

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 in to 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.