5 Goals for the Next 12 Months

1.

2.

3.

4.

5.

SMART Goal:

S.M.A.R.T GOALS – TEMPLATE

SMART goals help improve achievement and success. A SMART goal clarifies exactly what is expected and the measures used to determine if the goal is achieved and successfully completed. A SMART goal may be used when drafting Maintenance or a Growth Goal.

A SMART goal is:

Specific: Linked to a job description, departmental goals/mission, and/or overall University goals and strategic plans. Answers the question—Who? and What?

Measurable: The success toward meeting the goal can be measured. Answers the question—How?

Attainable: Goals are realistic and can be achieved in a specific amount of time and are reasonable.

Relevant: The goals are aligned with current tasks and projects and focus in one defined area; include the expected result.

Time Oriented: Goals have a clearly defined time-frame including a target or deadline date.

Examples:

Not a SMART goal:
- Keep our department's website up-to-date

Does not identify a measurement or time frame, nor identify why the improvement is needed or how it will be used.

SMART goal:
- The first Friday of every month, solicit updates and new materials from our department's managers for the web page; publish this new material to the website by 12:00 noon on the following Friday. Each time new material is published, review our department's website for material that is out of date, and delete or archive the out-dated material.

S.M.A.R.T Goal Planning Form

Specific – WHO? WHAT?

Measureable – HOW?

Attainable– REASONABLE?

Relevant – EXPECTED RESULT?

Timed Oriented – WHEN?

MONTHLY MOMENTUM PLANNER

Focus _____

THIS QUARTER'S PROJECTS
What will you accomplish this quarter?

1 _____
2 _____
3 _____
4 _____
5 _____

THIS MONTH'S PROJECTS
What will you accomplish this month?

1 _____
2 _____
3 _____
4 _____
5 _____

SCHEDULED EVENTS
What's happening this month?

Date	Event

EMERGENT PROJECTS
What projects emerged this month?

_____
_____
_____
_____
_____

WEEK 1

1 _____
2 _____
3 _____
4 _____
5 _____

WEEK 2

1 _____
2 _____
3 _____
4 _____
5 _____

WEEK 3

1 _____
2 _____
3 _____
4 _____
5 _____

WEEK 4

1 _____
2 _____
3 _____
4 _____
5 _____

WEEK 5

1 _____
2 _____
3 _____
4 _____
5 _____

NOTES

![leaf logo] # WEEKLY MOMENTUM PLANNER

Focus _____

THIS MONTH'S PROJECTS
What will you accomplish?

	Project
1	
2	
3	
4	
5	

THIS WEEK'S PROJECTS
What projects will you focus on?

	Project
1	
2	
3	
4	
5	

SCHEDULED EVENTS
What's happening this week?

Day	Event

DEADLINES
What needs to be finished?

Day	Project Chunk

WEEKLY DASHBOARD
List the project chunks you will focus on each day.

MONDAY	Priority	Planned Time	Actual Time

TUESDAY	Priority	Planned Time	Actual Time

WEDNESDAY	Priority	Planned Time	Actual Time

THURSDAY	Priority	Planned Time	Actual Time

FRIDAY	Priority	Planned Time	Actual Time

SATURDAY & SUNDAY	Priority	Planned Time	Actual Time

DAILY MOMENTUM PLANNER

Day/Date _____

TODAY'S PROJECTS
What will you focus on?

	Project	Due Date
1		
2		
3		
4		
5		

SCHEDULED EVENTS
What is planned for today?

Time	Event

SUPPORTING TASKS
What do you need to do to complete those projects?

Task	

EMERGENT TASKS
Sometimes unplanned tasks pop up! Jot them down here.

Task	

TODAY'S SCHEDULE
When will you do your tasks?

:00	
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NOTES

Eisenhower matrix
Improved Decision Making. Better Time Management. Increased Productivity

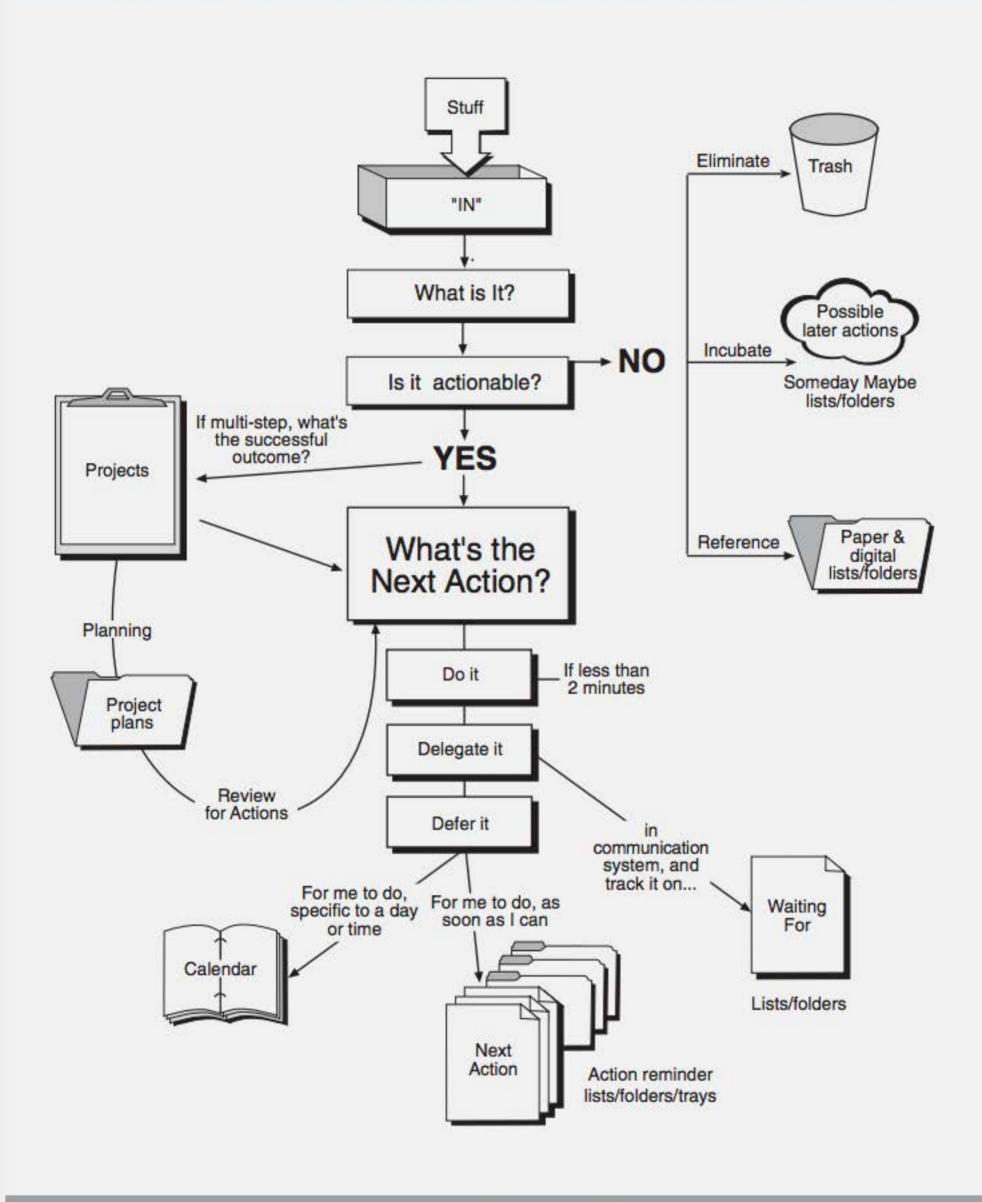| Date:		Copy#		©theblogrelay.com

Q1		Do Now	Next Actions
Urgent & Important	1		
	2		
	3		*Make a plan to finish these tasks
	4		
	5		*Start tracking work progress
	6		
	7		
	8		

Q2		Schedule	Next Actions
Less Urgent, but Important	1		
	2		
	3		*Add Timelines to get started
	4		
	5		*start tracking Work Progress
	6		
	7		*Add comments, Invite others
	8		

Q3		Delegate	Next Actions
Urgent, but Less Important	1		
	2		
	3		*Automate
	4		*Delegate & Forget
	5		
	6		*Watch
	7		*Discuss
	8		

Q4		Delete	Next Actions
Neither Urgent Nor Important	1		
	2		
	3		
	4		*Delete for Good
	5		
	6		*Mark for Later
	7		
	8		

Stuff

"IN"

What is It?

Is it actionable? → **NO**

YES

If multi-step, what's the successful outcome?

Projects

Planning

Project plans

Review for Actions

What's the Next Action?

Do it — If less than 2 minutes

Delegate it

Defer it

in communication system, and track it on...

For me to do, specific to a day or time

Calendar

For me to do, as soon as I can

Next Action

Action reminder lists/folders/trays

Waiting For

Lists/folders

Eliminate → Trash

Incubate → Possible later actions — Someday Maybe lists/folders

Reference → Paper & digital lists/folders

MEETING INFORMATION

Meeting Title		Date & Time	
Participants			
Meeting Leader		Facilitator	
Link to Agenda			

MEETING PURPOSE

Primary Purpose	
Desired Results	

MEETING PROGRAM

Time Allocated	Discussion Item	Notes & Resources
{00 minutes}	Set expectations	
{00 minutes}	{Meeting Content}	
{00 minutes}	{Meeting Content}	
{00 minutes}	{Meeting Content}	
{00 minutes}	{Meeting Content}	
{00 minutes}	Recap and confirm ownership of tasks	