

# Productivity Tips to Stay Positive, Directed & Focused Activity Template 1

## Time Management Activity: Setting Goals & Objectives

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If you'd like personal coaching, to achieve more success with your life, career or time, contact Kathryn McKinnon at [support@Kathryn-McKinnon.com](mailto:support@Kathryn-McKinnon.com)

Every day it's important to think about what you'd like to achieve. What do you want to accomplish? How will you know you succeeded? By having clear goals, determining your objectives and monitoring your progress, you'll be able to take the steps you need to make corrections along the way.

Take a few moments to write out the primary goals you have for your business or personal life. These should include both short-term, long-term and daily goals. Long-term Goals – Goals to achieve within 12-18 months.

- 1.
- 2.
- 3.

Short-term Goals – Goals to achieve within 1-3 months:

- 4.
- 5.
- 6.

Daily Goals – Goals I need to accomplish today:

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