1. Write down your goals.

You set these goals. Don't let anybody else tell you what your goals should be. Think of success like breathing air; your last breath is important, but it's your next breath that's vital. Goals keep you focused on what's next, and writing them down keeps you on track.

2. Choose things just out of reach.

Don't just think about what is "realistic." The problem with realistic thinking is that it's usually based on what others think is possible. They don't know your potential. Whenever you start a task with a mind toward the potential outcome, you will limit the actions required to accomplish that goal.

3. Take massive action.

Never do anything normal. Take massive action until one day it is no longer an unusual activity but a habit for you. People will ask you: "Why are you still out this late?" "What are you doing calling on a Saturday?" "You never quit, do you?" And even "What are you on?" Big goals require big actions. Reaching your full potential requires massive actions.

4. Stay Persistent

How do you get a nail in a wall? You hit it over and over and over. Rome wasn't built in a day. The ability to persist on your path regardless of setbacks, unexpected events, bad news and resistance—to continue firmly in your purpose in spite of conditions—is a trait common to those who make it. Reaching your potential requires you to be persistent; there are no quitters here.

*From the article 9 ways to achieve your biggest goals - Quickly by Benjamin P. Hardy