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| Goal Plan |
| **Big Picture Goal – My New Reality** |
| Define the destination of your journey. Big picture, what do you want? |
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| **The Foundation – Why** |
| Your “why” is the foundation of your goals and will help you stick to them long-term. Why have you chosen your big picture goal? |
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| **Three Year Goals Between:**  |  | **and:** |  |
| What do I need to achieve in 3 years that will put me on the path to achieving my Big Picture Goal? |
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| **Annual Goals Between:**  |  | **and** |  |
| List your goals for this year. Write down no more than five (as few as possible). Put your most important priority first. |
|  | [ ]  Behind | [ ]  On Track | [ ]  Ahead |
|  | [ ]  Behind | [ ]  On Track | [ ]  Ahead |
|  | [ ]  Behind | [ ]  On Track | [ ]  Ahead |
|  | [ ]  Behind | [ ]  On Track | [ ]  Ahead |
|  | [ ]  Behind | [ ]  On Track | [ ]  Ahead |

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| Action Plan |
| Accountability Partner Name: |  |
| Report Progress on (day and time): |  |

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| **Priorities This Quarter** | **Objectives This Month** |
| No more than 5. As few as possible. **Bold** the most important priority. | As few as possible. **Bold** the most important objective. |
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| *Success Metrics:* | *Success Metrics:* |
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| Habits to Change or Develop |  |
| **Habits I Want to Change or Develop (Focus on work habits)** | **How I Plan to Change or Develop This Habit** | **Why Am I Doing This** |
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| TIME |
| **Treasured TIME I Want**  |
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| **Investment TIME for My Focus (in order of importance)**  |
| *Topic* | *Why* |
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| **Mandatory TIME**  |
| *Topic* | *Minimize or Outsource Strategy* | *Hours Saved Target (per week)* |
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| **Empty TIME**  |
| *Topic* | *Minimize Strategy* | *Hours Saved Target* |
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| Avoiding Distraction |
| **Be Impossible to Distract (Focus on work environment)** |
| *Distraction* | *How I Will Avoid* |
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| **My “To Don’t” List** |
| Possible priorities or actions that are good, but not great right now, or great but not priorities right now. Focus on work. |
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| **Maximizing Energy** |
| How I’ll maximize energy across the following. |
| *Mind:* | *Body:* | *Spirit:* |
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**90-Day Productivity Code Challenge**

**Instructions:**

* Choose whether to accept the 90-Day Productivity Code Challenge; this is 100% voluntary
* If you choose to accept:
* Find an accountability partner; calendar weekly accountability check-ins **now**
* Define your One Big Thing
* Create a commitment contract

[ ]  **Yes,** I will make a commitment contract with myself to follow my Productivity Code Challenge plan

[ ]  **Yes,** I accept the 90-Day Productivity Code Challenge and am 100% committed to execution.

I will adopt the following key habits as I work…

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| **Recruit My Drive**[ ]  Choose my New Reality: build goal plan and review quarterly[ ]  Plan actions weekly[ ]  Track progress weekly with a partner | **Obsess Over TIME**[ ]  Take T, Increase I, Minimize M, Eliminate E[ ]  Put my GIA first[ ]  Track my TIME | **Sprint into the Zone**[ ]  Establish a daily routine of obsessed, planned Sprints[ ]  Relay: Do 4 successive Sprints[ ]  Block distraction: Keep a distraction capture list |
| **Ignite My Proactivity**[ ]  Calendar Investment time[ ]  Talk to myself[ ]  Say, “3…2…1…Go!” | **Say No**[ ]  Shrink my priority set: If it’s not gung ho, it’s no[ ]  Practice saying no[ ]  Keep a to-don’t list | **Fuel My Energy**[ ]  Mind: Practice positive self-talk and mindfulness[ ]  Body: Eat well, sleep well, and take care of your body[ ]  Spirit: Take Treasured time |
| **Reengineer My Habits**[ ]  Say, “When I, Then I. Will I?”[ ]  Change my environment[ ]  Make my morning routine sacred | **Play Hard to Get**[ ]  Be free from the shackles of alerts[ ]  Signal “Do Not Disturb”[ ]  Be someplace else | **Right the Ship**[ ]  Say, “3…2…1…Stop!”[ ]  Make micro change[ ]  Sign a commitment contract |

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| **One Big Thing***See Quarterly Priorities for ideas. Make both result* specific *and* measurable.  |
| *What is your One Big Thing?* |
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| *Targeted Result* |
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| **Signature:** |  | **Date:** |  |

| Track Your TIME |  |  |
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| **Activity** | **Category****(T,I,M, or E)** | **Minutes** |
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| Sprint and Relay Tracker |
| **Topic** | **Sprints and Relays Today****(Check the box for each relay)** |
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