

Goal Setting and Getting Things Done

Remove Distractions

- **Office clutter:** Clean up your space at the end of each day, both at home and in the office. This will help to keep you focused, and you will not be tempted to clean during a project.
- **Email notification:** Establish specific times to check email. Automatic notifications are distracting and cut into the time you spend on each project.
- **Telephone calls:** Do not take all calls. Choose a time to return calls and texts.
- **Environment:** Remove distractions such as books, magazines, etc., from your workstation.

Use Gamification

- **Identify tasks:** List the tasks/chores that you need to accomplish.
- **Assign points:** Assign a number of points to each task. Tasks that you typically avoid should be given more points to provide greater incentive.
- **Assign rewards:** Determine how many points are necessary to earn each reward. Higher point counts should be given to rewards that are more valuable. For example, an outing to a coffee shop could be 20 points, while purchasing game, book, etc., could be 120 points. The rewards will depend on what motivates you.
- **Keep score:** Find a method to keep track of your points that works for you. You could use a spreadsheet or list them in an app on your phone.

Chunk, Block, Tackle

When creating a “to do” list, you should keep chunk, block, and tackle in mind. The first part of this strategy should be familiar. You need to break up a large task into smaller ones.

- **Chunk:** Break projects into tasks that are 15 minutes or fewer.
- **Block:** Block out time to complete each chunk.
- **Tackle:** Tackle each specific task individually rather than looking at the entire project.

Implementing chunk, block, tackle, will motivate you to complete the project because you will feel a sense of accomplishment as you complete each chunk. When creating your to do list, include the project chunks that you have created rather than listing the project as a whole. You should also include the time estimate for each task.