



Magazine

Issue 2

goals

roadmap⁺



MAGAZINE

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New article every Monday

Get things done, achieve goals & live a more satisfying life

SUITE

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Issue 2,
November 2015

Letter from the Team

Welcome to our second issue, *Goals*. In the first issue we talked about the busy life and ways to reduce our workload to find the time to do the things that make us happy. We shared tips for moving more in daily life, and prepped our workspaces to reduce stress and make room for whatever comes our way. In *Goals* we take another step forward to translate dreams into attainable goals.

New in this issue is *In Case You Missed It*, which replaces *Around the Interwebs*, highlighting our web-only content, such as free downloads for life and study. Based on reader feedback (thank you!) we've also introduced, Study, beginning with a story on discovering your learning style.

We hope you'll enjoy the continuous journey and take away something positive every month for school, work or personal endeavours. We value and welcome feedback or contributions, so please feel free to drop us a line at team@roadmapplus.com.

All enquiries to:
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Identifying Goals

An Exploratory Approach

Achieving a goal requires dedication, time and a ton of effort. Needless to say, choosing the right goal needs serious thought, but some personal time and an imagination may be all that you need to get started.

As the new year approaches, many of us start thinking about what we want to achieve, what we've done so far and how we're going to make changes or develop new habits. But there's no reason to wait for the new year. Get a head start and accomplish more than you otherwise would have in the intended 12 months. In fact, embarking on a routine of reviewing your goals, tasks and habits now will help you stay on the path to success in the new year and being happier sooner.

As we discussed in our first issue, the key to achieving goals is to set goals that are meaningful and will lead to happiness. Sounds easy, but it's one of the hardest and most important things we can do in life. Too many times you'll hear if only someone were young again, if only things had been done differently, if only this, if only that. But no matter your age or situation, it's rarely too late or impossible to make small (or big) steps towards a life that you'll find fulfilling.

It's important to remember that there isn't a general view of what's successful or what can make someone happy or content. Getting good grades in school or college isn't a sure sign of good times to come and

being really good at something isn't going to automatically make you the next [insert your role model here]. Whether we like it or not, for most people, finding something you're really good at and enjoy is really hard, and many people never discover what it is. Others have numerous things they love doing and go from one career to the next with varying levels of success, while others miss out altogether on some of their interests or passions because their day job, possibly an unsuitable one, doesn't afford them the time to explore their passions more.

Some feel discouraged by their start in life, believing only those born with that silver spoon are presented with opportunities to succeed. Indeed, they may have more opportunities or luck, but potential and ability is not determined by family funds, the path may just be more complex, which may make it even more satisfying when you've gotten to where you want to be.

Whatever your circumstances, the only way to know what it is that makes you tick is to research and experiment. This doesn't mean you need to jump out of a plane, but it does mean you need to be willing to try new things, even if it's just once

or twice. Unless it's something you really can't imagine doing, you'll never know until you give something a shot.

One of the cheapest and easiest ways to discover meaningful goals is to set aside some "me time". Depending on location, finances or age, it may be challenging to do some serious soul-searching, so the purpose of having quality personal time is to let your imagination loose on Google. Hence it being an exploratory approach. You imagine any number of things you might enjoy, then break it down to the nitty gritty details that will either encourage or break the dream. The details are in articles, interviews, blogs or college programs. Go in-depth by reading more into the assessments or getting your hands on course textbooks.

Dare to ask questions. If you find a blog or LinkedIn profile, send them a friendly message. You'll find people are often happy to share experiences, give advice or point you in the right direction. Ask the hard questions, like "Is there anything that you really dislike?", "Do you think it would/would not suit someone in particular?" and so on. Of course, you'll receive a better response if you research thoroughly first. Read up on what it

is that piques your interest, imagine yourself doing that as a hobby, as a weekend passion and as a full-time job. The ultimate test is to imagine you're much older, 40, 50, 80 – do you still like what you see? Is there anything the older you regrets not having tried or accomplished? And so the exercise repeats until you're pretty sure you're on the right track.

Naturally, the exercise shouldn't start and stop at your laptop, but this process is one of the easiest ways to explore and visualize hobbies and careers that whet your appetite often before spending a cent or a lot of time and effort into something you find out you don't like after you've completed a degree and hit week three of the job.

