

## MY NEW YEAR'S GOALS FOR

# Work

1. Start with taking stock. What are you thankful for about your current work situation?
2. Write about the tasks and projects that you've most enjoyed doing at work. Why do you think you've really liked them?
3. Similarly, write about those aspects of your work you're not so keen on—why are they a challenge for you?
4. What project can you volunteer for that is outside of your comfort zone?
5. What book will you read this year, or what course will you take to expand your knowledge of your discipline, industry or role, i.e. management, B2B sales, etc.?
6. Do you need to set some practical goals, like always being on time, better preparation for meetings, contributing to conversations?
7. What kinds of boundaries should you set around your work day? This is important in a work-from-home culture
8. What home routines have to change to keep you productive and focused at work. For example, getting up early enough to sit down and have breakfast can set you up for a successful day of work.
9. Make up some timetables to test for your work day. Are you most productive for 90 minutes of focus time and then a 10 minute break? Should you schedule complex work tasks in the morning or in the afternoon?
10. Write down a date where you will evaluate your answers to these questions again – are you more satisfied at work, and how have your strategies worked?

