



Effective Time Management

Your Name

1

My 3-5 year vision

- > _____
- > _____
- > _____
- > _____
- > _____

2

My top initiatives that will drive my vision:

- 1. _____
- 2. _____
- 3. _____

3

Action plan for the short term

Initiative

Time frame:

Purpose (why it is important):

What success looks like:

Measure of success:

Action Plan

Milestone 1

By date:

Milestone 2

By date:

Milestone 3

By date:

Milestone 4

By date:

4

My "Stop doing" list:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

5

Define your SMART goals each week

Specific. **M**easurable. **A**ttainable. **R**ealistic. **T**imely.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____