Taking an exploratory approach to identifying the goals that are most likely to make you happy allows you to dream in privacy whilst being realistic about their suitability, increasing the probability of success and fulfillment. ■

Write down your goals, make plans to achieve them, and work on your plans every single day.

- Brian Tracy in *Goals!*

5 Reasons to Write Down Your Goals

1. Writing down your goals will help you refine, reinforce and work toward what it is you really want. Seeing your goals on paper will make them feel more real and achievable rather than a far off dream or wish. When you see your goals in the physical world, you'll be more inclined to think of realistic ways to achieve them.
2. To remind yourself why you're doing what you're doing or what you should be doing. It's easy to fall behind or lose sight of what really matters, so having your goals written down somewhere you'll see them often will help you focus on what's important and align your actions with your goals.
3. To help you make the right decisions and prioritize. By writing down your goals, particularly if you write them daily as Brian Tracy suggests in *Goals!*, you'll identify opportunities and avoid wrong decisions when planning your day, week or month ahead. It could be as simple as making a reservation at a restaurant where you're more likely to order something healthy.
4. Writing out your goals forms the habit of thinking about your goals and what you're going to do that day to get closer to achieving them.
5. In a study presented in 2015 by Dr Gail Matthews, sharing written goals and related actions with a friend and committing to achievement resulted in significantly more participants achieving their goals. By also reporting weekly progress, it was found the likelihood of accomplishing goals increased again.



With the festive season just beginning and the new year on the horizon, the question of weight maintenance or weightloss will cross our minds soon enough. For some it will be a matter of losing a single digit and for others it'll be more. But how much, if anything, should we aim to lose and is an exact weight even a legitimate goal to set?

Realistic Weight Goals

Weight loss goals are often set by pulling a random number off the top of our heads based on our current weight, others' weights, alleged celebrity weights or what we think would make us "perfect". Uninformed weight-setting is like picking out a style at the hairdresser based on a model's look - you can't pick a number and expect to look like a Victoria's Secret model or Ryan Gosling, let alone be a maintainable, happy and healthy new you.

Social media doesn't do us any favors either. At some point you're going to come across scantily clad toned or buffed bods and hopefully you'll ask yourself how many of those are the result of finding the right angle out of 100 shots, photo editing or medical enhancements.

If we're honest with ourselves, most of us know inherently whether we fall within a healthy weight range or not. Telling signs are clothing size, how we feel after a run or a flight of stairs and the general population *when you walk outside*. There are numerous ways to gauge your weight and fitness levels without resorting to the scales, but should the non-numerical signs tell you it would be wise to lose, for the sake of health and longevity, it's time to weigh-in.

The most propounded methods of determining a healthy weight and fitness level are body mass index ("BMI") and waist circumference. These two variables help determine which weight range you fall within and potential health risks. Calculating your own BMI is easy:

weight (lb) ÷ height (in)² x 703 US/Imperial system
weight (kg) ÷ height (m)² Metric system

Anything under 18.5 is underweight and poses its own risks, including infertility and low bone density. A normal or healthy range is said to be between 18.5 and 25, while 25 to 30 is overweight and over 30 is considered obese to varying degrees.

Waist circumference is self-explanatory and is used to assess obesity-related health risks. For women, increased risk begins at around 31.5"/80cm and 37"/94cm for men, and high risk from around 35"/88cm and 40"/102cm, respectively.

For most of us looking to get into shape, knowing our BMI is a useful guide. However, if you're exercising frequently, particularly strength training, it's likely your weight will put you at the higher end of the healthy range or you may even be classed overweight, as lean tissue is more dense than fat yet less conspicuous.

Having your body fat percentage estimated by a health professional or reliable tool coupled with regular measuring tape to monitor changes around your body (e.g. arms, thighs, buttocks) is crucial to those strength training and those intending to do regular vigorous exercise. Without these additional two checks in place, you may set yourself dangerously low weight goals that can have an immediate impact on daily life, such as concentration levels and nutrition. A once-a-week log of weight, body measurements, body fat percentage and a general how-do-I-feel-in-these-pants check will keep you on track and in tune with what's fit and healthy.

