

Key steps to making real, lasting change

Career coach Jane Barrett gives some expert tips to help you make the most of your time and get the best out of your life



DO...

- **START A JOURNAL.** Write down your goals and make a plan to reach them. Review this regularly.
- **TACKLE ONE THING AT A TIME.** Take small steps to achieve your goals. Set realistic targets which you can keep to, rather than turn your life upside down in a burst of enthusiasm which can wane.
- **SPEAK TO PEOPLE.** Find others who have made the changes you want to make in your life and quiz them on how they did it.
- **HAVE FUN.** Make time for activities that you enjoy. If need be schedule them into your diary each week so you don't miss them.
- **WORK OUT WHAT YOUR VALUES ARE.** This is the key way to discover where your priorities really lie. Then you can start to become clear about the main focus of your life.
- **GET TEN MINUTES TO YOURSELF EVERY DAY.** Make this time alone a lifelong habit. Lock that bathroom door if you have to!



DON'T...

- **LET TIME MANAGE YOU.** Use your goals and values as a guide to prioritise your time
- **STOP COMMUNICATING.** Talk with everyone who will be affected by the new decisions you take in your life.
- **GIVE UP.** The early stages of making changes are the hardest as you're leaving your comfort zone. Keep going.
- **LIVE TO SOMEONE ELSE'S VALUES.** Your life is precious so don't waste it on someone else's dreams.
- **BE AFRAID TO SAY NO.** Make it a habit to say you'll get back to someone when you're asked to do anything. It buys you time. If you say yes as a matter of course you'll find you're over committing yourself and will regret it.
- **FORGET THE MONEY, HONEY.** Get a realistic picture of where you are financially. Make a proper plan.