

4 Steps to set your intention and reach your goals

1. Minimize Your To-Do List

Divide your to-do list into three sections: must-dos for today, items that can wait until tomorrow, and tasks that you'd like to do but aren't important in the immediate future.

2. Identify The Virtue

After you've prioritized your to-do list, uncover the virtues (e.g., patience, compassion, kindness) that you'll need to accomplish your goals. This may take some self-reflection as you explore how you normally approach these tasks and what you can do to make it more effective and pleasant.

3. Set The Intention

Write down your intention and tie it to the corresponding virtue. For example, "I am patient and kind, and I know how to respond to challenging situations."

4. Go On

Start your day with your intention in mind. When you hit snags or challenges and feel off balance, remember your commitment and stay on the path to success.



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