PRIORITY CHART

1. For each quadrant on the important/urgent matrix, list 5-8 of your current activities or things you would want/need to work on.
2. Rank the top 3 for each quadrant that you believe you need to do more or can do better. **Choose Priority 1**.
3. Start thinking about what can be done to allocate more of your time and energy to those areas balancing the top 2 and middle 2 quadrants

REMEMBER ALWAYS FOCUS ON 1 PRIORITY AT THE TIME
Choose one action to take today that will support your main priority

	URGENT	NOT URGENT
CRITICAL	**Tasks** Daily to do Important for YOU People will miss out if you do not do it and you really cannot delegate -- Schedule and block out time possibly at the beginning of the day, and get rid of them fast	**Planning** Require focus, time and effort Chose optimal time for you to do it without distractions, relax, meditate before, unwind -- They need to be in your weekly plan -- Break down your objective into small achievable tasks: anything you can complete in 2 hours or less. -- Find someone to keep yourself accountable if needed
IMPORTANT	**Prepare** Schedule early, They take a good chunk of time -- Plan in advance. Avoid waiting to get them done last minute, they are time and energy suckers that you need for more strategic tasks -- Look at the 3D for help: Can you Drop, Delegate or re-Design them to do them more efficiently	**Learnings** This is where growth happens -- Read industry trends, take courses, connect with different stakeholders, seek new partnerships, and get to know your client. -- Choose wisely and commit to 1-2 new actions each month. -- Be specific and set a clear outcome: what will each of them help you achieve, do better or do differently?

NOT IMPORTANT	**DANGER ZONE - *Pit of wasted time***
	
	Low importance energy-draining activities
	    1. Are they important for your long-term goals?
	            Yes - Allocate time, if possible on a set fixed day each week for boring tasks
	                     Think about what can you do to get rid of them soon
	            No - Will anyone miss it?
	                         1. Yes - Can you say no? Why? Would there be someone better to do it?
	                         2. No - drop it
	                     Will it help someone in a significant way?
	                         1. Yes - Find alternative solution/Delegate/Make time
	                         2. No - drop it	