

The 30/30 Time Management System™
Day 23 – Step 4: Set Work/Life Goals (Part 3 of 5)

Follow my 5-step process below to create a written plan for your goals. Use the Goal Planning Worksheet on page 2 to plan your goals (see example of a plan on page 3).

Step 1: Set goals that are “specific and measurable”

Step 2: Determine Strategies

Definition of a strategy: The approach to accomplish a goal that also answers the question “What method(s) will I use to achieve this goal”?

Before you can determine the actions you must take to achieve your goals, it’s important to take the time to determine the strategies you will use. This is a common area where many people fail. They don’t take the time to figure out “how” they will achieve their goals and go straight to action plans, which may not provide enough information to determine adequate resources.

Going through the process of determining “how” you will accomplish your goals will dictate the projects, tasks and resources you’ll need and will save you time and money in the long run.

Step 3: Determine Action Plans

Once you have set your goal and have determined the strategies the next step is to break the goal down into individual tasks, projects and timelines (see example on page 3).

Step 4: Determine Resources

Resources are defined as people, time and money. In order to accurately determine if accomplishing your goal within the designated time frame is realistic, you must first identify the people you will need, the time frames and time constraints involved, as well as budget parameters. After determining resources, review the due date that you assigned to your goal and action plans as you may need to adjust them.

Step 5: Be Accountable

Being accountable to someone is an essential part of achieving your goals, so invest some time into finding an accountability partner. Your accountability partner should be someone who has the same level of commitment to accomplish their goals as you do. The main objective is to keep each other focused and motivated enough to follow through with what you commit to doing. Weekly check in meetings (either in person, via Skype, or by phone) to review tasks accomplished and tasks to complete is ideal.

Goal Planning Worksheet - Example

Goal: Hire an assistant to work 10 hours a week to allow me to increase my marketing activities.	Due Date: 4/1
Strategies: Craig’s List & Business network	

Resources	Action Plans	Due Date
Time: 1 hour	Write job description and determine salary	March 1st
Time: 30 minutes	Send the job description & requirements to my network	March 5th
Time: 15 minutes Money: \$75.00	Post the job on Craig’s List	March 5th
Time: 6 hours (over 7 days)	Screen applicants and narrow down to final candidates	March 20th
Time: 4 hours (over 3 days)	Complete 2 nd round interviews & make final selection	March 27th
Time: 30 minutes	Send offer letter	March 28th
Money: \$480.00/month	Offer letter accepted and signed	April 1st