

BEGIN WITH THE END

Of the ideal task outcome (not the end of time).

Here's What You Need to Do

Just like anything in life, we have the ability to create things twice: mentally and physically. Painting a mental picture is like creating a blueprint of the building (or space shuttle) before we start construction. When you're in your groove, you are exceptional, not adequate.

1

Make a copy of the following page for each repeatable task you want to study.

2

Name the process. Keep it simple and obvious.
For example, "Billing Process".

3

Name the goals: a general statement of the outcome you want to achieve. Rank them in priority if you have more than 1.
Examples, "Increase cashflow", "Improve efficiency", "Provide a consistent customer experience"

4

Name the objective for each goal: a statement that is written in a specific, measurable, achievable, realistic and time-bound (S.M.A.R.T.) way, by describing what will be achieved when and by who.
Examples: "To issue all invoices to clients within 5 working days of the end of each month." "To free up 2 hours per month to dedicate to pro bono work."

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Name:

Priority	Goal	S.M.A.R.T. Objective
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