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The Top Ten Ways to Stay Focused on Your Objectives

By Michael Angier

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People often ask me what I think are the most important keys to achieving successful outcomes. There are many, but the one thing that I see as being the most essential—and often ignored—is consistency.

Any worthwhile, challenging goal requires sustained effort. Doing the things necessary for a day or two isn't hard. Where most people fall down is in stringing those days together and thereby creating the progress, the momentum, and ultimately, the successful accomplishment.

What follows are ten ways to maintain your focus, your energy and your optimism while pursuing your goal. They've worked for me and they'll work for you. When I've employed all of these components, I've never failed to achieve my intention.

1. **Have Powerful Reasons.** With a strong enough reason you can and will find the how and the wherewithal to achieve your reward. Reasons plus belief keep you motivated. When you're excited about your goal, it doesn't seem like work. If you're not excited, your efforts will require more discipline and energy. Make sure it's YOUR goal. Make sure it excites you. And then act enthusiastically.

2. **Write Your Objectives Down.** This is a critical step. Don't think it, ink it. When you write your goals down, they appear not only on paper, but they become indelibly written upon your consciousness.

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3. Visualize. "See" your objective already in existence. Nothing can withstand the power of a clear, multi-sensory vision of what you are intending. What does it look like? What will people be saying about it? How will you feel? The more detailed and "real" you can make your vision, the more powerful it will be. It will operate like a magnet and draw forth all kinds of things you never thought possible.

4. Affirm Your Success. Speak your goal into existence. An affirmation is a present-tense, positive statement of your intended outcome. I now have achieved _____ (fill in the blank). The more sensory rich you can make your

affirmations, the more effective they will be. All of these techniques help you to feel the presence of your objective and build belief.

5. Make a Plan of Action. To achieve and stay focused upon your objective, create an action plan. What are the steps you will take to get you from where you are to where you want to be? Your strategies will likely change as you go along, so set your goals in concrete and your plans in sand. Keep your eye on the goal, but remain flexible in your path to it.

6. Measure Your Progress. You can't change what you don't measure. Create mechanisms that will allow you to see your progress. Use charts. Log your actions. Use anything that will encourage you by allowing you to objectively track your progress. We all need feedback—it's the breakfast of champions.

7. Maintain a Support System. Have a Master Mind Group. Use the Buddy System. Surround yourself with people who will encourage and challenge you. Be accountable to someone other than yourself. Read positive books. Review past successes.

8. Focus On Only a Few Goals at a Time. You can achieve anything you desire, but not EVERYTHING you desire. Concentrate your efforts and your energy on just a few. I might have dozens of goals and projects, but I keep three key goals in the forefront of my mind.

9. Take Action Every Day. An important objective warrants daily attention. A 400-page novel is not written all at once. To many, writing a 400-page novel would be overwhelming. But a little over a page a day will get it done in a year. Every goal can be

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broken down into doable tasks done consistently.

10. Celebrate Your Milestones. Mark your successes and acknowledge yourself for your progress. As you achieve one goal, you can see better and believe more easily in the accomplishment of others. You deserve to succeed and you deserve to celebrate your successes.

Michael Angier is the founder and president of Success Networks International, publishers of SUCCESS STRATEGIES and SUCCESS DIGEST. Success Net is an association committed to helping people to be more knowledgeable, productive and effective. Their mission is to inform, inspire and empower people to be their best—personally and professionally. Free subscriptions, memberships, books and SuccessMark™ Cards are available at <http://www.successnet.org>

Resume Objectives ... The Hidden Pitfalls

By Roger Clark

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Why Use Resume Objectives

Before we can discuss the pitfalls you first need to understand the reasons for including your resume objectives and how they relate to your resume and interview selection process.

Including an objectives section at the beginning of your resume provides a brief introduction to the purpose of the resume, highlighting your career objectives and the type of job you are seeking.

It is very common for job-seekers to include a brief objectives section at the beginning of their resume. The objectives section can be an important part of a resume, and might be the first thing employers look at. Therefore you should put considerable thought into constructing focused and clear objectives.

Look At These Resume Objective Examples

A resume objective does exactly what the name suggests; it highlights your objectives and states the type of job you are seeking.

Here are some examples of career objectives:

- To obtain an elementary education teaching position with upward mobility to a principalship.
- To obtain a position in manufacturing operations and development which will utilize acquired knowledge and collective experience.
- Public relations writer for a large metropolitan hospital.

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·Auditor position in the public accounting field in the Philadelphia area.

As you can see, the objectives are short and sweet; meaning they are to the point in describing the purpose of creating your resume.

Doorway To The Interview... Resumes

What is a resume... usually it is the first contact you have with potential employers. It is also where you list your skills and create a marketable presentation so that companies understand the benefits of employing you.

Your resume is also the first (and possibly the last!) opportunity you have to persuade your prospective employer to give you an interview.

Clearly... it is in your best interests to ensure your resume is compelling enough to leave the recruiter

with no other option but to invite you to an interview.

If you want to learn more about writing resumes that get interviews, visit a site such as Top Career Resumes where you will find numerous articles and tips.

Or, if you prefer... a cost effective alternative is to use a resume writing service to prepare your resume for you.

Pitfalls of Using Resume Objectives

You may have noticed that all previous references to objectives focus on you and therein lies the pitfall !

Employers are not interested in what you want ...

If your objectives fail to match those of the employer, you will not even get to first base ! So keep your options open until you find out more about their objectives.

Some people decide to omit the objectives section and use that space to highlight other abilities and accomplishments.

Whether you choose to use resume objectives or not will depend greatly on your particular situation.

Reasons Against ...

A few experts feel that the resume objectives section can be limiting to job seekers. It makes you be very specific as to your goals. This may be constraining if you want to be general and leave your options open.

Employers on average take only 30 seconds to look at a resume. The objectives section is the first

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thing that catches their eye. If you have a specific objective written, for example to obtain a managerial position, the manager may pass on your resume if he was looking for some other position.

If you are thinking about getting a professionally written resume, now would be a good time.

However, remember that the objectives section can disqualify you for jobs different from your stated objective... if you are not looking for a targeted job you can skip the section without many negative consequences.

It would be advisable to skip the resume objective section rather than be too vague. Unfocused objectives will put off many hiring managers. They may not end up looking at your experience and skills, which would of shown you to be a suitable candidate for the job.

Reasons For ...

If you do include your resume objectives, you should construct several different resumes, each specifically tailored to the job you are applying for. You will want to make your resume relevant to each job. The objectives section may be the best way to create job specific resumes.

A draw back of not including the objectives section is that a hiring manager may not be willing to

search your resume to figure out your job objectives and goals... and may bypass your resume.

If you have a specific job position in mind and are clear about your objectives, this section can be useful in informing potential employers about your reasons for applying.

In either case, it may pay you to seek professional advice before you make your final decision. The modest cost of doing this pales into insignificance compared with the cost of making a poor career decision.

Stating Your Resume Objectives

This has greatest benefits for career changers and recent college graduates. Your objectives should be concise and to the point, to quickly inform employers about your background and goals.

Entry-level workers can state in their resume objectives that they are recent graduates looking for positions in their particular field. Career changers should state how they can use their previously earned skills to make a transition into their new career.

Be Employer Focused

An alternative to resume objectives might be the 'Qualifications Summary' section. This is a section where you can briefly discuss your skills and how you intend to use them.

This can make your resume more employer focused, as the employer wants to find out what you can

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do for them. This might be more beneficial than having a self-focused resume, simply listing what you want to do.

Many employers prefer to have employees that are focused on their goals and motivated to achieving them. A well presented objective can be just the high-impact tool that can get a hiring manager's attention from the start.

Finally ...

When writing your resume objectives you have to consider your career plans. If you have not already done so, now would be a good time to get assistance with career assessment and planning.

When you have completed your planning and taken some time to match your interests with your chosen career, your resume objectives should complement the results you obtained through your searches.

Roger Clark (BSc) has over 25 years experience in career development & recruitment at a senior level.

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