

Set a SMART goal

Set SMART (Specific, Measurable, Attainable, Relevant, Time-based) goals for one area of your book project (marketing, writing/rewriting, research, reviews, testimonials, endorsements, editing, etc.).

Goal #1 will relate to #1 in each section and so forth and so on with each number.

My Goals:

- 1 Research books in my genre _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

P= My Next Plan of Action:

- 1 1-hr minimum trip to bookstore/library _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

I= My Implementation:

- 1 Weekly visit to bookstore/library _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

E= My Evaluation" Aha Moments":

- 1 Tue early afternoons are best _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

Prioritize **your** goals this week.

Think through your goals, then organize each activity using the following quadrants. Make sure to list the guesstimate duration of time or time block beside the activity (writing (no editing) - 90 min., workout - 30 min, email marketing - 35 min., Bible reading - 60 min., email replies 10 am - noon, etc.)

Important

Family emergencies - real, hard deadlines for important projects, etc.

NOW

LATER

Not Important

Phone calls that are off topic - emails that you have to reply to right away, etc.

NOW

LATER

Urgent

Does not require your immediate attention, but needs to be planned - appointments, work hours, content planning, etc.

NOW

LATER

Can easily become a time suck - learn to delegate + minimize + set time limits, etc.

NOW

LATER

Not Urgent

"Time is what we want most, but what we use worst."

- William Penn