

PRIORITIZATION

+ TIME MANAGEMENT



PERSONAL CHALLENGE

1 Write in each quadrant below all things you do in a typical day or week that fit these descriptions.

	URGENT	NOT URGENT
IMPORTANT	<p>What do you find yourself reacting to and feel you can't control it when it happens?</p> <p>Q1</p>	<p>What important activities do you wish you had more time for?</p> <p>Q2</p>
NOT IMPORTANT	<p>What are you constantly reacting to that isn't really important but keeps asking for your attention?</p> <p>Q3</p>	<p>What activity do you get lost in that adds zero value to your day?</p> <p>Q4</p>

2 Looking at the above, consider changes you can make to free up more time by answering the questions below:

	URGENT	NOT URGENT
IMPORTANT	<p>Are there ways you can be more prepared for the urgent things you wrote above so they take less time to deal with?</p> <p>Q1</p>	<p>By making the changes you wrote in Quadrants 1, 3 & 4, how much additional time will you have for the activities you wrote in Q2 above?</p> <p>Q2</p>
NOT IMPORTANT	<p>What notifications can you silence, or what things can you learn to push until later so they aren't constantly interrupting you?</p> <p>Q3</p>	<p>What can you do less of or stop doing altogether so you have more time for things you'd like to do in quadrant 2?</p> <p>Q4</p>

Every time you grow your awareness of how much time you're spending in quadrants 1, 3 and 4, you grow the time you spend in quadrant 2.