



PRODUCTIVITY/TIME MANAGEMENT: LONG-TERM GOALS

Got a longer-term Productivity/Time Management goal or two? List the sub goals so you can see the steps to take.

Long-Term Goal	Steps To Achieving This Goal	✓
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	1	
	2	
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	10	
Notes		