Setting an ideal weight for yourself should only be done after careful analysis, impartial and realistic benchmarks, and professional advice. The process really is a science, so to keep off the weight and live fully, calculating and measuring your way to a weight loss goal will ensure you not only look your best, but feel your best for as long as possible. ■



But I don't need to be reminded about my goals, I hear you say. Maybe not always, but when you're feeling lazy, overwhelmed or like you're lacking direction or purpose, the Reminder Board is there as your guide.

The key difference between a standard Vision Board and a Reminder Board is the actionable items. Inspirational images, words or quotes that reflect your goals are still an integral part of the board, but apportion only a third of the board to these. With the remaining two-thirds of the board, divide them up into a long-term section that we'll call 'strategy', and the other into a short-term section we'll call 'tasks'.

In Strategy, list things that take more time or are overarching projects. For example, if one of your goals is to be a writer, you might include create a popular blog, get a summer internship at a magazine or write for the school paper. If a goal is to run marathons, it might be to reduce body fat or partake in a smaller scale run.

The Tasks section should be flexible and dynamic as it keeps actionable items that should be done in the immediate or near future - anywhere up to two weeks is useful. Use Post-Its or page flags for ease. If a goal was to be a writer and get a degree, the strategy might be a course, and here in tasks would be an essay or broken down further into research for one part of an essay.

How to Create a Reminder Board

The Vision Board is a tool made popular a decade ago by the book and documentary, *The Secret*, created to help attract more of what you want through the curation of inspirational images. It's based on the law of attraction, a theory, if you will, that insists like attracts like. In this article we propose taking the vision out of the board and replacing it with reminders. After all, if you really want something, you need to get things done and be reminded to stay on track.

Today, everywhere from Kmart to mid-market stationers sell boards and accessories to help you create your Reminder Board, but it need not be a costly mission. Magazines, a printer, pins, magnets or washi tape

are sufficient accessories. A regular pinboard or whiteboard will do, or, if you're adept at graphic design, create a digital version and update it at the beginning or end of each day. Set it as the background on your most used devices.



Keeping your Reminder Board with you at all times needn't be limited to graphic designers though. Take a photo of your Reminder Board regularly and use it as your tablet or mobile wallpaper. Being inspired and reminded of why you're doing what you're doing, what you should be doing and how far into the journey you are may or may not attract your desires, but it will help make things happen and increase the likelihood of achieving your goals through the proven theory of doing.

LEARNING STRATEGIES

for

STUDY SUCCESS

Knowing your learning style and multiple intelligences can help guide you to appropriate study techniques that increase success.

Becoming aware of your learning style begets a fresh attitude toward learning, new techniques for studying or, in some cases, a sigh of relief. When coupled with a multiple intelligences profile, you can select study techniques that make the biggest impact on your learning outcomes.

Too often educators and trainers exclusively employ aural and written instructional methods. Hours of assigned reading and a few questions usually follow, after which you're expected to recall, understand and apply the material. It's easy to see how one could be left wondering where things went awry.

With the exception of invited formal feedback – though rare in school – instructional methods are ultimately in the hands of the teacher, but that's where knowing your learning style

comes in handy. Although Howard Gardner's multiple intelligences and Neil Fleming's VARK^{®1} questionnaire are standalone theories, comparing your results in each could help in clarifying which study techniques will really give you that extra edge. You'll also gain a better understanding of why you've learnt successfully, or unsuccessfully, in the past and this awareness should stand you in good stead.

Either theory is useful on its own, but we suggest trying one of the many short online tests for multiple intelligences to get an overview of the characteristics and talents of each. There are numerous free quizzes online that assess how you fare across Gardner's multiple intelligences, usually concluding with a summary of each and career ideas that match each intelligence type.

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...uncover which learning strategies you're most suited to based on your style of learning...



Expanding upon the Neuro-Linguistic Programming model, Fleming's VARK® (an acronym for visual, aural, read/write and kinaesthetic) is a questionnaire that helps you uncover which learning strategies you're most suited to based on your style of learning. An individual's result can cover the whole spectrum of learning styles in varying degrees, but you may also find you score nothing at all in one or a few.

After completing the VARK® [questionnaire](#), read about strategies for each modal preference and the strategies given for each (V, A, R

and K). You do not need to utilize all strategies and the list is just a guide, therefore, you should think about and search for more techniques that fall into your preferred strategies to determine what works best for you. Even if you have scored low or zero in one style, it's helpful to read about the strategy as it will help you identify it in class and know where something requires more attention.

