

# Self Management Short Checklist

By Alex Strickland

- ☐ Self-Management
  - ☐ Set specific/clear goals you want to accomplish.
  - ☐ Determine when you are going to accomplish your goals.
  - ☐ Set rewards for your successes and penalties for your failures.
  - ☐ Make a public commitment.
  - ☐ Specify the amount of product you're going to produce.
  - ☐ Take small steps.
  - ☐ Break down large tasks into small, logical and manageable pieces.
  - ☐ Make a record of your successes and your failures.
  - ☐ Keep your goals on someone else's agenda.
  - ☐ Arrange for regular contact with your monitor, daily or weekly as needed.
  - ☐ Eliminate distractions.
  - ☐ Review and rework your system.