



5 Steps To Gain Clarity

Volker's guide to self help.

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Identify your Values

Identifying your values is being done through self-reflection, life experience, a value list (see exercise) and prioritisation. Having a coach by your side to provide feedback and adjustment is useful in order to understand how values influence your daily life and life goals.

Exercise

Reflect on what truly matters to you in different areas of your life.

Understand your core values which lay the foundation for your clarity.

[Have a look here.](#)

Contact Volker today on 07824 189 739 or volker@obnat.us

Create a Vision

It's essential for both personal and professional growth to create a vision that will give you direction and motivation. There are two ways to look at it when mapping it out (see exercise): Forward looking, linear, a timeline approach or you can look back from the end of your life and imagine what kind of life you wanted to have. When creating a vision, you should set specific, SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals and also write a vision statement. Stay open to change, life can change any minute.

Exercise

Envision your future by defining where you want to be.

Consider timeframes and the outcomes you desire.

Best way to do this: Take a journal and doodle, be creative and playful.

Set SMART Goals

SMART goals are essential for realising your vision and gaining clarity because they provide a clear, actionable framework that transforms abstract aspirations into concrete objectives. By being Specific, Measurable, Achievable, Relevant, and Time-bound, SMART goals ensure that your objectives are not only clear but also attainable within a defined timeframe. The focus here is on actions you need to take, as there is no use of having goals without an action. A structured approach helps bridge the gap between your long-term vision and daily actions, allowing you to track progress and make necessary adjustments.

Exercise

Develop Specific, Measurable, Achievable, Relevant and Time-bound goals that align with your vision.

Come up with **actions** from your vision and go for it.

Maintain Focus

Maintaining focus means that you stay on track, be accountable for your aforementioned actions. Coaching can certainly help with that, having an accountability partner who supports you to keep track of your actions. Also, on a wider note, having a regular meditation practice will help you to focus better on your day to day life. Regular reviews of your tasks, whether using GTD (Getting Things Done) methodologies, your own todo lists, or weekly reviews are essential. A productive schedule, allowing for deep work, utilising time blocking is key.

Further, a more holistic approach to focus is to get enough sleep and stay physically active.

Exercise

Stay committed to your goals by minimising distractions and regularly reviewing your progress.

[Do you review your tasks regularly?](#)

[Do you meditate?](#)

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Take (massive) Action

Taking massive action is crucial for achieving success, as emphasised by Tony Robbins. It generates momentum, helping maintain progress toward goals and overcoming inertia that often leads to procrastination.

By engaging in bold, decisive actions, going out of your comfort zone, individuals break through barriers and foster real-world learning, which enhances resilience and adaptability.

This proactive approach builds confidence, reinforcing the belief that goals are attainable. Additionally, taking action provides clarity, allowing for adjustments to strategies based on outcomes.

Exercise

Implement your plans with confidence, adjusting as necessary to stay aligned with your vision and values.

Take massive action, show up and focus on your vision.

**Get an
accountability
partner.**

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To find out more how I can help you to achieve greater clarity and become your accountability partner, get in touch.

<https://tidycal.com/ballueder/15m>

www.obnat.us

Volker@obnat.us

M 07824 189 739