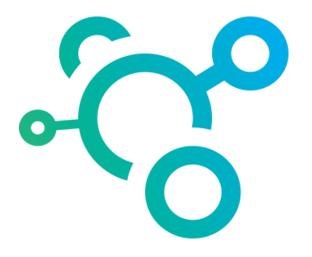


Goals – Establishing Priority

5)

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2) To achieve your Goals... What **actions** belong in these spaces?

Do Now: _	
No Next: _	
Do Later: _	
Don't Do:	

		Urgent	Not Urgent
	High Importance	Do Now	Do Next
	Low Importance	Do Later	Don't Do

3) Think of how you might rearrange your time
from highest importance to lowest
importance.



Remember: Only take on additional work when you have time. Do not fixate on unnecessary details.