



# Agile Personal Management Worksheet

## Step 1: Set Goals

- ☐ Choose 3–5 things that you’d like to focus on in your life. List them here:

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## Step 2: Simplify

- ☐ Think of 5 things (possessions, processes, priorities, or habits) that aren’t helping you reach those goals. List them here:

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- ☐ Commit to removing those 5 things from your life

## Step 3: Plan

- ☐ Think of 2 habits or routines in your life that would benefit from a more solidly defined process. List them here:

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- ☐ Use the included worksheets to define efficient processes for these habits or routines
- ☐ If you plan on using personal sprints to focus your effort, put them in your calendar

## Step 4: Update

- ☐ Put a biweekly or monthly reminder in your calendar, task manager, or elsewhere that will remind you to look at and update your current goals and plans
- ☐ Use the included worksheet to guide your reflection and updating process



## Agile Personal Management Checklist

Which current goal(s) will this checklist help you achieve? \_\_\_\_\_

Which habit or routine does this checklist relate to? \_\_\_\_\_

How often will you engage in this habit or routine? \_\_\_\_\_

Document your routine here:

- ☐ \_\_\_\_\_
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We recommend posting this checklist where you will see it often—ideally wherever you’ll be when you go through this particular habit or routine. Then, whenever you engage in that habit or routine, go through each step of the checklist. Don’t worry about upcoming steps; just focus on getting the next task done.



## Agile Personal Management Checklist

Which current goal(s) will this checklist help you achieve? \_\_\_\_\_

Which habit or routine does this checklist relate to? \_\_\_\_\_

How often will you engage in this habit or routine? \_\_\_\_\_

Document your routine here:

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We recommend posting this checklist where you will see it often—ideally wherever you’ll be when you go through this particular habit or routine. Then, whenever you engage in that habit or routine, go through each step of the checklist. Don’t worry about upcoming steps; just focus on getting the next task done.



## Agile Personal Management Reflection and Goal Updates

Date: \_\_\_\_\_

Focus goals determined at last update: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How have you progressed toward these goals since your last update?

What could you better simplify, plan, or routinize to improve your progress?

Do you have any new goals to add to the list? (If you end up with more than five goals, we recommend replacing one to keep the list manageable.)

Goals for next sprint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_