

THE CONCRETE GOALS TRACKER

Pursue tangible results to achieve your greater goals

I once read that effective executives focus only on tasks that move their company forward; everything else can wait! I made this worksheet to help develop that mindset. Fill in a bubble whenever you get something on the list done!

WORKSHEET CGT 01

CONCRETE GOALS TRACKER

When is something Worth Doing?

- 10** It's life-sustaining **billable** work!
- 10** It's signing **new** business!
- 5** It's **publishable** code! Ship it!
- 5** It's **sharp** visual design! Show it!
- 5** It's **concrete** planning or accounting!
- 2** It's new **self-promotion**!
- 2** It's a new **article** for the blog!
- 2** It's **social** or **business development**!
- 1** It's **maintaining** an old relationship!
- 1** It's **making** a new relationship!

WEEK BEGINNING

MONTH and DAY

YEAR

2010

10x 5x 2x 1x = MONDAY

10x 5x 2x 1x = TUESDAY

10x 5x 2x 1x = WEDNESDAY

10x 5x 2x 1x = THURSDAY

10x 5x 2x 1x = FRIDAY

10x 5x 2x 1x = SATURDAY

10x 5x 2x 1x = SUNDAY

END OF WEEK TOTAL

MAINTAIN CONTINUITY NOTES HERE

WHAT ARE YOU DOING? WHAT HAVE YOU DONE?