

ORGANIZE TO OPTIMIZE

Part 3 Implementation Exercise

Let's Set Priorities and SMART Goals!

It's time to define the activities that are most important to you personally and professionally. Through this exercise you will work to find the activities that do the most to yield your biggest results and define some SMART goals over the next 30, 60, and 90 days!



Before You Start!

If you are feeling overwhelmed, stuck, or looking for some guidance, send us a note at info@itssimplyplaced.com. We are here to help you find the solutions that work best for you!

Now, let's define priorities and set SMART goals!



DEFINE PRIORITIES AND SET SMART GOALS



1. USE A TIME LOG

Track how you are ACTUALLY using your time for 3 "typical" days. You can use the Time Log resource from the Task Master Library, or keep a notepad with you to jot down your activities throughout the day.



2. ANALYZE THE DATA

At the end of the 3 day period review your logs. What do you notice? What are your biggest time-takers and time-wasters? What are you surprised by when you notice patterns, amount of time spent on certain things, etc.?



3. IDENTIFY YOUR 20%

What 20% of the things you do yield 80% of your results? What tasks or activities — when you focus on them — make the biggest difference to your work or your life? List them. These are your "big rocks."



4. GET SMART

Write and post 1 SMART personal goal and 1 SMART professional goal that you'd like to accomplish in the next 30, 60 or 90 days. Break that goal down into action steps and make an action plan; working backwards from the date you'd like to have accomplished the goal and determining what steps need to happen by when.

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5. REVIEW WEEKLY

Create a weekly review appointment on your calendar. Friday afternoons are a good time for this. Each week, during that appointment time, complete the following:

- Review the week that has just passed, noticing accomplishments and any unfinished business. Transfer unfinished business into the week ahead.
- Look at your 20% high value activities list and make sure you see time on your calendar in the week ahead to complete those activities or tasks. Block time for these tasks if you haven't already.
- Review your SMART goals and block time for the steps you need to take to progress on track with your plan on your calendar.



6. JOIN US IN THE IT'S ABOUT TIME PROGRAM!

Consider membership in the It's About Time virtual productivity program ([link](#)) for community, accountability, additional monthly strategies, implementation challenges and sustained results. We'd love to have you join us!

