

TIME MANAGED

Best practices for accomplishing your *Top Three Goals*

Step 1. Make a “bucket list” of goals. These can be life altering or “trivial” just have fun with it! (There is an area for 101 in the Time Managed planners)

Step 2. Identify your top 10 goals from your “bucket list” and make sure they are S.M.A.R.T.

Step 3. Pick your *Top Three Goals* so that you can work on them daily. Post these top three notes everywhere (examples: car visor, refrigerator, bathroom mirror, planner, computer, desk, front door, etc)!

S.M.A.R.T. Goals

S = Specific

M = Measurable

A = Achievable

R = Realistic

T = Time Bound

Questions to ask of yourself about your goals:

- Is this possible in my given time-frame?
- Can I do something to work towards this goal on a daily, weekly, monthly, or quarterly basis?
- Can you envision what it will feel like when you accomplish your goal?
- How will you know when you have reached your goal?

