

2016 GOAL & TASK MANAGEMENT

What do you want to accomplish in 2016? List your high level goals:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

(use another sheet if necessary)

Put the high level goals, from above, in order of importance or time sensitivity:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

S.M.A.R.T. GOALS TRACKER

List top goals & make them S.M.A.R.T.

Goal name: _____

S

M

A

R

T

Goal name:

S

M

A

R

T

(add another sheet if necessary)

Daily To-Do Tracker

1.

2.

3.

4.

5.

6.

7.