

Weekly goals

The following chart is a very simple system for keeping a focus on what needs to be done in your business on a regular basis.

Start each week with a new 'to do' list bringing forward any priorities that need further attention. Use this regular process as a way of organising your thinking, setting goals for the week, and managing your time.

Decide on your priorities (*enter them in the left-hand column*) and tick the box every time you 'do' something about it.

Date: week ending _____

| Priorities | Mon | Tue | Wed | Thur | Fri | Sat |
|---------------------|-----|-----|-----|------|-----|-----|
| eg Client follow-up | | | | | | |
| eg Suppliers | | | | | | |
| eg New contacts | | | | | | |
| eg Business books | | | | | | |
| eg Hobby | | | | | | |
| Other | | | | | | |

Develop flowcharts or calendars so that you can tell at a glance where you are up to, and what needs to be done next on any task. Show important dates in different colours, such as, project deadlines, sending out invoices, doing your BAS, paying your mortgage, quality time with the family etc.