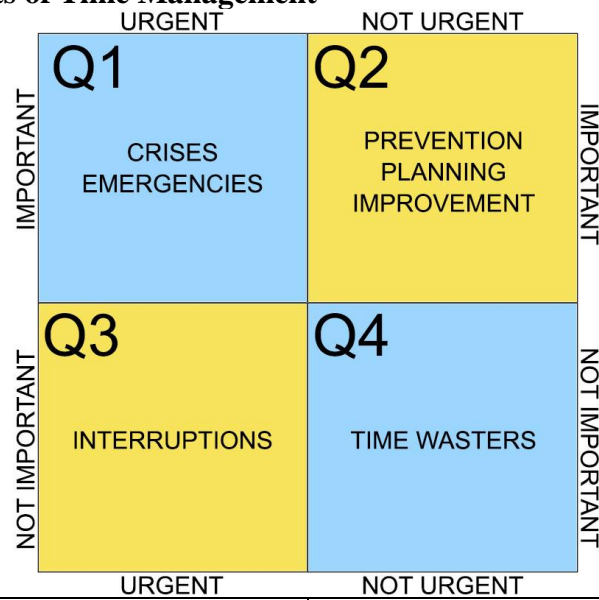


The Four Quadrants of Time Management



Daily Planner Link:

https://docs.google.com/document/d/1_1Wf_lw-mkRzZ7AuCzMP0YtnGkf41Z4Wp8-OA2RxxlQ/edit?usp=sharing

An exercise: What do you want to accomplish?

Step 1:

Brainstorm – Brainstorm all of the different things that you would like to accomplish in your job over the next year. What would you like to achieve? Consider if there are skills or processes that you could improve. Since you are brainstorming, list anything that comes to mind!

A large, empty rectangular box with a thin black border, intended for the user to list their brainstormed accomplishments.

Step 2:

Prioritize – In the space above, you will identify the accomplishments that you think are most important.

Step 3:

The top 3 – What are the three most important things you need to accomplish in your job over the next year? List those in the space below.

1.
2.
3.

An exercise: Developing SMART goals

In this exercise, use the questions listed below to make one of your key accomplishments (listed on page 2) a SMART goal.

Make it Specific
Who: Who is involved? _____

What: What do I want to accomplish? _____

Where: A location? _____

When: Time-frame? _____

Which: Requirements and constraints? _____

Why: Reasons, purpose, benefits? _____

Make it measurable

How will you measure whether the goal has been reached (list at least two indicators)?

Make it aggressive and achievable

What makes this goal challenging but also achievable?

Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal?

Make it relevant

Why do I care about this goal more than others right now?

Make it time-bound

By when?

How and when will you check-in on progress made?

Goal Statement

Objectives

Using the goal that you've identified, and the method of measurement that you determined, break the goal into its component objectives.