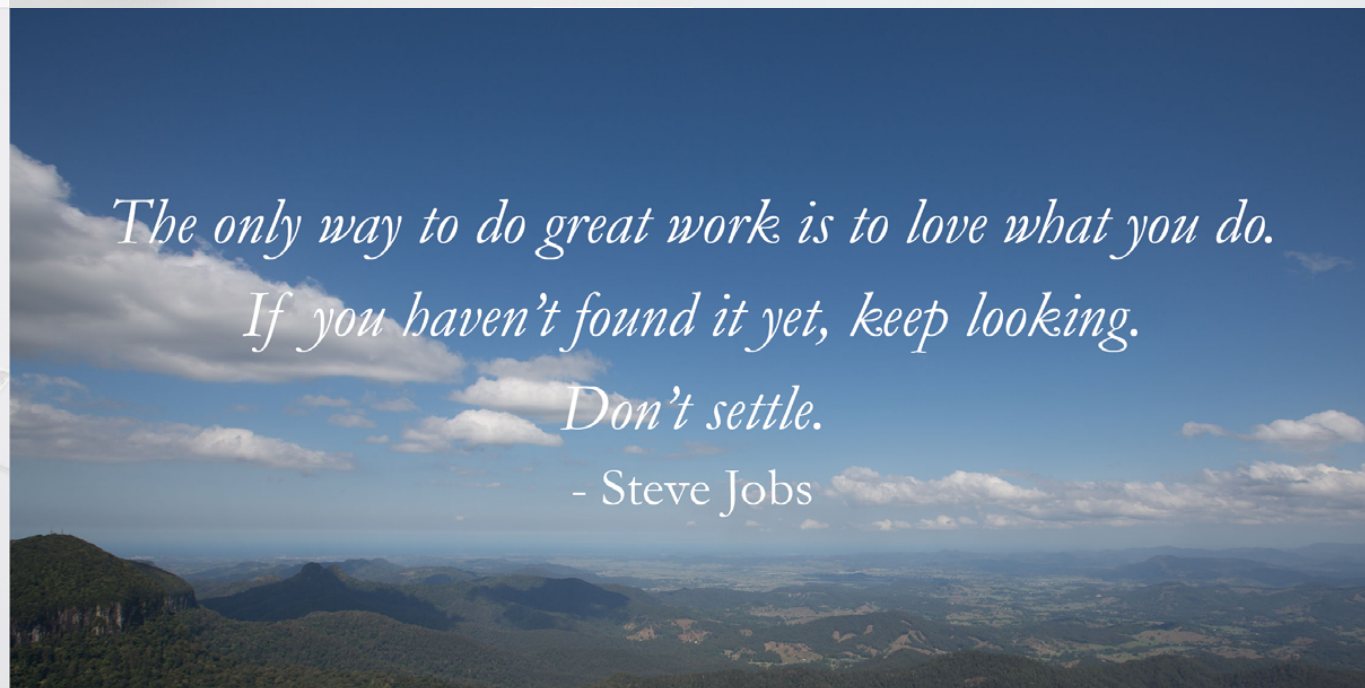
Continue to take in everything you can and be aware that the teacher may be using strategies that best suit him or her, albeit unknowingly.

This is why it's still important to use all the materials teachers make available to you and transform it to suit your learning style during your personal study sessions.

Imagine your VARK® result is high in visual, attempt everything your teacher prescribed, then re-do whilst taking notes using a flowchart or diagrams. Incorporate colours, shapes, create boxes and bubbles for keywords or formulas, use the entire page, section off areas for subtopics, keep points short, be creative. When reviewing or testing yourself, you'll find you remember

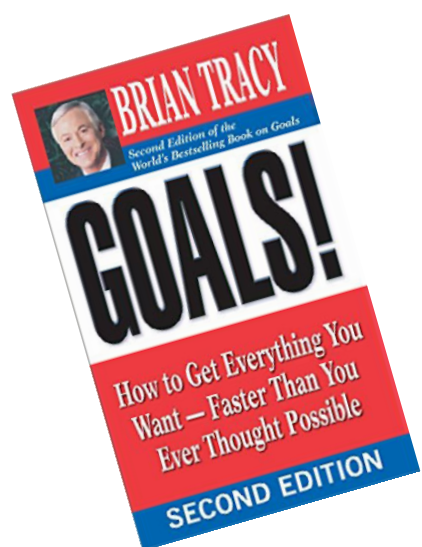
how concepts gel together based on how they were associated or placed on a page, important ideas will stand out, and the layout of the page will improve memory as it's unique and structured to your train of thought.

