



You have a career, you're running a business, you have a family, you have house projects going on... I get it, you have so much on your plate! You also have goals. I know this about you ;)

Whether your goal is to start a business, start a podcast, increase your business revenue, remodel a room in your house, plan a birthday party...**YOU NAME IT** - this method will work to get you there. If you commit, and are consistent and intentional, you **WILL** reach your goal!

LET'S BREAK IT DOWN ...

- What do you want to accomplish this year? What is your big **GOAL**?
- *Now*, brainstorm the **MILESTONES** that you have to hit in order to reach that goal.
- *Next*, **PRIORITIZE** the milestones.
- In a planner, write down a milestone goal for each month.
- *Now*, make a list of individual **TASKS** that have to get done in order to reach the milestone goal for the month.
- **ASSIGN** some of the tasks to the first week you are starting this process. I use a paper planner/calendar for this work, and write down my list of weekly tasks in the side margin.
- *From there*, **DROP** the tasks into days and time frames on your calendar. It's key to start with just putting down one or two tasks on any given day - just trust me on this :)
- **PLAN** on Sunday for the next week (Monday would be when the week would start), and move over any tasks from the previous week that for whatever reason didn't get done.
- **START** with just a few tasks each week. If you finish them, great, then you can move on to what's next on the list.



Three steps to accomplishing more, and spinning your wheels less!

P R I O R I T I Z E

On Sunday night, fill out your priorities and tasks for the week. I love using a paper planner/calendar for this. Don't worry, I've included a template within this download for you to use!

After your list is complete, find a highlighter or way to distinguish the top priorities of that list. It helps me to categorize them into personal vs business tasks.

P L A N

Next, look at your weekly calendar view. This will be where we get more specific to each day. Assign one or two tasks AT THE MOST to each day - don't go overboard here you can start here and see after the first week what number of tasks work best for you. Make sure to assign each task to a general timeline in order for you to have the most success.

P R O T E C T & F O C U S

One of the biggest pieces of advice I could give you is to protect that time block as much as you can - simply focus on that ONE task during that time frame, that is your priority, your baby.

Minimize distractions and no-multitasking during this time!

At the end of the week, if there are things from the list you made in the margin that did not get done, transfer them to the next week, when you prioritize again on Sunday. Check out the next page for an example of what this looks like, then get on to using the template I've provided to start getting things done!

month:

week of:

SCHEDULE	
MONDAY AM	MONDAY PM
TUESDAY AM	TUESDAY PM
WEDNESDAY AM	WEDNESDAY PM
THURSDAY AM	THURSDAY PM
FRIDAY AM	FRIDAY PM
SATURDAY	
SUNDAY	

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week of:

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