THE PRODUCTIVITY PYRAMID—Set Goals

GOAL-SETTING TIPS

- 1. Write it down.
- 2. Give it a deadline.
- 3. Break it down into doable chunks.
- 4. Commit.

Goal Planning	Goals
Value/Mission/Role (why?):	
Goal (what?/when?):	Plan Daily Plan Weekly Set Goals
	Identify Values
Steps (how?)	Deadlines