



HOW DO YOU SPEND YOUR TIME

Take control of your year! This assessment will provide you with insight into professional and personal goals that you may want to set for 2008.

There are 168 hours in a seven-day week. Take a few minutes to see how you currently spend your time and how you would like to.

	Now	Ideal
A. Work	_____	_____
B. Professional development activities such as: continuing education, reading work related books, magazines, periodicals, attending association meetings, networking, mentoring	_____	_____
C. Planning your career, setting & tracking personal & professional goals, using time management techniques	_____	_____
D. Complaining about work/career with others	_____	_____
E. Pursuing your personal interests/hobbies, be specific	_____	_____
F. Socializing/Relationships	_____	_____
G. Exercising	_____	_____
H. Sleeping	_____	_____
I. Eating	_____	_____
J. Doing household chores/tasks	_____	_____
K. Commuting	_____	_____
L. Resting/re-charging/meditating/reading for pleasure	_____	_____
M. Watching TV	_____	_____
N. Paying bills, focusing on your finances	_____	_____
O. Volunteering, participating in community work	_____	_____
P. Doing things you don't want to be doing, be specific	_____	_____
Q. Other	_____	_____
TOTAL:	_____	_____

Our Goal is to Help **You** Achieve Your Goals[®]

EVA WISNIK'S 2008 GOALS

PROFESSIONAL:

- ▶ Place 25 Recruitment Professionals into law firms
- ▶ Place 25 Marketing Professionals into law firms
- ▶ Launch a new recruitment division for placing Practice Management Prof'ls and place 6 of these candidates into law firms
- ▶ Present 60 Interviewer Skills, Rainmaking Skills, Time Management and Myers-Briggs programs at law firms nationwide
- ▶ Work with 5 new firm clients
- ▶ Write articles or get quoted 3 times in magazines/newspapers
- ▶ Have lunch or dinner with 2 clients a month
- ▶ Take 1 Action Each Day to initiate and maintain my professional relationships

PERSONAL:

- ▶ Spend quality time with Jake, David, Arcadia & Bob
- ▶ Take 3 family vacations
- ▶ Take David on 2 business trips with me
- ▶ Have 1 "date" a month with Bob
- ▶ Exercise
 - Dedicate 5 hours per week = 20 hours per month
 - Take pilates class 1 hour a week
 - Take Yoga 1 hour a week
 - Do weight training/resistance 2 hours a week
 - Do 1.5 hours of aerobic exercise a week

OTHER:

- ▶ Attend religious services with our family 8 times
- ▶ Read 4 books with Book Club
- ▶ Host 4 get-togethers with our new neighbors/friends
- ▶ Get together with my "Mom's" group 6 times
- ▶ Visit 6 museums, cultural institutions, etc.

FINANCIAL:

- ▶ Maintain Wisnik Career Enterprises' revenues at 2007 levels
- ▶ Raise/donate \$10,000 for the Diabetes Research Institute
- ▶ Invest \$10,000 into college funds for our kids

MY 2008 GOALS

Based on your assessment of How You Spend Your Time, set at least one goal in each category. To insure your success, as often as possible, make your goals Specific and Quantifiable. For example, if one of your goals is to expand your network and you write, "To meet 3 new professional contacts each month," you will clearly know when you have achieved your goal and, therefore, be much more successful at achieving this goal than if you just write, "To meet more contacts." Finally, to achieve balance in your life, it is vital to set goals for all the different aspects of your life. Remember, if it feels a little "uncomfortable" to be committing your goals to paper, you're on the right track to achieving them!

PROFESSIONAL:

PERSONAL:

FINANCIAL:

OTHER:

ACTION STEPS FOR GOAL ATTAINMENT

GOAL:

ACTION STEPS:

GOAL:

ACTION STEPS:

GOAL:

ACTION STEPS:

GOAL:

ACTION STEPS: