



Achieving Longer Term Goals



When you have an important goal, use these tools to accomplish the goal without making any major change to the demands of your daily work:

1. Identify the lead measures: the levers you can pull that will result in a change to the outcome.
2. Identify a step you can take that will move you 1% toward your goal.
3. Time-block your calendar for the next 6 months so that your 1% steps will be scheduled into your daily routine.