

HOW DO YOU SPEND YOUR
T  **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 2014.

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 specific things you don't want to be doing, be specific:	_____	_____
Q. Other	_____	_____
TOTAL:	_____	_____



My 2014 Goals

Based on your assessment of How You Spend Your Time, set at least one goal in each category. To ensure 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:



Our goal is to help
you achieve your

goals

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Action Steps for Goal Attainment

GOAL:

ACTION STEPS:

- 1.
- 2.
- 3.
- 4.
- 5.

NOTES:

GOAL:

ACTION STEPS:

- 1.
- 2.
- 3.
- 4.
- 5.

NOTES:

GOAL:

ACTION STEPS:

- 1.
- 2.
- 3.
- 4.
- 5.

NOTES:



Eva Wisnik's 2014 GOALS

Professional:

- Place 24 Professionals, including:
- 15 Marketing Professionals into law firms
- 4 Recruiting Professionals into law firms
- 3 Professional Development Professionals
- 2 Practice Management Professionals

Training:

- Conduct 28 Programs, including:
- 15 Time Management, Business Development, Myers-Briggs, Boot Camps
- 13 Interview Training Programs

Other Professional:

- Write/ get quoted in 5 articles
- Present at 4 professional association conference/meetings for recruitment, marketing, and PD professionals
- Work with 3 new firm clients/non-law firms
- 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 Marketing Assistants and Coordinators

Personal Family:

- Have an amazing journey to Poland for Jake's Bar Mitzvah celebration
- Practice my morning gratitude ritual 4 times each week
- Host 8 get-togethers with neighbors/friends
- Bike a 50-mile diabetes fundraiser
- Dedicate 7 hours each week to exercise

Financial:

- Increase Wisnik Career Enterprises' revenue by 25%
- Contribute \$5000 to charities including diabetes
- Invest \$20,000 into college funds for my kids

Eva's Action Steps for Goal Attainment *(Example)*

GOAL: Launch a “Boot Camp” for Marketing Assistants and Coordinators

ACTION STEPS:

1. Identify existing clients who could be interested in sending their assistants/coordinators for training
2. Create a Survey Monkey questionnaire to send to Marketing Directors/CMOs to learn more about the skills and knowledge they need in an assistants/coordinators
3. Create a 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:



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