

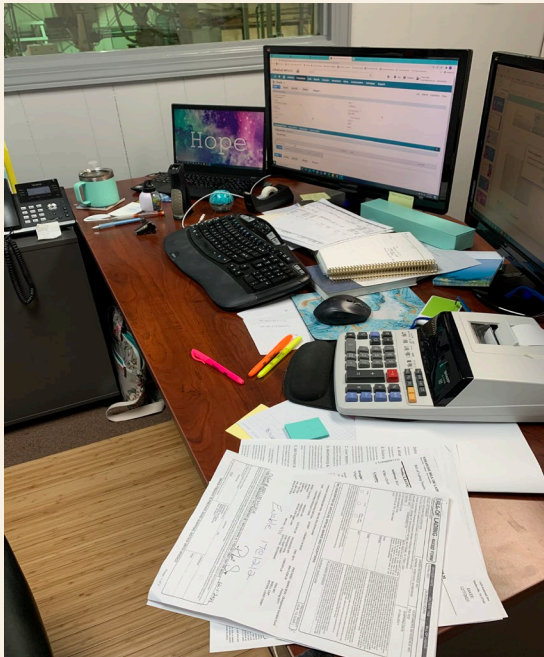


ORGANIZATION AND GOAL SETTING

Fran Veal

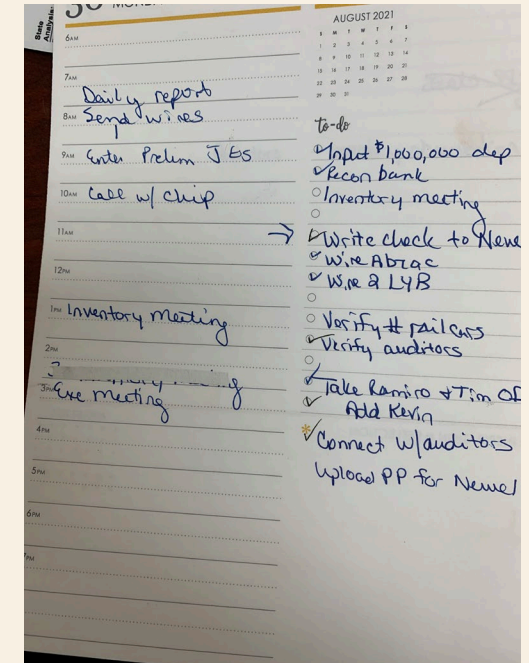
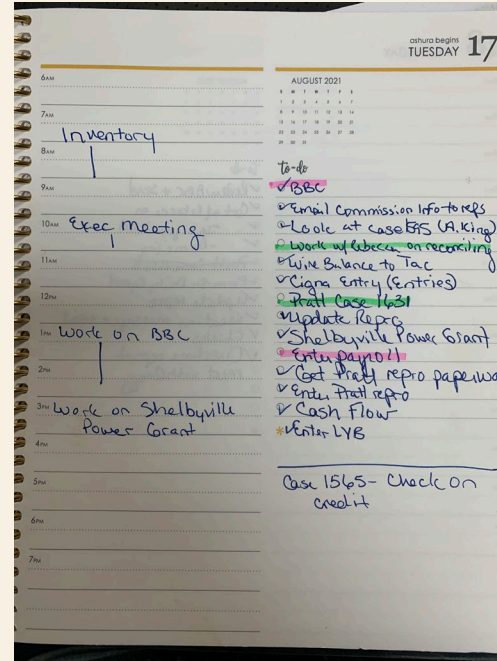
ABOUT ME

MY DESK ON ANY GIVEN DAY



I am not a naturally organized person. It is something I have to really work at. This is my desk as I am writing this. It may look messy to you, but I know where and what everything is. On the bottom (right side of my desk) I will keep items that need my attention. My calendar and what I am working on at the moment are right in front of my keyboard. I'm left handed, so I keep a notepad to my left so I can jot down info that I don't want in my calendar.

SPEAKING OF CALENDARS...



I've tried countless calendars over the years, but for me, I like the Erin Condren daily calendar. It actually comes in two 6 month spiral bound books. I like a calendar that is functional, but a little fun, and for me, the Ellen Condren calendar works best. There is a month at a glance page and room for notes every month in addition to the daily pages you see here.

