



WEEKLY GOALS



DAILY TO DO'S





For many people, To-Do lists are the only way they can get things accomplished efficiently. For others, they think To-Do lists are unnecessary. However, studies have shown that people who write things down, be it in a To-Do list, a calendar or just scribbles on a sticky pad, perform better than those who don't.

The theory behind this is that when you write out exactly what needs to be done, what order it needs to be done in, and when each step needs to be finished, it reduces chaos within the brain. It allows you to focus on each task because you don't have to worry about forgetting an important step.

Much like trying to remember anything else, if you see it, hear it and write it down, it tends to stick with you longer than if you just do one (or none) of these things. The outcome is that you become much more accountable to yourself.

When done properly, To-Do lists can save you a lot of time and boost your bottom dollar. Again, it's all because you can work faster, more efficiently and therefore accomplish more goals quicker this way.

Tips for using To-Do lists effectively

To-Do lists don't work on their own. There are some things you can do to make them even more effective. Take a look at these ideas...

- **Prioritize** - Life gets in the way at times so chances are you won't get every task on your to-do lists completed. Make sure you are doing the most important tasks first. These will be the key tasks that make you the most money or get you closer to your goals.

- **Divide the list** - If long lists make you crazy, divide them into time slots, task types or whatever makes sense to you.

Ask yourself: “How much work can you get done in 3 hours?” Make that one section. “Which tasks require a quiet environment?” Sort those out into their own section. It doesn't matter how you make your list, as long as you prioritize the tasks and actively work on each section.

- **Plan around your most efficient times** - Do you do your best work early in the morning? Later in the afternoon? Whatever time you work best, plan To-Do the most important tasks then.

- **Evaluate daily, weekly and monthly** - Track your progress each day, week and month. Take a day to look back over everything to see what worked, what didn't, why it didn't, what you can do differently, what might need to be scrapped and what needs to be added.

- **Scrap it** - If you've had something on the bottom of your To-Do list(s) for more than a couple weeks, chances are it's not as important as you once thought. Consider removing these items from the list. It will keep you from stressing about not getting them done and you can always move it to a future bucket list.

- **Quality over Quantity** - Don't confused quantity over quantity. Sure, it might look great that you completed 50 tasks in one day, however, of those tasks are not getting you closer to your goals, then they are really a waste of time. It's better to complete 3 high-impact tasks that get one closer to your goals than a bunch of insignificant ones.

- **Outsource** - If some of those lower-quality tasks must be completed in order to reach your goal, outsource them to someone else. Just because a task needs to be done, doesn't mean YOU have to do them yourself. In fact, you should be working towards outsourcing any tasks that don't need your personal attention. If you find the right assistant(s), chances are, it'll save you money in the end.

The following pages will help you plan and track your weekly goals and daily To-Do lists for your business. Remember: "You can't do everything at once.... but you CAN do SOMETHING at once." Use this form to help you tackle the most important "Somethings" you need to do each and every day to move yourself toward your most important goals.



Weekly Goals & Daily To-Do's



Weekly Goals		Weekly To Do	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Monday	Tuesday	Wednesday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Daily Progress Checkpoints - Week Of: _____

Task Checkpoint

Monday:

Things that went well today: _____

Things that didn't get finished and why: _____

When/how I will finish the pending items and stay on track the rest of this week:

Tuesday:

Things that went well today: _____

Things that didn't get finished and why: _____

When/how I will finish the pending items and stay on track the rest of this week:

Wednesday:

Things that went well today: _____

Things that didn't get finished and why: _____

When/how I will finish the pending items and stay on track the rest of this week:

Thursday:

Things that went well today: _____

Things that didn't get finished and why: _____

When/how I will finish the pending items and stay on track the rest of this week:

Friday:

Things that went well today: _____

Things that didn't get finished and why: _____

When/how I will finish the pending items and stay on track the rest of this week:

Saturday:

Things that went well today: _____

Things that didn't get finished and why: _____

When/how I will finish the pending items and stay on track the rest of this week:

NOTES:
