

WEEKLY GOALS

Keeping your priorities in focus

What are the most critical things you must accomplish this week in support of your annual work plan?



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Why do weekly goals?

Prioritize what really matters - We all have long to-do lists, but weekly goals force us to look beyond our checklists to identify the most critical pieces of work we need to accomplish right now. Yes, our checklist still matters, but if it comes down to box checking vs. spending more time on accomplishing our goals, our declared weekly goals will help us make a decision about what needs to get done.

Share what we're doing with our team - Weekly goals gives our entire team a quick glimpse at what we're working on. It's not a competition of who is busiest or who has the 'weightiest' goals, but instead a way to stay coordinated and informed and to encourage collaboration.

Hold yourself accountable - When you commit to something publicly you're more likely to do it.

How it works

1. Identify up to (and no more than) 5 top priorities - these are the absolute most critical things you want to accomplish this week. They should always be in service of your personal annual work goals.
2. Share them publically with your team - write them down and share them with your team. Do this every Monday. (Tip: consider using an online platform, such as Slack, to make sharing easier).
3. Update progress against your goals - reflect on your progress the previous week and share a quick "status" update of each goal:
Complete
Work Delayed because...
Ongoing but progress made...

Top Tips

Be clear about what action are you taking and why - the goals you set and share shouldn't be lengthy, but you do want to be clear about what you plan to achieve and why it matters (e.g. "Prepare for and facilitate communications workshop for Maliasili team")

You DON'T always need to have 5 goals - you may have just one critical priority that you need to focus most of your time and energy on, that's great prioritization, embrace and encourage it!

It's okay if some goals are 'bigger' than others - some goals may be more important than others, but if you list them as a goal they are a priority for you and they matter. For example, you might have a backlog of emails that you need to get through or you might have a number of admin tasks that have been piling up that are important to tie off. What's important is that you are taking the time to reflect on your top priorities and that those are the most critical things you need to get done that week.

Be realistic about time - some weeks may be shorter than others, some goals will be much more time consuming than others. The process of identifying weekly goals should include thinking through how much time it will take to accomplish your work.

Use goals to communicate about your schedule and time - Make a note if you are taking time off or if you are short on time due to travel or workshops in your weekly goals - a quick "*" at the bottom of your goals is great!