

## Specific

*What do you want to achieve?*

Implement a time tracking system and prioritize tasks using the Eisenhower matrix, aiming to reduce time spent on low-priority activities.

# S

## Measurable

*How do you measure the progress of achieving your goal?*

Achieve a 20% increase in daily task completion rates and a 10% decrease in time spent on non-essential activities within the next quarter.

# M

## Attainable

*How do achieve your goal?*

Utilize time management tools, set clear priorities, and attend workshops on efficient task organization.

# A

## Relevant

*Will your short and long-term needs be satisfied by the goal?*

Focus personal productivity, contributing to overall team efficiency and project success.

# R

## Timely

*When will you achieve the goal?*

Monitor task completion rates and time spent on activities weekly, with the goal of achieving set targets within the next quarter.

# T

# Smart Organization

**J Elliott**



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