

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 2021.

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. Relationships/Family Time	_____	_____
G. Exercising	_____	_____
H. Sleeping	_____	_____
I. Eating	_____	_____
J. Doing household chores/tasks	_____	_____
K. Social Media	_____	_____
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 2021 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 you want to make more time for your well-being, you may want to set a goal like “Exercise 3 hours each week.” 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!

Knowledge:

Skills:

Contacts:

Well-Being:



110 E 40th St., #901 • New York, NY 10016 • t: 212.370.1010 • f: 212.949.9449

www.wisnik.com • ewisnik@wisnik.com

© Copyright 2020 Wisnik Career Enterprises, Inc.

Action Steps for Goal Attainment

EXAMPLE GOAL: *To secure 10,000 Instagram followers and 2,500 LinkedIn followers for the Your Fairy Job Mentor brand*

ACTION STEPS:

1. Design Instagram and LinkedIn graphics to showcase brand
2. Write meaningful posts that highlight content from book and podcast
3. Produce valuable take-aways, exercises and tip sheets to give away to subscribers
4. Research Instagram ads
5. Monitor where followers are coming from and invest further

NOTES:

GOAL:

ACTION STEPS:

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

NOTES:

GOAL:

ACTION STEPS:

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

NOTES:

