

# BUSINESS/CLASSIFIED

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## A few tips for setting and achieving your goals

**D**o you wonder why some people accomplish much more than others?

We are all blessed with 24 hours a day, seven days a week, but there are some of us who seem to achieve more out of life than others.

Before the new year advances too far, you might consider establishing written goals and objectives for 1997.

Many of you might make a new year's resolution (i.e. to stop

**Marie Hayashi Reichelt**



**CORPORATE PERSPECTIVE**

smoking, lose weight, or go on an exercise program, get a better job, etc.).

It's been said that only about 20 percent of the people who make resolutions, stick to their programs.

The key is to take the resolution and turn it into action. Remember, any action you take in pursuit of your goal brings you one step closer to achieving it.

Early in the year, for the past several years, I have established written goals and objectives.

I sign a form and put it where I can see it from time to time. I find the likelihood of realizing my goals increases if I make a written promise to myself.

Not only do I write out the commitment, but I also jot down a few things I can do to make the promise come true.

And most of the time, I meet my goals.

For instance, one of my goals for last year was to lose 10 pounds. I committed to eating a low fat diet in May 1996 and by July, I had lost the 10 pounds. And I have kept it off.

Losing weight for good is about permanently and consis-

tently changing eating habits. No more midnight snacks and extra helpings.

One of my goals for 1997 is to go on a regular exercise program. One of the actions I have recently taken in pursuit of that objective is to join a gym. Sometimes it's helpful to start a program with a friend so you can support each other. Instead of taking 10-minute breaks having coffee and donuts, take a 15-minute walk with your co-worker. You will be surprised at how changing just one thing in your daily routine can make a difference in just a couple of weeks.

If your goal is to get a promotion or change jobs, design a

course of action you can reasonably take to make that happen. Maybe you need to go back to school or take a course in computers to update your skills. Perhaps you can sit down with your boss for some constructive guidance in improving your career outlook. No matter what your goals, they are attainable. You need only two things — to be persistent and do something today to make it happen tomorrow.

**Marie Hayashi Reichelt** is a management consultant and author. This column appears occasionally in *The Sun*. Send questions to Corporate Perspective, Business Section, *The Sun*, 399 N. D St., San Bernardino 92401.