

THE "ESSENTIAL TIPS" BUSINESS SERIES

# How to GET MORE DONE *in Your Day*

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## HOW THIS BOOK WILL HELP YOU

Everyone has the same amount of time, the key to using it well is what you decide to do at any given moment of the day.

You will never have time to do everything, you have to make choices. The choices you make will determine:

- how effective and efficient you are at your job
- how successful you are at achieving your goals and objectives
- how calm or how stressed you feel
- whether you get important tasks done or spend your time on small things
- the sense of achievement you feel at the end of each day

The tips in this booklet will help you to choose the right tasks to work on and then to complete them as efficiently as possible.

You will get more done, be more focused, less prone to distraction and more able to deal with interruptions and time wasters.

For more titles in the Essential Tips series, visit the website at [www.trainofthoughtcourses.com/booklets.php](http://www.trainofthoughtcourses.com/booklets.php)

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# SETTING YOUR GOALS

1. Write down the key areas of work that you should be focusing on. What do you want to achieve in each area in the next 6 months or 12 months?
2. Write out your long term objectives and break these down into short term goals.
3. Make your goals as precise as possible. Use the SMART formula:

Specific  
Measurable  
Achievable  
Realistic  
Timed

e.g. " To be contacting 20 new potential customers each week by the end of March. "

4. Set a deadline for each goal.
5. List everything you need to do to achieve your goal.
6. Organise the list into an action plan.
7. Put reminders of your goals where you can see them every day.
8. Review your progress regularly to make sure you're still on track.