



by Maria Spillane



SMARTER GOALS

WORKBOOK

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Weekly Block Schedule Worksheet:

1. Make a list of all the tasks you want to complete daily, weekly, and monthly, including business and family responsibilities. Assign an approximate time to each task.

Daily:

Weekly:

Monthly:

Weekly Block Schedule Worksheet Continued:

2. Determine which tasks are the highest priority and divide them into morning, afternoon, and evening blocks with high priority items listed earlier in the day.

Morning:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Afternoon:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Evening:

_____	_____
_____	_____

Weekly Block Schedule Worksheet Continued:

3.

Add any existing appointments to your planner to show that time is blocked. (See *Block Planner*)

4.

Add blocks for exercise and meal breaks daily and leisure time weekly.

5.

Assign time for your family to connect before meals and activities daily, and quality time together weekly.

6.

Allow 10 minutes of buffer time between blocks to account for the unexpected, and for bathroom breaks.

7.

Be realistic about how much time you can dedicate to work each day consistently, but understand that you must make sacrifices to grow your business. If you have more tasks than time blocks, now is the time to delegate or eliminate the tasks that are lower on the list.

8.

Stick to your schedule.
Set a date in your planner to revisit your block schedule weekly.

Optional:

If you are a visual person, color code every category of activity with erasable color pens.

DATE

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BLOCK PLANNER

TIME / DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5:00AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							

SMART Goals Worksheet: Evaluate, Review, & Adjust Regularly

S

Specific

Write your goal in specific detail. Make it so clear you can see it in your mind as if you have already achieved it.

M

Meaningful

How will you feel when your goal is achieved?
Why is this goal meaningful for you?

A

Achievable

Do you believe that this goal is achievable by you, and what steps can you take today towards achieving that goal?

R

Realistic

Have others attained this goal in the past? If not, are there actionable steps you can take to be the first to achieve it?

T

Timely

By what date will you achieve this goal?

E

Evaluate

How often will you evaluate this goal, and what is your plan for adjustment?

R

Review

Review your goals daily. When will you review them? Where will you keep them?

Start at the bottom and write your goal and date: Work backwards from that goal and keep breaking it down into smaller goals until you have daily actionable steps

Step

Date

Step

Date

Step

Date

Step

Date

Goal

Date



Skills Development Worksheet:

1. What skills do you need to successfully take each step on your way to earning your goal?

2. What books, podcast, trainings, coaches, or seminars can you learn these skills from?

Prepare for Growth Worksheet

1

What tools do you have to help you?

2

What is our system for success and how will you put it in action?

3

How will you measure and track your progress?

4

What percentage of your business income will you put away for professional development?



Thank you.

I appreciate your dedication to engaging with this e-book workbook and your commitment to the journey of self-discovery. The insights and strategies provided here are designed to equip you not only to launch and grow a successful home-based business but also to nurture a thriving family life. Balancing these two significant aspects of life is no small feat; it demands perseverance and unwavering focus. However, the fruits of this labor, a harmonious blend of professional success and family wellbeing, are immensely gratifying. By mastering key skills such as effective time management, precise goal setting, establishing healthy boundaries, enhancing your abilities, and maintaining a far-sighted vision, you are setting yourself up for a remarkable journey. You're not just building a business; you're cultivating a life where both your professional and personal worlds flourish side by side.

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