AREAS OF FOCUS AND ACCOUNTABILITIES

The projects you undertake are based on the accountabilities and roles you have. These are areas where you want to achieve results. At home, they include things like your relationships, family, health, finances and home. At work, these could be things like training, building a network, researching a competitor, training staff. These areas of focus will determine your priorities. If there are no task on your Projects list related to a role you might want to create one.

The Roles you Have	Projects related to this role	Goal	Deadline