

FOUR STEPS TOWARD YOUR TOP GOALS



STEP

1

Set a **deadline** on your calendar for the goal.

Working backwards from the deadline, **set aside blocks of time** on your calendar to work on the goal (this is called "time blocking"). **Helpful tips:**

- Work on top goals during your **peak productive time** of the day.
- Work on top goals **regularly** and **often**, e.g., weekly or even daily.

STEP

2

Create a **to-do list** for the goal. Consider:

- What to do and in what order?
- What resources will be required?
- How long will each step take?

STEP

3

Working backwards from the deadline, **add the items from the to-do list and action steps to the time blocks on your calendar.**

STEP

4

Don't let the **urgent** crowd out the **important**. **Helpful tips:**

- **Plan for interruptions.** One possible response: "I have an important appointment right now. Can this wait until ___?"
- If you can't avoid an interruption, **reschedule the time.** Treat each time block like the important appointment it is. **Don't cancel on yourself - always reschedule.**

THOUGHT QUESTIONS:

- What are your top 3 goals right now?
- How will you set aside time on a regular basis to work on these goals? What needs to be rescheduled or removed altogether to make room?
- How will you plan for interruptions?
- Who can you recruit as an accountability partner to keep you on track?

