

Specific

What do you want to achieve?

Implement a time tracking system and prioritize tasks using the Eisenhower matrix, aiming to reduce time spent on low-priority activities.

S

Measurable

How do you measure the progress of achieving your goal?

Achieve a 20% increase in daily task completion rates and a 10% decrease in time spent on non-essential activities within the next quarter.

M

Attainable

How do achieve your goal?

Utilize time management tools, set clear priorities, and attend workshops on efficient task organization.

A

Relevant

Will your short and long term needs be satisfied by the goal?

Focus personal productivity, contributing to overall team efficiency and project success.

R

Timely

When will you achieve the goal?

Monitor task completion rates and time spent on activities weekly, with the goal of achieving set targets within the next quarter.

T

Smart Organization

TD Snyder



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