Discovering your multiple intelligence profile and your learning preferences can be fun and enlightening. However, to gain any benefit, the strategies aligned to your learning should be adopted and consistently applied. At a minimum, they could prove to be valuable techniques in your arsenal of study tools.





Inspirational mugs by Shirt & Cup on Etsy will keep you warm & motivated during the cooler months ahead.



One of the best books on the topic, Goals! by Brian Tracy available in various formats on Amazon.com



Pinboards & whiteboards of varying sizes from most good stationery, art or scrapbook supplies stores.

Essentials



Keep your goals, plans, inspiration & motivation close by in a stylish, simple & lightweight notebook, like these from muji. www.muji.com/storelocator/



Simplify, track & stay motivated with a Mi Goals notebook Available online at www.migoals.com



Lamy pens on Amazon.com

10-Minute Rests

Each month we share three ways to do more in a 10-minute break.



1. Learn 5 new words
2. Have a healthy snack
3. Listen to uplifting music

Learn five new words in a foreign language you're studying. It also doesn't hurt to compile a list of words in your native language that you'd like to have in your active vocabulary.

Feel more energized and ready for the next round of productivity by listening to uplifting music that puts you a good mood.

Nuts, celery sticks, olives, carrot and sliced capsicum are all great snacks with different health benefits. And an apple a day has always been a good idea!

NEXT MONTH...

Planning

& our first ever giveaway!

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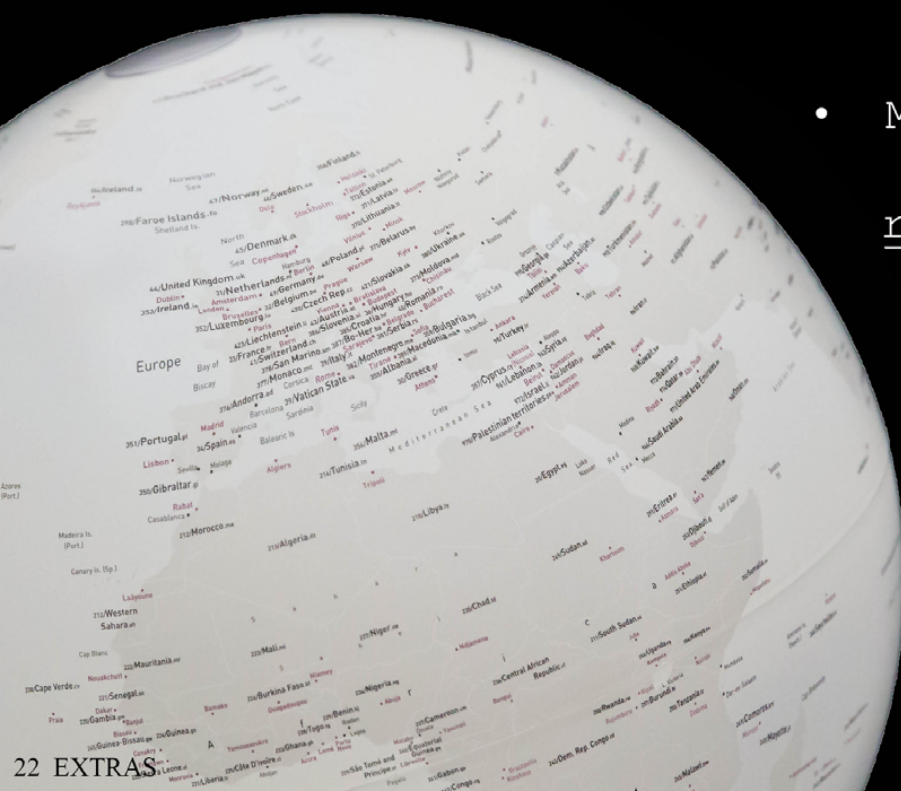
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