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SPARK 9:

A DAY IN THE LIFE OF
AN AGENT

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4-1-1 ACTION GOAL WORKSHEET

ANNUAL GOALS

MONTHLY GOALS

MONTH OF

WEEKLY GOALS

WEEK 1	WEEK 2	WEEK 3	WEEK 4

Set Weekly and Daily Objectives

Write your daily objectives for each day next week below. What “Big Rocks” belong on each day? Make sure that you are asking yourself these guiding questions:

Identifiable: What is your goal?

Metric-Driven: How will you measure your progress?

Attainable: Do you have the correct systems and tools in place?

Purposeful: Is this goal in alignment with your 4-1-1?

Timely: When will this goal need to be accomplished?

Monday	Tuesday	Wednesday	Thursday	Friday
E.g., Add 10 contacts to Command				

Time to add your “Big Rocks” to your calendar. Looking at your objectives above, put your “Big Rocks” in your calendar to reserve that time for your 20 percent. Some key tips to remember:

- Block the most important tasks first.
- Don’t try to time block every minute of your day.
- Be careful not to confuse time blocking with indiscriminately filling your calendar.

Create Accountability

“Until you are willing to have someone hold you accountable, you can’t hold others accountable” -Gary Keller

Use the questions below to develop an accountability plan with your partner.

What are your partner’s goals?





How often will you check in?

How will you meet?

What is the date, time, and location of your first accountability check in?

Recap and Create Your Success List

Recap: Turn Aha's to Achievement

 <p>How has your thinking changed?</p>	
 <p>What do you feel differently about? What was meaningful for you today?</p>	
 <p>How will your behaviors be different going forward? What actions will you take?</p>	
 <p>What tools, models, or systems will you use? How will they make you accountable?</p>	