

SMART GOAL IDEAS

for your work & professional life

1. I WILL START ORGANIZING MY WORKSPACE 30 MINUTES BEFORE THE WORKDAY IS OVER TO LEAVE ON TIME.

2. I will only check my emails 3 times a day in 30-minute increments to make time for other things that need to get done.

3. I WILL WRITE DOWN 3 PRIORITY TASKS THAT I NEED TO GET DONE EACH DAY AND FOCUS ON THOSE. FIRST.

4. I will use checklists for my bigger projects to break them into smaller, doable action plans.

5. I WILL PUT AWAY MY PHONE AND ONLY USE IT AS NEEDED OR DURING BREAKS TO AVOID GETTING DISTRACTED.

6. I will learn 1 new skill or job that's not in my department each month to acquire more knowledge.

7. I WILL STOP AND REFLECT ON MY ATTITUDE AND OVERALL MENTAL WELL-BEING 3 TIMES PER DAY.

8. I will spend 1 hour a week researching time management techniques to improve that as a skill set.