**Connect**

Throughout this module, you will be asked to connect with people in your circle at work: your manager, your team, and at least one person you believe is good at managing priorities.

Take the time now to schedule the following meetings during the next 4 weeks.

***Click or tap each checkbox as you contact each person to schedule the meetings.***

* Week 1 –
  + Identify someone you think is good at setting and achieving goals.
  + Schedule to meet with them for 15 to 20 minutes mid-week this week
* Week 2 – Schedule a 20-minute meeting with your manager, learning partner, or goal-setting mentor mid-week.
* Week 3 – Schedule a 30- to 60-minute meeting with your manager sometime mid-week.
* Week 4 –
  + Schedule a 30- to 60-minute meeting with your team early in the week
  + Schedule a 15-minute 1-to-1 time with each direct report, starting mid week.

| Journal ***Set Goals Week 1 Day 1 Meetings*** DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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