

Goals – Establishing Priority

INSTITUTES



1) Reflect on how you're spending your time now.

- _____
- _____
- _____
- _____
- _____

5)

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



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

Do Now: _____

No Next: _____

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.

