

Personal Reflection Exercises...

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When I feel frustrated with a project, I stop and take a step back. By taking some time to reflect and refresh my mind, I get back on track quickly and easily.

First of all, I make sure ***I have a clear picture of my goal.*** When I find myself wandering in circles, I take the time to clarify my goals and then lay out a plan.

I break the project into manageable pieces and set mini-goals: things I want to accomplish today, this week, or this month. Broken down in this manner, it is far easier to see my progress and to keep on track.

Also, in setting the steps I'm going to take, I analyze whether I have the tools, skills and support I need to complete this project successfully.

If not, I go get them! I may have to invest time or money doing so, but I know that productivity doesn't just happen. It's nurtured. And so ***I invest in the tools I need for my own success.***

Lastly, ***I get started.*** Once I am clear on my goals, have laid out a plan, and have gathered up all that I need, I simply take action and begin because I know that the power of momentum will carry me forward to victory.

Self-Reflection Questions:

1. Do I clearly understand my goals before I start a project?
2. Am I willing to invest in my own success?
3. Have I taken the time to break my current project into manageable pieces?