1   goal-setting

SAMPLE ONLY

This is part 1 of Ali Kayn's Time Management Course

Exercise 1

In your personal life (family, hobbies, clubs and so on), what do you intend to do in the next five years? Make a list, if you don't have a plan, write down whatever comes into your head. Be brief, take five minutes.

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What do you want to do in the next six months? Be brief, take five minutes.

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Exercise 2

(a) In your work life (business, career, etc) and so on), what do you want to do in the next five years? Make a list, if you don?t have a plan, write down whatever comes into your head. Be brief, take five minutes.

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(b) In your personal life (family, hobbies, clubs and so on), what do you intend to do in the next six months? Be brief, take five minutes.

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Exercise 3

(a) If you only had five years to live, what would you want to do?
Assume that your finances, Will, and so on are up to
date. Be brief, take five minutes.

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(b) What if you only had six months?   Be brief, take
five minutes.

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Setting Goals

Take some time to compare the answers you made to the last three exercises. If they conflict, it wouldn't be surprising if you found it difficult to get things done.

After you have compared your lists, you might want to take a coffee break.

Your next step is to go through your lists and on the opposite page write your goals for the next five years.

How you write your list, and the fact that you write it out yourself is important.

Date:

The next five years:

Organising your goals

Long-term Goals

Goal	Due Date

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Committing yourself to your goals

After you have written down your goals, put a date on each one.

Short-term Goals
Your short-term goals can be milestones towards your
long-term goals.

Goal	Due Date

Breaking goals and assignments down to manageable pieces (chunking).

Exercise

Select one of your work-related goals. Make a list of all the things that have to be done in order to complete it. For example, list all the reports that need to be written, any research, testing, interviews, questionaires (include distribute, receive, follow-up, collate), training and so on.

Goal:		(due date)
Tasks required to complete this goal		

Now have a look at your list. If they are not in order, number the items.

Breaking a goal down into individual, manageable tasks makes the goal seem more achieveable.

Next to each item write the names or initials of the people who you need to have help you complete that task, or to whom the task may be delegated.

In the last column, write the date the goal or assignment is due. Later you can put a due date on each task.

Prioritising your tasks

Allocating priorities

We used to assign alphabetic values to priorities. If you are putting your goals into a computer program, you probably will be asked to assign numeric values.

A priorities
B priorities
C priorities

You can go through your list of long-term and short-term goals and assign them priorities.

Use a copy of the table above for each of your goals. Prioritise the tasks that need to be completed to achieve your goal. Remember, some tasks depend on others having been done before they can be started.

Due dates, escalation dates, and kill dates

Start assigning due dates to your goals and tasks.

Priorities change. Some goals and tasks become need to be given higher priority after a certain date. Other goals and tasks age out. If they are not done by a certain date, they are no longer required.

Questions:

Is the due date the only criteria for assigning a priority? For example, can an assignment be due at the end of the week, but have a lower priority than one due at the end of the month?

What do you need to negotiate the due dates and priorities?

Conflict is often caused when one person chooses one set of priorities and the other person chooses the other priorities. This can become fraught. This is why when more than one person is involved, there is likely to need to be negotiation.