



Achieve Your Goals
With ABC's & 1 2 3's

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At My OpsBox, we blaze
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navigate obstacles,
gain traction, and scale
with confidence.

Abc's & 123's

1. **A-B-C** your goal list
2. **1-2-3** your “A” goals
3. List activities for #1 priorities
4. **ABCDE** the #1 activities
5. Schedule the “A” activities
6. Implement
7. Repeat with B Goals!





ABC your goal list

Make a list of everything you want to achieve, or things you want to get done in the next 1 to 5 years

Look at your list of goals. for each item you list, A - B - C the list!

Mark in the space next to each item whether it's:

- **A** - Something that you absolutely would love to do
- **B** - Something that you would like to do
- **C** - Something that's not really that important

Goals

A-B-C



#2 1-2-3 your "A" goals

Look at your A-B-C goal list. Move all of your "A" goals to the list below. For each "A" Goal you listed, 1 - 2 - 3 the list!

Mark in the space next to each item whether it's:

- **1** - Most Important
- **2** - Second Most Important
- **3** - Third Most Important

(A) Goals

1-2-3

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



#3

List activities for #1 Goal

Look at your “**A**” goal prioritized list. Move your “**#1 Most Important**” goal below. Use one sheet for each **#1 Important Goal** and **A-B-C-D-E** each list!

Mark in the space next to each item whether it's:

- **A** - something you absolutely must do
- **B** - something you should do
- **C** - something that's nice to do if your A's and B's are done
- **D** - something you should delegate to others
- **E** - something that you should eliminate

“#1 Most important” Goal

List all the activities you have to do to accomplish the “#1 Most important” goal

A-B-C-D-E

[illegible]

#4

1-2-3 the activities

Look at your **A-B-C-D-E** activities list. Move all of your “**A**” activities to the list below. For each “**A**” activity you listed, **1 - 2 - 3** the list!

Mark in the space next to each item whether it's:

- **1** - Most Important
- **2** - Second Most Important
- **3** - Third Most Important

“A” Activities

1-2-3



#5 Schedule the “A” activities

Look at your #1 most important activities list. Move all of your #1 most important activities to the list below.

For each #1 most important activities you listed, schedule time to work on it and give yourself a realistic deadline to complete it by.

#1 most important activities	Work Schedule	Deadline date

#6 Implement !

You now know what you would love to achieve the most.
You have your priorities of tasks and your most important activities scheduled.

You know exactly what you have to do: take action and implement!



What's Next?

Once your top activities are scheduled and in motion, continue with your lists for #2 most important tasks, schedule and implement.

Do this for each A goal and important tasks.

Do a reassessment of your 1-5 year goals often, and adjust your priorities and important tasks accordingly.

When you've accomplished your "A "Goals, go after the B's!