New Appointment Meeting Items

Meet Now New Teams Meeting

Today Next 7 Days Day Work Week Week Month Schedule View

Add Calendar Share Calendar

New Group Browse Groups

Search People Address Book

December 2021

SU	MO	TU	WE	TH	FR	SA
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 28	29 8:00am Budget Report - Rebecca 8:00am Mholland 010027278 due 8:00am Resin Report - Rebecca	30	Dec 1 8:00am Abzac 509621 disc 8:00am Get Overtime report to Rebecca 8:00am Get Rebecca Payroll Numbers	2 Payroll ACH's entered in NS - Rebecca 8:00am Overtime Report - Rebecca	3	4
5	6 8:00am All AP entered by noon 8:00am Budget Report - Rebecca 8:00am Exxon 9002303169 Due 8:00am Genesis 21005902 Due disc 8:00am Resin Report - Rebecca	7 8:00am Financial Statements due 8:00am Highlight Inv 0150876 Due	8 8:00am Abzac 509671 and 509666 DISC 8:00am Exxon 9002303168 and 9002303168 A due 8:00am Get Overtime report to Rebecca 8:00am Get Rebecca Payroll Numbers	9 Payroll ACH's entered in NS - Rebecca 8:00am Overtime Report - Rebecca	10 8:00am Fran out - vacation day	11
12	13 8:00am Abzac 509386 8:00am Budget Report - Rebecca 8:00am Fran Out - Vacation Day 8:00am Resin Report - Rebecca	14	15 8:00am Get Overtime report to Rebecca 8:00am Get Rebecca Payroll Numbers	16 Payroll ACH's entered in NS - Rebecca 8:00am Overtime Report - Rebecca	17 8:00am Equistar 94569326 (DISC) 8:00am Equistar 94569327 (Disc) 8:00am Genesis Polymers 21005340 due	18
19	20 8:00am 8:00am Budget Report - Rebecca 8:00am Resin Report - Rebecca	21	22 8:00am Get Overtime report to Rebecca 8:00am Get Rebecca Payroll Numbers	23 Payroll ACH's entered in NS - Rebecca 8:00am Overtime Report - Rebecca	24	25
26	27 8:00am 8:00am Budget Report - Rebecca 8:00am Resin Report - Rebecca	28	29 8:00am Get Overtime report to Rebecca 8:00am Get Rebecca Payroll Numbers	30 Payroll ACH's entered in NS - Rebecca 8:00am Overtime Report - Rebecca	31	Jan 1

- My Calendars
- Calendar - FVeal@revolutionco...
 - United States... - FVeal@revol...
 - Calendar - AP FivePointsFilm
 - Birthdays - FVeal@revolutionc...
 - Calendar (This... - fveal@fivep...
 - Calendar - fveal@fivepointsfil...
 - Calendar - Accounts Payable
 - Birthdays - fveal@fivepointsfil...
 - Calendar (This... - Stellar Conv...
 - Accounting Calendar
- Other Calendars

STICKY NOTES

Equipment

\$1,185.42

New Dep Equipment

\$23,123.76

+

Daily

- Daily Report
- Bank Report
- Recon Bank
- Send Wires

B I U ab ☰ 🖼

This Week

- ~~Complete financials and send to Chip et al on Tuesday~~
- ~~Get bank login finalized and tested~~
- ~~Inventory (cancelled)~~
- Update Cashflow report
- Move money to new account
- Get with Scott regarding taking over payroll after Allison is gone
- Work on slides for ERG-Women -
- Planning for an awesome new year

Calculate Shannon's commission and get to Allison by Thursday



DARE TO DREAM

Your best year ever!

IMAGINE YOUR PERFECT YEAR

What would it look like personally and professionally if you had your perfect year?

ALLOW YOURSELF TO DREAM

Write down everything you can think of that would make your year perfect.

Don't hold back!

ORGANIZE INTO REACHABLE GOALS

Take what you wrote down and organize it into sections. What is realistic for this year? What needs to wait until a later time?



GOAL SETTING

Setting yourself up for a successful year

START BROAD

Spend some time thinking about where you want your year to look like. Write down anything that comes to your mind - professional or personal

CHOOSE 3 PERSONAL & 3 BUSINESS TO FOCUS ON

Now that you have your list, choose the goals that are the most important to you or the ones that you think will have the biggest impact

MAKE SURE YOUR GOALS ARE ACTIONABLE AND SPECIFIC

Goals that aren't within your power (get promoted) or specific enough (lose weight) will just make you frustrated.



GOAL SETTING

Setting yourself up for a successful year

ACTIONABLE AND SPECIFIC GOALS

- Are within your power to complete
 - Yes - Get financial statements done by the 5th of the month
 - No - Get a 10% raise
- Stretch you but are reasonable
 - Yes - Cut out one sugary item per day until all sugar is out of my diet
 - No - Lose 20 pounds by the end of January (WE WISH!)
- Are specific
 - Yes - Complete training on Power BI by February 15
 - No - Get training