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## Goal Setting For Time Management

Without a specific goal there are usually many fantastic ideas that can never get materialized. Goal setting will help you to determine a specific direction and formulate a plan on how to make your dreams real.

The following questions are designed to help you identify two specific goals. The first, is an action goal which is designed to be achieved in a specific amount of time ie) hire a new assistant by December, Achieve Sales Quota by January etc. The second is a future goals and we will determine a plan on how to achieve both the Action goals and the Future goals.

The following questions are designed to be pondered and to stimulate your thinking in a way that will make you think outside the box to stretch you yourself to think and dream big . I suggest you chew on the questions and take your time answering them.

### QUESTIONS

#### **Future Vision:**

If we sitting down for a coffee one year from today, looking back over that year, what has to have happened during that period for you to feel happy about your progress?

What one thing do you specifically want to accomplish?

Why do you want to accomplish this?

When do you want to accomplish this?

In order to put yourself on that path, what do you want to have accomplished by next month?

How would you like to be held accountable to that goal?