



Goal Setting and Time Management Workshop

Markers

- - Delegated
- ✓ - Completed
- ☒ - Deleted
- ⇒ - Forwarded

A = Top Priority Tasks

B = High Importance Tasks

C = Secondary at the moment tasks

1 = First Task

2 = Second Task

3 = Third Task

- 1) **Markers – what is a marker?** Simply put, a marker is what symbol we use to keep track of either what position our task is in or even whether it has been delegated, completed, deleted or forwarded to another day. Please take notice that not only are the markers essential but also categorizing your tasks in A,B,C and 1,2,3 etc. With this you will become one of the most productive goal setter, task manager and time management expert available.
- 2) **Setting up your goals** – are the key to success. We all have heard the sayings, shooting an arrow into the sky can only leave a chance of it hitting the target, but aiming clearly at the target, will guarantee results.
- 3) **Looking at your priorities** – learning and developing a keen eye and mentality to set your goals and prioritize which is more important then the next is essential. Remember if you don't know your priorities and do not put it on paper, then your day will be controlled by the surrounding factors. You will become a master of busy work and getting nothing really important and life changing done.
- 4) **Developing a M.A.P.** – Massive Action Plan – this is essential in developing long term plans. All long term plans are the hardest to accomplish. Most people are caught up in the day to day of their lives. So we are easily derailed in regards to the long term plan. We are continually forgetting what we need, rather than what we want at the moment.
- 5) **Creating your follow up plan and** – Making sure you have checks and balances to make sure you get done what is necessary is not as easy as it sounds. Most of us, get lost, along the way. Learning this skill of follow up and follow through is as simple as it can be if you follow my procedures.

