



Goal Setting for Everyday Success

In a garden, you plant seeds, nurture them with water and fertilizer, work at keeping the weeds out and trust the plants will accomplish your goal of growing strong and productive. The same processes can be used to plan for progress in many aspects of your life and work.

“Setting goals gives direction to life,” says Jack Ensign Addington, author of *All About Goals and How to Achieve Them*.

“If you don’t have goals, you have no direction. You’re going to drift and get nowhere. Setting a goal creates a mold into which the energy of life flows. It’s a law of the mind – that which you can conceive of, believe in and confidently expect for yourself, must necessarily become your experience.”

Put It in Writing

Writing down your goals is like planting seeds. To do so, write a detailed description of each goal—the more detailed, the better. Most goals fail to materialize because they’re too vague. So, instead of writing, “I want a new car,” describe your new red convertible with the black leather seats.

Make sure your goals are realistic and not in conflict with each other. You should believe that your goals are attainable. Next to each goal, write the feeling you hope to get from reaching it. You might want excitement from the red convertible, for instance. A feeling of success or accomplishment may come from the purchase of your first home. Other goals might give you feelings of security, respect, social acceptance, love, fun, happiness, adventure or power.

Act As If

“Goals should be thought of as already accomplished. Never allow yourself to feel anxious about them. This will impede your progress,” warns Mr. Addington.

When you feel in your heart you deserve your goal and will do whatever it takes to achieve it, you have won the biggest battle—the battle with your mind.

Close your eyes and visualize yourself as if you already have attained the goal and are experiencing the feelings that go along with it. Feel the joy and satisfaction of owning your new home, the prestige of earning a college degree, the excitement of driving a new car.

Then start acting as if you already have achieved your goal. For example, if your goal is to become a lawyer, attend some trials and apply to law school.

Make Daily Lists

Now that you’re clear about your goals, nurture them. Decide which tasks must be done and the tools and training you’ll need to achieve them.

Each evening, ask yourself, “What can I do today to get closer to my goal?” Then make a list of six things to do and schedule time to do them. Don’t beat up on yourself if you don’t accomplish them all in one day. Simply carry over the unfinished tasks to tomorrow.

At the end of each day, write down what you accomplished in a notebook or calendar so you can track your progress.

Be Careful About Sharing

Don’t discuss your goals with friends or family members who don’t share your enthusiasm. They may cause you to doubt your goals. Most of the time it’s best to quietly go about pursuing goals, only giving people information when a goal will affect their lives.

That way, you won’t have the added stress of accounting to other people about your progress or making explanations if you change direction.

On the other hand, encouragement can be motivating. You can get it from the people who teach you the new skills you need. They have a personal interest in your progress and will be thrilled about your success.

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Easy Ways You Can Safeguard Your Sight

Every year, thousands of Americans injure their eyes or damage their vision. Follow these guidelines to help protect yourself and your family.

Everyday Eye Care Precautions

- Wear plastic safety goggles when working with household cleaning products, weed killers, fertilizers and other chemicals or with power tools such as electric drills, saws, sanders and yard equipment.
- Wear one-piece plastic sports frames with polycarbonate lenses when playing softball, racquetball, handball, badminton, basketball or beach volleyball.
- Wear sunglasses that block 99–100 percent of both UV-A and UV-B radiation whenever you spend time outdoors. Gray, green and brown lenses provide the most protection. Wear wraparound frames when spending a lot of time outdoors in bright sunlight.

Children's Eye Care

- Have children wear small safety glasses when they're playing with chemistry sets, workshop tools or any projectile toys.
- Have children wear the proper goggles when skiing, snowboarding and riding on snowmobiles. They should wear helmets with face guards when playing football, ice hockey, roller hockey and other high-impact sports.
- Keep children away from firecrackers and other flammable materials.
- Keep children away from places where someone is using a snow blower, a power mower, working with power tools or hand tools, using cleaning agents, applying weed-killer or doing other work that could be hazardous to eyes.

Contact Lens Care

- Wash hands thoroughly before handling lenses.
- Frequently clean and disinfect your lenses' carrying case.
- See your eye doctor if you experience pain with use or any change in your vision.
- Don't sleep with contact lenses, this can increase your chance of an infection.

Computer Use and Eye Care

- Take rest breaks every 15 minutes or so. Look up and focus on a distant object for two minutes.
- Place the screen at right angles to any windows to minimize glare. Use a glare-reduction filter or a three-sided computer hood if glare continues to be a problem.
- Adjust the screen angle to minimize reflections from overhead lights and desk lamps.
- Keep the screen brightness the same or brighter than the brightness of other objects in the room.
- Use an adjustable holder for copy. Adjust the holder so that reference material is at the same height and distance from you as the computer screen.
- Wipe the screen often with an anti-static cloth.

What to Do If You Get Something in Your Eye

- If the material is dirt or a dust particle, try blinking your eyes quickly. This may dislodge the object.
- Have a friend examine your eye to locate the material and determine if it can be easily removed.
- Irrigate the eye with artificial tears or normal saline.
- Pull the upper lid down and out over the lower lid and let it slide back. This may be enough to dislodge the object.
- If none of these approaches works, and the object remains lodged in your eye, you may need to seek medical attention. When a doctor removes an object from the eye, an anesthetic is administered, and a probe is used to dislodge the material from the eye gingerly.
- If you get chemicals in your eye, immediately irrigate the eye with fresh water. Irrigation may be sufficient to remove a mild irritant from the eye. But if a corrosive chemical such as acid or lye gets into the eye, you may need medical attention even after you flush the eye thoroughly with water.
- If your vision is blurred or you feel pain after removing a chemical—or any other object—from your eye, contact your doctor.

