

2-2: Weekly/Daily Goals

In this video, I'm going to explain weekly/daily goals. This is the productivity system that I've been using for years, it's having been enormously helpful, and keeping me organized and staying off of using guilt and stress as the way of managing my time.

The principle behind weekly/daily goals is extremely simple. First at the end of each week, maybe on Sunday evening, you write out a weekly goals list. This is the list of all the general to do items that you that you want to accomplish in the next week. So this could be assignments, this could be reading chapters from a text book, this could be using the studying tactics that I talk about later in the course, so readiness, these are working on a project.

Anything that you need to do that associate with your work, you can put in this weekly goals list. Then at the end of every day, you look on this weekly goals list, as well as your calendar or whatever agenda items that popped out and you create a list of goals you want to accomplish for tomorrow. Now the importance here is you keep it limited. You focus on a very achievable list. A lot of student makes a mistake of putting an infinite amount of items on to do list in which will never be able realistically accomplish. Keep the list simple but something that you can still be proud of your accomplishment if you finish all of that at the end of the day. Then on the next day you work only on that daily goals list. So just keep every other thing that you have to worry about doing out of your head and just focus on those items on that daily goals list.

Now the power of this technique is that once you're done, so once you finished that daily goals list, work is done for the day. So if you finished at 4pm and you finished everything in your daily goals list then pat yourself on the back and take a break. If you finished at 7pm and you get everything done, then again pat yourself on the back and you can take a break. The problem a lot of students have is that they set what I've called infinite to do list. So they set a daily goals list, they set a daily to do list, but if they finish a little bit early, then they just added a little bit more work on. Well, I should probably do x and y and z after that. And the problem with this is this handicapped you because if you know that when you finished the list, you'll going to have more work to do, then you will start reverting this guilt and stress as the breaks and accelerator in your productivity system. If in contrast you have very small but manageable list to focus on and you're highly motivated to finished it because you'll going to have a lot of time off at the end of the day and you don't have to worry about anything at all.

So the idea is, have a weekly list, have a daily list, only focus on the daily list and don't work after the daily list finished. If you are interested n applying this technique, this is definitely the kind of thing you wanted to do with the 30 day trial for just understanding

and applying it at once isn't enough because the real benefit of a system like this is when you find time to guess exactly how much it goes on a daily list, exactly how much you go on a weekly list and also you have trust in the system. So after the 2 days using the system you might not be sure, whether it's going to work and as a result you're going to rely a lot more on guilt and stress and a lot less on your system in order to alleviate that. So if you are interested in using this, keep it in mind and consider applying this in 30 days trial for the next month