

# Where you can learn more about Planning and management tools and theories:

## SMART Goals:

<https://www.mindtools.com/pages/article/smart-goals.htm>

<https://corporatefinanceinstitute.com/resources/knowledge/other/smart-goal/>

<https://www.atlassian.com/blog/productivity/how-to-write-smart-goals>



How to write  
SMART Goals v2.pdf

## Eisenhower Matrix

<https://todoist.com/productivity-methods/eisenhower-matrix>

[https://www.mindtools.com/pages/article/newHTE\\_91.htm](https://www.mindtools.com/pages/article/newHTE_91.htm)



Eisenhower-Box-Do  
wnload.pdf

---

## Gantt Chart

<https://www.gantt.com/>

[https://en.wikipedia.org/wiki/Gantt\\_chart](https://en.wikipedia.org/wiki/Gantt_chart)

[https://www.mindtools.com/pages/article/newPPM\\_03.htm](https://www.mindtools.com/pages/article/newPPM_03.htm)



Gantt\_charts.pdf

## Covey's theory of Effective People

<https://www.business.com/articles/management-theory-of-stephen-covey/#:~:text=Grow%20from%20dependence%20to%20independence,our%20lives%20dependent%20upon%20others.>

[https://en.wikipedia.org/wiki/The\\_7\\_Habits\\_of\\_Highly\\_Effective\\_People](https://en.wikipedia.org/wiki/The_7_Habits_of_Highly_Effective_People)



7 Habits of Highly  
Effective.pdf

---

## Personal Development Planning

<https://www.managers.org.uk/knowledge-and-insights/research/personal-development-planning/>

[https://en.wikipedia.org/wiki/Personal\\_development\\_planning](https://en.wikipedia.org/wiki/Personal_development_planning)



PersonalDevelopme  
ntPlanning.pdf

---