

Exercise

From planning to action: Scheduling your tasks

1. Set your larger goals for the next 3 months, per month

My Overall Goal:

- Month 1:
- Month 2:
- Month 3:
- Month ...

2. Break it down into smaller tasks (next few weeks)

- Week 1:
- Week 2:
- Week 3:
- Week 4:

3. Intentionally block off chunks of time throughout the week; be as specific as possible

Week of ____

	MON	TUE	WED	THU	FRI	SAT	SUN
AM							
PM							
Evening							

Example

1. Set your larger goals for the next months, per month

Overall Goal: I want to plan the next step for my career in the next 4 months.

- Month 1: Clarify what that looks like (personal reflection), gathering and updating my resources
- Month 2: Networking and relationship-building (identify top 3-5 organisations that fit my profile and priorities)
- Month 3: Select top 3-5 careers/job roles + apply to vacancies
- Month 4: Interviews & evaluating offers

2. Break it down into smaller tasks (next few weeks)

- Week 1: 6 hours for self-reflection activities (my priorities, core values, etc)
- Week 2: 2 hours for identifying resources (my strengths, past experiences) + 2 hours to read about CV & LinkedIn best practices
- Week 3: 2 hours to reflect on my obstacles (fears, limiting beliefs) + 2 hours for CV improvement + 1 hour LinkedIn profile improvement
- Week 4: ...

3. Intentionally block off chunks of time throughout the week

Week of 7-13 March

	MON	TUE	WED	THU	FRI	SAT	SUN
AM			9:00-11:00		(1 hour)		
PM	(2 hour)				17-18:00		
Evening							