week for your brain to reset — you'll be surprised what happens when you look at your goals again. If you go back to your goals after a week and they really resonate with you, you know you picked the right ones. This knowledge will allow you to focus and be well on your way to achieving them. If the goals you set don't resonate anymore, no worries, go back to the drawing board and repeat the process.

5. Think in positives — not negatives

What is the thing that holds back most people, no matter how self-confident, their skill level or expertise? Their fear of rejection! So often we limit our ambitions because we fear failure or exposure as frauds, that we are just not good enough. During anxious moments or those times we feel overwhelmed, it's so easy to let the negativity drag us down. The way to overcome this during goal setting is to reframe your aspirations. Instead of being terrified, flip the script and ask yourself what is the best thing that can happen? What if everything goes right, just like I planned? This will get you thinking in a more positive light and minimize the negative thought process.