

YOUR
Fairy Job Mentor's
Goal Setting Workbook

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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 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:

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: Use canva for design, dissect blog posts into more specific social media posts, pose Q&A's of relevant material, find new audiences, research others who have built an audience, get inspiration from social media influencers.

Example Goal:

Action Steps:

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

Notes:

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Example Goal:

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