



## PRODUCTIVITY/TIME MANAGEMENT: SHORT-TERM GOALS

Make a list of the Productivity/Time Management goals you want to achieve in the next days, weeks and months.

Short-Term Goal	Steps To Achieving This Goal		✓
	1		
	2		
	3		
	4		
	1		
	2		
	3		
	4		
	1		
	2		
	3		
	4		
	1		
	2		
	3		
	4		
	1		
	2		
	3		
	4		
Notes			

