Mind Mapping

Mind mapping is a simple but powerful process for creating a detailed to-do list for achieving your goal. It lets you determine what information you'll need to gather, who you'll need to talk to, what small steps you'll need to take, how much money you'll need to earn or raise, which deadlines you'll need to meet, and so on—for each and every goal.

When I began creating my first educational audio program—a breakthrough goal that led to extraordinary gains for me and my business—I used mind mapping to help me "chunk down" that very large goal into all the individual tasks I would need to complete to produce a finished product.

To mind-map your own goals, follow these steps as illustrated below:

1.) Center circle: In the center circle, jot down the name of your stated goal—in this case, Create an Audio Educational Program.

2.) Outside circles: Next, divide the goal into the major categories of tasks you'll need to accomplish to achieve the greater goal—in this case, Title, Studio, Topics, Audience, and so on.

3.) Spokes: Then, draw spokes radiating outward from each mini-circle and label each one (such as Write Copy, Color Picture for Back Cover, and Arrange Lunch.)

On a separate line connected to the minicircle, write every single step you'll need to take. Break down each one of the more detailed task spokes with action items to help you create your master to-do list.

Next, Make a Daily To-Do List

Once you've completed a mind map for your goal, convert all of the to-do items into daily action items by listing each one on your daily to-do lists and committing to a completion date for each one. Then schedule them in the appropriate order into your calendar and do whatever it takes to stay on schedule.

Do First Things First

The goal is to stay on schedule and complete the most important item first. In his excellent book, *Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time*, Brian Tracy reveals not just how to conquer procrastination but also how to prioritize and complete all of your action items.

In his unique system, Brian advises goal-setters to identify the one to five things you must accomplish on any given day, and then pick the one you absolutely must do first. This becomes your biggest and ugliest frog.

He then suggests you accomplish that task first—in essence, eat that frog first—and, by so doing, make the rest of your day much, much easier. It's a great strategy. But unfortunately, most of us leave the biggest and ugliest frog for last, hoping it will go away or somehow become easier. It never does. However, when you accomplish your toughest task early in the day, it sets the tone for the rest of your day.

By chunking down your goals, and then taking daily action on them, you create momentum and build your confidence, both of which move you farther and faster toward the achievement of your goals. Now go take some action!

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Jack Canfield, America's #1 Success Coach, is founder of the billion-dollar book brand ***Chicken Soup for the Soul©*** and a leading authority on Peak Performance and Life Success. If you're ready to jump-start your life, make more money, and have more fun and joy in all that you do, get your FREE success tips from Jack Canfield now at: www.FreeSuccessStrategies.com