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| **Set a goal:** | Realistic, measurable, important to you, timeframe |
| **Make a plan:** | Create steps and strategies to achieve your goal. |
| **Be Proactive:** | Think about possible obstacles and solutions to overcome them.  |
| **Create a timeline:** | Plan how long it will take you and how often to reflect on your progress.  |
| **Build a support system:** | Decide on who can help you achieve this goal.  |
| **Reflect:** | Think back about what you learned, what went well, and what you can improve. |