YOUR DAILY PLANNER

MAJOR FOCUS GOAL					
IS YOUR GOAL:	**S**PECIFIC ☐	**M**EASURABLE ☐	**A**SSIGNABLE ☐	**R**EALISTIC ☐	**T**IME-BOUND ☐

PRIORITY	OBJECTIVE	COMPLETED?

HELPFUL TIPS TO IMPROVE YOUR TIME MANAGEMENT

1. WRITE YOUR BIGGER PICTURE GOAL AT THE TOP, AND ENSURE IT IS S.M.A.R.T.
2. PUT YOUR MOST ARDUOUS TASK FIRST.
3. PRIORITISE YOUR TASKS FROM 1-5 MAKING 1 THE MOST IMPORTANT.
4. MAKE YOUR OBJECTIVES CLEAR. ALLOW YOURSELF TO KNOW WHEN YOU HAVE FINISHED.