

Maximize Your Impact

Your time is valuable — make sure that you are spending it on things that will do more than just keep you busy. Be strategic and ensure the things you choose to do will have the maximum impact. Below, create your to-do list for this week. Then, follow the guide to outline how you'll make the most meaningful possible impact.

STEP 1

List all the tasks you have to do this week, but differentiate between work tasks and personal tasks.

STEP 2

Review your list with these questions in mind. Which task(s) will have the biggest impact on a bigger goal? Which are most visible to your boss/manager? Which would be easiest to complete? Which would bring a goal or project to completion?

STEP 3

Circle or put a star next to the tasks that will have the most impact or make the biggest difference in your life. Make sure to prioritize these tasks this week.

THINGS TO DO THIS WEEK

WORK TASKS

Project tasks, administrative, etc.

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PERSONAL/OTHER TASKS

Errands, chores, health, home, etc.

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