

# 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.