

By Barb Bruno, CPC, CTS

This may sound simplistic, but what lifestyle do you truly want and deserve?

- What home do you want?
- What car do you want to drive?
- What vacations do you plan to take?
- What colleges will your children attend?

Take time to write down the following:

- How old were you ten years ago?
- How old will you be in ten years?
- How fast did that time fly by?

You don't want to be listening to another speaker in ten years regretting all the "**coulda, shoulda, woulda**" that you could have accomplished in that time. It is so easy to let your life control you vs. taking control of your life.

It's important for you to set very specific goals in all aspects of your life including:

- Personal
- Career
- Financial
- Spiritual
- Health
- Philanthropic
- Education
- and any other areas important to you

I made the mistake of only writing down Production Goals for years and didn't realize I was limiting myself by not connecting them to other areas of my life. It's important to focus on every part of your life that is most important to you. In order to ensure that your goals do not become New Year's Resolution, you need to do the following:

STEP ONE: Write down 10 non-negotiable goals for 2011.

STEP TWO: Under each goal write down 4 or 5 specific action items you will need to take in order to achieve the goal.

STEP THREE: Next to each action list a specific target date of completion.

STEP FOUR: Post your goals where you can **see** them as your work.

If you write down your goals, create action items with dates and then post them – you will greatly improve the possibility of actually accomplishing the goals you set!

If you don't know where you're going – you're never going to get there! Resolve this situation today!

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Barb Bruno, CPC, CTS is one of the most trusted experts, speakers and trainers in the Staffing and Recruiting Profession. Barb has spent several years helping Owners, Managers and Recruiters increase their Sales, Profits and Income with her top-rated web based training Course, the [Top Producer Tutor](#). The Tutor jump starts new hires and takes experienced recruiters to higher levels of production. In addition to the class, Tutor clients hear from Barb weekly during the Tutor Training Webinars and bi-weekly during her live coaching calls! Contact Barb to schedule a free demo of the Tutor, call **219.663.9609** or Email support@staffingandrecruiting.com