

NEVER SAY LATER CHECKLIST



Never Say Later Checklist

- ☐ Set detailed long term goals that can be measured
- ☐ Ensure that you have a timeframe in which to complete your goals
- ☐ Have multiple benchmarks to assess your success
- ☐ Create a plan based upon your goals and benchmarks
- ☐ Create milestones between your starting position and your final goal
- ☐ Adjust your milestones based upon your performance and how fast you're moving towards your goals
- ☐ Breakdown your long term milestones into smaller weekly steps
- ☐ Set aside a certain amount of time each day to work upon your goals
- ☐ During this "Goal Time" ensure that you aren't using social media or other distractions

- ☐ Breakdown your daily schedule and plan your days as to ensure that you can spend time on your goals
- ☐ Make "Goal Time" a priority
- ☐ Create a weekly checklist and place it somewhere prominent in your home so that you are constantly reminded what you need to be doing
- ☐ Inform your family about your "Goal Time", they will be able to support you and prevent you being distracted
- ☐ Recognize that we are all fearful about moving towards our goals, but never stop moving forward
- ☐ Create a list of the reasons why you want to achieve your goal and place it next to your weekly checklist
- ☐ If you find yourself procrastinating make sure to identify why and actively try to prevent it
- ☐ Visualize yourself completing your goals everyday
- ☐ Keep track of your progress to remind yourself how far you have come and motivate yourself to keep going

- ☐ Note every time you procrastinate and try and reduce it every week
- ☐ Make an active effort to improve your attitude towards work, self-improvement and productivity
- ☐ Ensure that your work environment is conducive to working hard and preventing distraction. This means working in an area away from your television and other technology
- ☐ Keep physically fit and ensure that you are keeping yourself healthy and in good physical condition
- ☐ Drink 8 glasses of water everyday as a minimum. This will help keep you hydrated, which will increase your concentration and allow you to work more effectively.
- ☐ Reward yourself when you see that you are making progress. You deserve it, but make sure that the reward will not hamper your progress
- ☐ Review your task list regularly and remove any unnecessary parts
- ☐ Focus on one task at a time