

Time Management

Action Steps

1. Begin shifting your focus from urgency to importance. Write down at least three things that are of critical importance to the long term success of your projects or goals.

2. What can you do to peel some of the urgent issues off of your plate, or consolidate them? (This may require an initial time or resources investment, but will pay off in a long term shift.)

Write your ideas here.

3. Recreate! Start next week's schedule from scratch. What is important to you? Put those things into your schedule. Ruthlessly block out time for them. These are the goals that, when accomplished, will propel you and your organization forward. Fill in with the secondary tasks, and then leave a little time each day to deal with "urgent" matters.

Important Events/Projects/Tasks

1. _____
2. _____
3. _____
4. _____

Secondary Events/Projects/Tasks

1. _____
2. _____
3. _____
4. _____