

Guide to Set & Prioritize Goals

SMART GOALS

Specific

Be very clear and detailed about what you want to achieve.



Examples :

Identify and delegate 10 assignments / tasks.

Measurable

How will you track your progress?
How much? How many?



Spend two hours a day working on my own self-development.

Achievable

Can you reach it? Make it challenging but not unrealistic.



Free up two hours a day.

Relevant

The goal should be meaningful to you and your interests.



If your current interest is to increase sales numbers, a relevant goal would be "Increase sales by 5% in the next 90 days".

Timely

Set a deadline to keep you motivated and working toward the goal.



Within one month, identify and delegate 10 assignments/tasks to free up two hours a day to work on my personal development.

IMPORTANT
↑
↓
NOT IMPORTANT

Q1 NECESSITY

Crises
Emergency meetings
Last-minute deadlines
Pressing problems
Unforeseen events

Q2 EXTRAORDINARY PRODUCTIVITY

Proactive work
High-impact goals
Creative thinking
Planning
Prevention
Relationship building
Learning and renewal

Q3 DISTRACTION

Needless interruptions
Unnecessary reports
Irrelevant meetings
Other people's minor issues
Unimportant email, tasks, phone calls, status posts, etc.

Q4 WASTE

Trivial work
Avoidance activities
Excessive relaxation, television, gaming, Internet
Time-wasters
Gossip

URGENT

NOT URGENT