

The Start Over Checklist

It's time to commit to reaching your goals





THE OPPOSITE



Constantly
changing
your mind



Questioning
your
decisions or
choices



Overwhelmed
by what you
need to do

► CLARITY

With clear goals, you know what you are trying to achieve

- ☐ Accurately measure results
- ☐ Able to reward achievements
- ☐ Motivated to move forward

Action Steps

1

CREATE

Clear the clutter for
effective thought
processing.

2

IDENTIFY

What matters to you?
Use a personal mission
statement to pinpoint.

3

ELIMINATE

Self-imposed
distractions hinders
goal achievement.



► CHALLENGE

Goals should be achievable, not unattainable

- ☐ Determine if you have what it takes
- ☐ Are the right strategies in place?
- ☐ The end-result is difficult, yet achievable

Action Steps

1

FOCUS

Determine where and how to aim your resources.

2

COORDINATE

Efforts should be strategized not improvised.

3

MEASURE

Know where you are and what's needed to get there.

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Not able to cope with change



Low self-worth, not feeling great about self



Hate change, or anything new



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**Have goals
but no plans
for achieving
them**



**Blame others
for failure of
not reaching
an objective**



**Unwilling to
do the work,
but want the
rewards**

► COMMITMENT

Remain steadfast in pursuit of a goal

- ☐ Know what you want
- ☐ Be accountable
- ☐ Form successful habits

Action Steps

1

PASSIONATE

With passion you are half the way there.

2

DEPENDABLE

To be dependable means others depend on you and you are unwavering in your commitment.

3

PATIENT

Goals are not accomplished in a single day, patience is the key.



► FEEDBACK

Gauge progress by embracing opinions and assessments

- ☐ Clarify expectations of others and yourself
- ☐ Measure progress
- ☐ Reduce uncertainty

Action Steps

1

ATTENTIVE

Listen to what's being said.
Don't defend or argue.

2

UNDERSTANDING

No need to agree or disagree. Instead focus on the observation.

3

RECEPTIVE

Good or bad, view the critique as an opportunity to learn.

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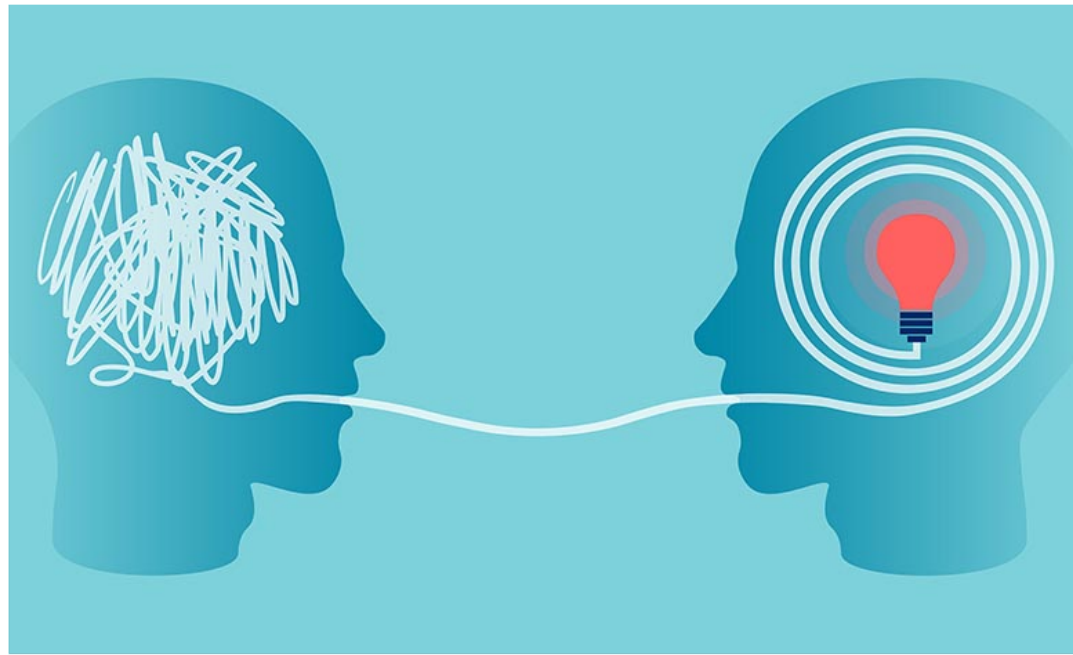
Questioning objectives of the person offering feedback



Using excuses such as ifs, buts, what ifs



Adopting an attitude of superiority, Patronizing.



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**Giving up
because it's
difficult**



**Not prepping
for potential
issues**



**Choosing easy
to avoid
problems**

► COMPLEXITY

Full awareness of what's involved prevents overwhelm

- ☐ Allow enough time to accomplish complex tasks
- ☐ Reassess and modify when necessary
- ☐ Break complex goals into manageable sub-goals

Action Steps

1

ANALYZE

Determine what's needed
to achieve a task.

2

PREPARE

Prepare base on analysis
how to be effective.

3

PATIENCE

Permit the time needed to
execute plan.



► THINK OUT OF THE BOX

To accept status quo is to never improve or be innovative

- ☐ Gain greater perspective
- ☐ More creative problem-solving
- ☐ Stand out from the rest

Action Steps

1

CREATIVE

More options and solution avail itself when thoughts and ideas are not stunted.

2

ADAPTABLE

Evolve and grow with the times to stay relevant.

3

INNOVATIVE

Offer new solutions to old problems that's practical and efficient.

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Mind closed to new ideas



Unable to navigate a landscape of change



Ineffective at finding solutions to problems



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Experience
constant
obstacles with
no solutions



Not embracing
your
weaknesses



Ineffective use
of time

▶ EMPLOY RESOURCES

Strategies and solutions that will help achieve an objective

- ☐ Support to achieve goals
- ☐ Skills that contribute to your purpose
- ☐ Information that's relevant

Action Steps

1

ACQUIRED

What you have available
that can help achieve an
aim.

2

REQUIRED

What's needed to achieve
an objective.

3

ROADBLOCKS

Overcome what's standing
in the way.