

# 3

# SIMPLE ACTION STEPS

TO TAKE YOUR LIFE  
TO A NEW LEVEL

1

**BELIEVE IN YOURSELF!**

2

**SET SMART GOALS!  
KEYWORD: SMART**

3

**TAKE CONTROL OF  
YOUR SCHEDULE!**

*Tabitha D. James*



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**ACTION  
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**BELIEVE IN YOURSELF!**

Sounds simple but if we think about it, we will spend time **BELIEVING** in everyone except ourselves. stop it!

It is your job to be captain of your personal cheer squad - let's go!



**BELIEVE  
IN YOU**



**PROMOTE  
YOU**



**TAKE CARE OF  
YOU**

*Tabitha D. James*



# SIMPLE ACTION STEPS TO TAKE YOUR LIFE TO A NEW LEVEL



## SET SMART GOALS. KEYWORD: SMART SMART goals are:

Specific

Measurable

Attainable

Realistic

Time-Specific.

**Goal:** I will run for president.

**SMART Goal:** I plan to run for president within the next 4 years.

I will begin my campaign in 2020 in preparation for the 2024 election. To get started I will do research this week on beginning the process.



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## TAKE CONTROL OF YOUR SCHEDULE

It is time out for things that do not matter cluttering your schedule.

- Do you have a planner or app used for time management/scheduling? If yes, are you using it effectively. If not, why not?
- Have you recently taken an audit of what you're spending your time on and how it is OR is not serving your life? Do it!
- Take control -- if you truly respect yourself, respect your time!

*Tabitha D. James*