

## HOW DO YOU SPEND YOUR TIME?

There are 168 hours in a seven-day week. Take a few minutes to see how you currently spend your time and how you would like to. This assessment will provide you with insight into professional and personal goals that you may want to set for 2009.

	Now	Ideal
A. Work	_____	_____
B. Professional development activities such as: continuing education, reading work related books, magazines, periodicals, attending association meetings, networking, mentoring	_____	_____
C. Planning your career, setting & tracking personal & professional goals, using time management techniques	_____	_____
D. Complaining about work/career with others	_____	_____
E. Pursuing your personal interests/hobbies, be specific _____	_____	_____
F. Socializing/Relationships	_____	_____
G. Exercising	_____	_____
H. Sleeping	_____	_____
I. Eating	_____	_____
J. Doing household chores/tasks	_____	_____
K. Commuting	_____	_____
L. Resting/re-charging/meditating/reading for pleasure	_____	_____
M. Watching TV	_____	_____
N. Paying bills, focusing on your finances	_____	_____
O. Volunteering, participating in community work	_____	_____
P. Doing things you don't want to be doing, be specific _____	_____	_____
Q. Other _____	_____	_____
<b>TOTAL:</b>	_____	_____

# Eva Wisnik's 2009 GOALS

## Professional:

- Place 43 Professionals including:
  - 15 Recruitment Professionals into law firms in NY and nation-wide
  - 5 Recruitment Professionals into law firms in Washington, DC
  - 20 Marketing Professionals into law firms
  - 3 Practice Management Professionals into law firms

## Training:

- Conduct 47 Programs including:
  - 20 Interview Training programs
  - 15 Time Management, Business Development, Happiness, Myers-Briggs, Survival Skills
  - 7 Free programs for clients, non-profits, professional associations, charities

## Other professional:

- Write/get quoted in 3 articles
- Work with 5 new firm clients
- Have lunch or dinner with 3 clients a month
- Take 1 Action Each Day to initiate and maintain my professional relationships

## Personal Family:

- Spend quality time with Arcadia, David, Jake & Bob
- Take 2 family vacations and take each of the kids on 1 trip with me
- Pick up Arcadia & Jake from school once a week
- Have 1 date/month with Bob

## Personal Spiritual:

- Practice 1 random act of kindness each week
- Write 1 gratitude note each week
- Write in my gratitude journal 2 times a week
- Do Branden's word completions 2 times a week
- Attend religious services with my family 8 times

## Personal Other:

- Write a cookbook/advice book with my children for Diabetic children and their parents
- Host 6 get-togethers with my neighbors/friends
- Visit 6 museums, cultural institutions, etc.
- Read 4 books with Book Club
- Dedicate 5 hours per week to exercise

## Financial:

- Maintain Wisnik Career Enterprises' revenues at 80% of 2008 levels
- Raise/donate \$5,000 for the Diabetes Research Institute
- Invest \$10,000 into college funds for my kids

## **MY 2009 GOALS**

*Based on your assessment of How You Spend Your Time, set at least one goal in each category. To insure your success, as often as possible, make your goals Specific and Quantifiable. For example, if one of your goals is to expand your network and you write, "To meet 3 new professional contacts each month," you will clearly know when you have achieved your goal and, therefore, be much more successful at achieving this goal than if you just write, "To meet more contacts." Finally, to achieve balance in your life, it is vital to set goals for all the different aspects of your life. Remember, if it feels a little "uncomfortable" to be committing your goals to paper, you're on the right track to achieving them!*

### **PROFESSIONAL:**

### **PERSONAL:**

### **FINANCIAL:**

### **OTHER:**

## **ACTION STEPS FOR GOAL ATTAINMENT**

**GOAL:** Launch DC "Office" successfully

### **ACTION STEPS:**

1. Spend 2 days every 3 weeks in DC meeting with clients and candidates
2. Conduct 3 Programs for Recruiting/PD Professionals in DC
3. Sponsor Wisnik in Washington event at the NALP conference
4. Host Wisnik in Washington "Party" for clients

### **NOTES:**

# **ACTION STEPS FOR GOAL ATTAINMENT**

GOAL:

ACTION STEPS: