

5 ways to effectively achieve your goals

To succeed in any profession or life it is very important to have an itinerary, which starts with goal setting, charting out a plan of action and staying motivated to achieve the goal within a stipulated timeframe.

ET finds out five ways to achieve one's goals:

- **Goal setting**

The first step towards achieving a goal is to identify a clear goal on the basis of one's strengths, interests and priorities in life and setting a timeframe to achieve the final outcome.

'Primary thing is about defining outcome with complete clarity and articulating your goal, whether it is career goal, financial goal or anything else,' says Ramesh Mitragotri, chief people officer, Aditya Birla Retail.

- **Develop workable strategy**

Once the goal is set, the next step is to develop a clear strategy and initiate action.

'The strategy should be workable where you should neither over-estimate nor underestimate your capability and opportunities,' says Daisy Chauhan, associate professor, Organizational Behaviour at MDI, Gurgaon.

Also, the first step to set the plan of action rolling is very important.

- **Identify possible roadblocks**

Achieving a goal becomes easier and faster when you are able to identify the impediments.

'It is generally seen that we only find impediments in the way to goal achievement in factors external to us. But some of the major impediments in the way of our progress are our own self-limiting beliefs about our self and our potential,' says Chauhan.

- **Review progress and stay focused**

Once action has been initiated one must review the progress periodically in terms of quality, quantity and timeliness.

'Time to time review of the progress is important,' says Mitragotri.

Also, despite having a sound plan of action a goal could fall through the cracks if there is lack of focus and commitment.

'You got to commit to yourself and you will succeed,' says Sandeep Batra, AVP-HR, Fujifilm India.

- **Accept failures and move ahead**

One should be open enough that mistakes could happen and should not get bogged down by failures but instead learn from those mistakes and forge ahead to the planned outcome.

'Learn from your mistakes and be flexible to change course if needed,' says Mitragotri.

Chauhan suggests that it is important to draw up a back-up plan to avert a crisis or set back in the process of goal achievement.