

Worksheet #13—My Achievement Management System

EXAMPLE:

Goal No. 1: Earn extra \$100,000	
Date to Achieve: December 31, 2010	
Next Intermediate Destination: Extra \$3,000/month	
Top 10 To Do's	Priority
Expand my prospecting list	1 2 3 4 5
Set up better relationship/contact management system	1 2 3 4 5
Cancel my cable so I have more time	1 2 3 4 5
Buy books and CDs on effective communication, sales and relationship building	1 2 3 4 5
Upgrade mattress and pillow for a better night's sleep	1 2 3 4 5
Stock the pantry with more energy-rich foods	1 2 3 4 5
Join a gym	1 2 3 4 5
Quit fantasy football league	1 2 3 4 5
Hire an assistant	1 2 3 4 5
Have meeting with my spouse about plans/schedule	1 2 3 4 5
Daily or Weekly Behavior/Actions	
3 additional calls per day	
3 additional presentations per week	
10 additional follow-up calls per week	
Read for 30 minutes in the morning; listen to 30 minutes of inspirational and instructional audio every day	
Work out three times per week	
Monthly Actions Behavior/Actions	
Client appreciation social	
Monthly productivity audit	
Monthly financial performance audit	
Quarterly Actions Behavior/Actions	
Staff training event	
Quarterly celebration	
Quarterly Review	

NEXT: Take your Monthly and Quarterly Actions and schedule them in your calendar and take your top three daily or weekly behaviors/actions and transfer them to your Weekly Rhythm Register.

TIP: Some suggestions for your Monthly and Quarterly Reviews: Planning & Preparation, Stop Doing List

Goal No. 1:	
Date to Achieve:	
Next Intermediate Destination:	
Top 10 To Do's	Priority
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
Daily or Weekly Behavior/Actions	
Monthly Actions Behavior/Actions	
Quarterly Actions Behavior/Actions	

NEXT: Take your Monthly and Quarterly Actions and schedule them in your calendar and take your top three daily or weekly behaviors/actions and transfer them to your Weekly Rhythm Register.

TIP: Some suggestions for your Monthly and Quarterly Reviews: Planning & Preparation, Stop Doing List

Goal No. 2:	
Date to Achieve:	
Next Intermediate Destination:	
Top 10 To Do's	Priority
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
Daily or Weekly Behavior/Actions	
Monthly Actions Behavior/Actions	
Quarterly Actions Behavior/Actions	

NEXT: Take your Monthly and Quarterly Actions and schedule them in your calendar and take your top three daily or weekly behaviors/actions and transfer them to your Weekly Rhythm Register.

TIP: Some suggestions for your Monthly and Quarterly Reviews: Planning & Preparation, Stop Doing List

Goal No. 3:	
Date to Achieve:	
Next Intermediate Destination:	
Top 10 To Do's	Priority
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5
Daily or Weekly Behavior/Actions	
Monthly Actions Behavior/Actions	
Quarterly Actions Behavior/Actions	

NEXT: Take your Monthly and Quarterly Actions and schedule them in your calendar and take your top three daily or weekly behaviors/actions and transfer them to your Weekly Rhythm Register.

TIP: Some suggestions for your Monthly and Quarterly Reviews: Planning & Preparation, Stop Doing List

“The rhythm of daily action aligned with your goals creates the momentum that separates dreamers from super-achievers.” —Darren Hardy

Weekly Rhythm Register [EXAMPLE]

Behavior/Action	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Achieved	Goal	Net
3 additional calls	X			X	X			3	5	<2>
3 additional presentations		X		X				2	3	<1>
30 minutes of cardio		X			X			2	3	<1>
Weight-training sessions	X	X		X				3	3	☺
Read 10 pages of a good book	X	X		X	X			4	5	<1>
Listen to 30 minutes of instructional audio	X	X	X			X		4	5	<1>
5 liters of water		X	X	X		X	X	5	7	<2>
Eat healthy breakfast	X	X		X		X		4	7	<3>
Dedicated time with kids	X			X		X		3	4	<1>
Date night with spouse					X			1	1	☺
Prayer/meditation time		X	X				X	3	5	<2>
Daily journaling	X		X		X	X	X	5	5	☺
TOTAL								39	53	<14>

Commitment is doing the thing you said you were going to do long after the mood you said it in has left you.

Date Range: _____

