

Welcome to your new personal goals dashboard!

Complete this quick walkthrough to get acquainted with the different modules and find out how to get the most out of the dashboard.

Work

Your goal is to have 3 days each week with at least one two-hour block of free time to focus on work.

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days with a two-hour block of free time to focus on work

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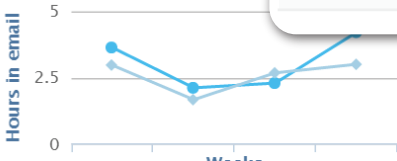
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Impact

When you email your colleagues or coworkers, you take time out of their day. This shows how much time you impact your coworkers compared to their average.


Hours in email


Weeks





Welcome to your weekly progress report


Every week, we'll send you a summary of how you spent your time.


Review your time management goals


Find the best way to collaborate


Attend effective meetings
Use the Meeting Quality Index to ensure that the meetings you participate in are engaging and relevant to your work. [Learn more](#)

Organize effective meetings
We score your meetings compared to your goal using the Meeting Quality Index to help you plan more effective meetings. [Learn more](#)

Find time to focus
Set weekly goals to schedule two-hour blocks of focused work time to help increase your productivity and deliverables. [Learn more](#)

Respect your coworkers' time
Every email you send or meeting you organize takes time out of your coworkers' days. See how it all adds up. [Learn more](#)

Achieve work/life balance
See snapshots of how much time you're spending sending emails or in meetings after business hours. [Learn more](#)

Think before you press send
Make sure you're communicating effectively by taking a look at how many email you're sending throughout the week. [Learn more](#)

Set your goals and get to know the personal dashboard.

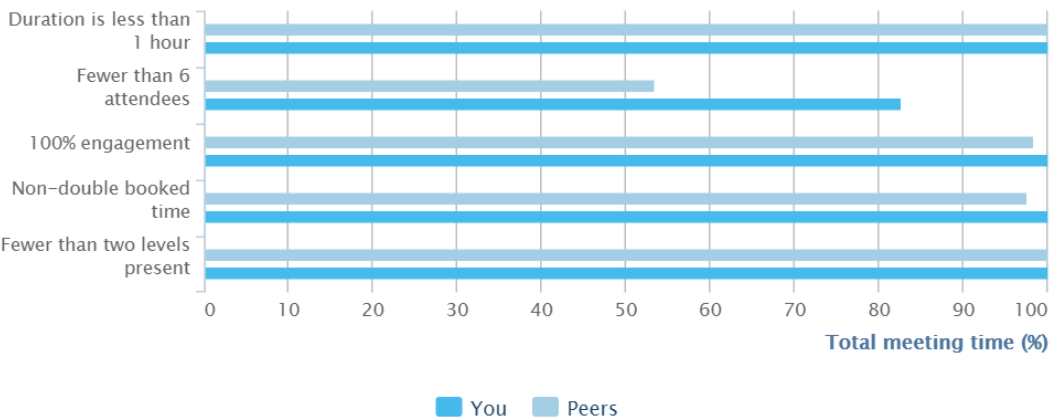
View Dashboard

Next

Meetings

Organize and attend effective meetings.

Productive collaboration is the result of several key meeting elements. Use the Meetings module to measure the quality of your meetings based on meeting duration, size, engagement level, and timing.



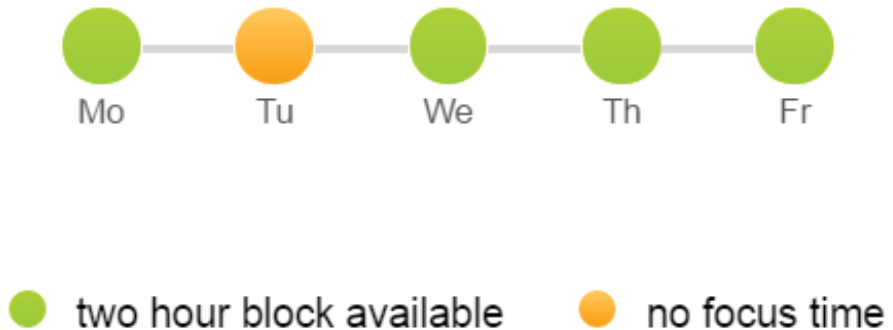
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Work / Focus Time



Schedule time to focus.

Time fragmentation is critical for both concentration and mental recovery. To enhance your productivity, use the Work/Focus Time module to set a goal each week for the number of days that you'd like to reserve at least one 2-hour block of time without meetings.



Next



Email



Track the time you spend in email.

When used appropriately, email is a great communication tool. However, inboxes can weigh you and your team down. Track the number of emails you send and receive in the Email module to identify the best balance for your own productivity.



Next



Balance



Achieve the work/life balance that's best for you.

It's okay to go the extra mile, but balance is important. Discover how you manage your work and personal life with the Balance module, which highlights days where you spent time in meetings or email outside of your regular work day.



 no extra work  extra work

Next



Impact

See how your meetings and emails impact your colleagues' schedules.

Communication is crucial for your job, but every email and meeting demands time from your coworkers. Track your organizational load through the Impact module, which shows the number of hours you impose on your colleagues' schedules.



Next

Get started!



You're ready to start setting goals and prioritizing your time.



If you have any lingering questions, you can read the resources page for more information.

Get Started

