# 5 Easy Steps To Set And Achieve Every Goal You Set To Do

In this tutorial, I am going to teach you five easy steps you can use for any goal that you want to achieve. Goal setting is one of the most important things in life because goals are what allow you to reach your dreams and discover your potential.

However, reaching your goals can often be hard because there is so much outside pressure and so many other tasks you need to get done.

By following these five steps, you can be sure to set and achieve any goal that you put your mind to.

The first thing I can recommend is to ensure that your goals are SMART. This is an acronym that stands for Specific, Measurable, Attainable, Relevant, and Time-Bound. This basically ensures that you are creating goals that are realistic and that have an attainable timeline.

If your goals do not meet these criteria, you will find them nearly impossible to meet. When you have goals that are not reachable, your self-confidence will also suffer when you are not able to make your goals a reality.

The second step is to make sure you have both long-term and short terms goals. Short-term goals are things that can be accomplished within the next few days, weeks, or months. You can differentiate them wherever you write your goals down so you can see which ones should be accomplished and when.

Long terms goals have a more extended timeframe and usually take several months or even several years to get done.

By having both long-term and short-term goals, you can focus your mind on different tasks without becoming too overwhelmed because you will be better organized and ready to take on the future.

The third step is to write all goals down. Once you know for sure your goal is SMART and you have a variety of short-term and long-term goals, you need to get a pen and paper and write them down. Otherwise, they are just a daydream.

If you prefer to do things electronically, you can also create a document where you list all your goals. Whatever works for you is fine, just make sure you actually put the goals down on paper so you can refer back to them whenever needed.

People who actually write their goals down have a much better chance of accomplishing them.

The fourth step is to now break your goals down. To accomplish certain goals, there are many different steps to take and you need to break down these individual steps. For example, you can’t just have a goal of “losing 10 pounds.”

You need to break it down and explain exactly how you are planning to lose those 10 pounds. The steps can look something like this:

1. Get involved in a local gym by getting a membership
2. Commit to meal prepping two days a week
3. Limit sugar and alcohol to the weekends or special occasions
4. Eat vegetables and fruits at every meal

This way you have a breakdown of how you are going to get to your goal.

The last and final step is to take action. You can write your goals down and do nothing about them, so you need to take action. For example, if you take the steps I mentioned above, your first action would be to take yourself to the local gym and purchase a membership.

Then, you should go out and buy containers and ingredients for meal prepping then move on to the next step.