Goals Worksheet: Time Inventory

What is the most important goal for this year? Identify 2 additional goals.

YEAR:		
Top Goal:		
Additional Goals:		

Now list all tasks, projects needed to get done to accomplish your goals. Keep adding to this list over several days. Wait 3-5 days and review your list, in the right column, identify if this task can be deferred, delegated, or changed.

TASKS Required to Achieve Your Goals	Can the task be Deferred, Delegated or Changed?



Now copy your tasks from the chart on the previous page, to the left column. In the right column, write in the amount of time it will take you to accomplish each task.

TASKS	TIME REQUIRED

Do you have the time to accomplish your goal? If not is there something you can eliminate from your schedule? List activities you are willing to eliminate. What is the impact of eliminating these activities on your ability to function optimally?

