

3 X 3 X 3

Break It Down!

You can do anything! All you do is break down any goal into bite size tasks, and start doing - checking them off your list.

How to use the 3X3X3 method:

- 1) Define what goal you want to accomplish – best to make it a SMART goal – Specific, Measurable, Attainable, Relevant and Time-Based and write it at the top.
- 2) Break down this goal into three key tasks and write them on 1, 2 and 3.
- 3) Further break down these three key tasks in to three smaller tasks and write them on A, B and C – this give you nine secondary tasks.
- 4) If needed, you can further define these nine into an additional twenty-seven tasks.

What do you want to accomplish? _____

1) _____

A) _____

* _____

* _____

* _____

B) _____

* _____

* _____

* _____

C) _____

* _____

* _____

* _____

2) _____

A) _____

* _____

* _____

* _____

B) _____

* _____

* _____

* _____

C) _____

* _____

* _____

* _____

3) _____

A) _____

* _____

* _____

* _____

B) _____

* _____

* _____

* _____

C) _____

* _____

* _____

* _____

The best way to get things done is to simply begin.

Plans are nothing; planning is everything. *Dwight D. Eisenhower*

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