

HOW DO YOU SPEND YOUR TIME?

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. This assessment will provide you with insight into professional and personal goals that you may want to set for 2012.

	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:	_____	_____

MY 2012 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:

Eva Wisnik's 2012 GOALS

Professional:

- Place 45 Professionals including:
 - 25 Marketing Professionals into law firms
 - 12 Recruitment Professionals into law firms
 - 5 Professional Development Professionals
 - 3 Practice Management Professionals into law firms

Training:

- Conduct 30 Programs including:
 - 20 Time Management, Business Development, Women-focused, Myers-Briggs, Survival Skills
 - 10 Interview Training programs

Other professional:

- Write/get quoted in 5 articles
- Present at LMA conference and 3 Recruiter City Groups and 2 PD Groups
- Work with 5 new firm clients
- Have lunch or dinner with 3 clients a month
- Take 1 Action Each Day to initiate and maintain my professional relationships
- Launch a "Boot Camp" for Recruitment Assistant and Temps

Personal Family:

- Spend quality time each week with Arcadia, David, Jake & Bob
- Take 2 family vacations and take each of the kids on 1 trip with me
- Spend 14 days at the beach
- Have 1 date/month with Bob

Personal Spiritual:

- Practice 1 random act of kindness each week
- Write 1 gratitude note/LinkedIn Recommendations each month
- Attend religious services with my family 8 times

Personal Other:

- Host 6 get-togethers with neighbors/friends
- Visit 6 museums, cultural institutions, etc.
- Dedicate 5 hours each week to exercise

Financial:

- Increase Wisnik Career Enterprises' revenues by 20%
- Contribute \$3,000 to charities including Diabetes
- Invest \$10,000 into college funds for my kids

ACTION STEPS FOR GOAL ATTAINMENT

GOAL:

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GOAL: Launch a “Boot Camp” for Recruitment Assistants and OCI Temps

ACTION STEPS:

1. Identify existing clients who could be interested in sending their assistants or hiring temps post training
2. Create Survey Monkey questionnaire to send to Recruitment Directors to learn more about the skills and knowledge they need in an assistant or seasonal temp
3. Create daily curriculum outline for Boot Camp
4. Put together logistics schedule including: pricing, dates, materials, etc.
5. Identify outside resources, experts who can be “guest presenters”
6. Develop marketing material to describe the training to “target” firms and attendees

NOTES: