

8 Steps to SUCCESS By Taking Charge of Your Life: Part 2 of 2

Part 2 – All Engines “GO”

In our previous article we discussed the first four steps in our [two-part series on “8 Steps to SUCCESS by Taking Charge of Your Life.”](#) In the following segment, we’ll go through the final four steps that will help you “take off” in the right direction now that you’ve done your work in the “Pre-Flight Check.” Make no mistake – if you are completely serious about taking charge of your life, and finding the success you’re looking for, the tips presented in our series will put you on the right path.

So, let’s get started!

Step 5: Set S.M.A.R.T. Goals

Now that you have acquired clarity of vision and purpose, the next step to achieving success is to specifically define S.M.A.R.T. goals. The acronym ‘SMART’ stands for Specific, Measurable, Achievable, Realistic, and Time-Sensitive. Identifying what you want and determining S.M.A.R.T. goals as benchmarks is another key to achieving success.

If you don’t have a clear roadmap of where you’re going, you’re likely to end up anywhere BUT your intended destination!

Step 6: Defer, Delegate, or Delete

In addition to making your plan, you also need to develop a direction to your action plan. This will keep you motivated to

keep going forward at all times. Although you may need some self-discipline to accomplish this, it is a vital aspect of any kind of achievement. Before beginning any new activity, examine it to see if it will help in moving you closer to the goals you have in mind. If it doesn't, you may need to put it aside for another time.

Deferring, delegating, or deleting are the 3 D's taught by many personal and business coaches. If a certain activity can be put away for a later time, defer it. If that activity can be done by somebody else, delegate it. If it does not really need to be done at all, delete it. This kind of examination of each activity will help keep you focused on the things that are really important.

Step 7: Decide on the Course of Action

One of the first steps in the process of successfully taking control of your life is to make the decision to move from where you are now to where you want to be, personally and professionally. All of us know that nothing happens until that first decision is made. Acknowledging your decision is a basic step, but often one many people tend to overlook. So, decide you will move forward, put your decision in writing to keep it in focus, and then continue in a positive direction from there.

Step 8: Take Action

The first seven steps we covered were 1) deciding on a course of action, 2) having clarity of vision and purpose, 3) setting goals, 4) making plans, 5) staying focused, 6) being committed, and 7) creating self-belief. The eighth and final step is the catalyst to transforming your personal or professional life into whatever you want it to be. Absolutely nothing can be attained or achieved until action is taken. By putting your plan of action into motion, you will gain control over your own life and confidently headed down your road of

success!

It's a wonderful feeling when you know you are becoming a successful "C.E.O. of Your Life" and are finally back in the driver's seat. Print out the 8 steps we covered and tape them to your bathroom mirror or your computer screen so you can review them daily as you journey forward towards the personal and professional results you're seeking in your life.

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So, now that you've read "8 Steps to Success By Taking Charge of Your Life, how are you going to use this information to make 2010 a fantastic year for your life and/or your business?

Please take a moment and share your ideas in the comment section below.

Enjoy the rest of your day! ~ Kris

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Kris Cavanaugh, owner of Shift™, is a Speaker, Author, and Coach who specializes in helping others cultivate a C.E.O. mindset in every area of their life so their businesses, careers, and personal lives thrive. She is an expert strategist with an amazing ability to pull her clients through difficult challenges to obtain the life they truly want personally and professionally. If you have a desire to live your life "on purpose" so you wake up every day excited about the possibilities and maintain an unwavering belief that you will overcome any obstacles to achieve your personal and professional goals more easily and consistently, then click on the following link (<http://begintoshift.com>) to receive her *C.E.O. Shift* Ezine. You can also schedule a [complimentary meeting](#) to learn more about how a coaching program can help you stay on track to achieve your 2010 goals.

PS – Check out Kris' Book available on Amazon.com (www.StuckToCEO.com)