12 Self Management Checklist

In business world, many people do not need to manage or organise their tasks already. Their manager or project manager assigned specific tasks with specific deadlines for them to meet. Many people works effectively in this environment – they produce their work on time with high quality.

- [ ] 1. Specify a clear cut goal you want to accomplish.
- [ ] 2. Specify when you'll do it
- [ ] 3. Record your hit rate.
- [ ] 4. Make a public commitment.
- [ ] 5. Add an explicit penalty for failure, if you need to.
- [ ] 6. Think small.
- [ ] 7. Specify the amount of product you're going to produce.
- [ ] 8. Get a timer that beeps every five minutes and chart whether you're on task, if you find yourself drifting off too much.
- [ ] 9. Arrange for regular contact with your monitor, daily or weekly as needed.
- [ ] 10. Arrange for your friend to monitor your graphing as well as your goal attainment.
- [ ] 11. Get rid of distractions.
- [ ] 12. Recycle.

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