

Use this template to clarify your goal, set your progress goals, and the three actions & tasks you should focus on.

By the end of this exercise, you'll have:

- A SMART goal (*Specific, Measurable, Attainable, Relevant, Time-Based*)
- The top three milestones to focus on for the next 3 months
- The top three actions and tasks to focus on every week to move you closer towards your goal.

**What will you achieve in the next 3 months?**

### **SPECIFIC GOAL:**

Currently working: ..... hours per week.

I will reduce to: ..... hours per week.

Reducing the number of hours I work is important to me because: .....

### **PROGRESS GOAL 1:**

**1**

I will save ..... hours per week by eliminating, automating, or delegating two Priority 1 tasks th month.

#### **ACTIONS + TASKS:**

List all the Priority 1 tasks you currently do and the amount of time you spend each task each week.

1. ....

2. ....

3. ....

What are two Priority 1 tasks you can eliminate, automate, or delegate?

1. ....

2. ....

3. ....



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### PROGRESS GOAL 2:

I will save ..... hours per week by eliminating, automating, or delegating three Priority 2 tasks in 1 month.

#### ACTIONS + TASKS:

List all the Priority 2 tasks you currently do and the amount of time you spend each task each week.

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

What are Priority 2 tasks you can eliminate, automate, or delegate?

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

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### PROGRESS GOAL 3:

I will save ..... hours per week by eliminating, automating, or delegating five Priority 3 tasks in 1 month.

#### ACTIONS + TASKS:

List all the Priority 3 tasks you currently do and the amount of time you spend each task each week.

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

What are Priority 3 tasks you can eliminate, automate, or delegate?

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