

HOW TO BE PRODUCTIVE

TIME MANAGEMENT WORKSHEET

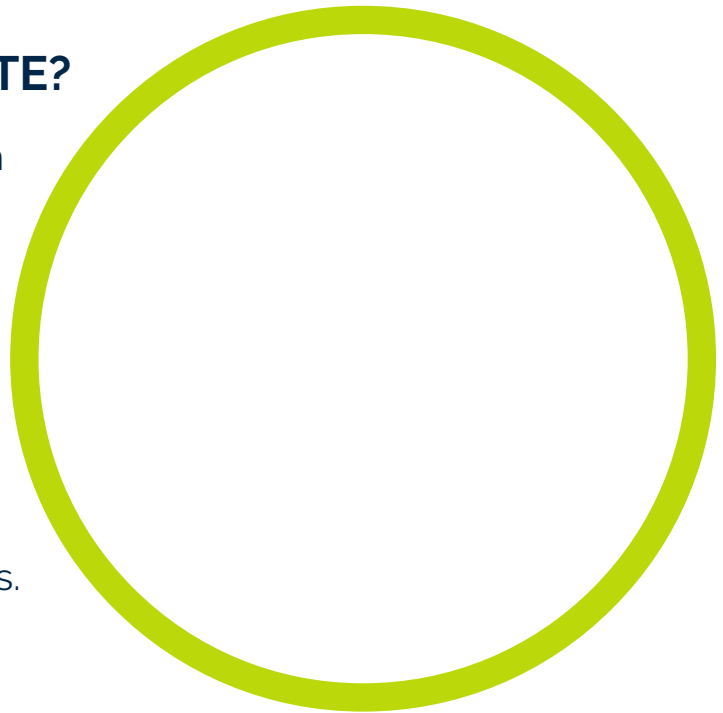
WHAT'S ON YOUR PLATE?

1. Make a list of all the tasks on your plate right now. Include self care such as sleep, meals, physical activity and breaks.

2. Circle the tasks that have to happen.

3. Star the tasks that can be adjusted based on priorities.

4. Use the matrix below to prioritize.



PRIORITIZATION: THE EISENHOWER MATRIX

	URGENT	LESS URGENT
IMPORTANT	Do First <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Schedule <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
LESS IMPORTANT	Delegate <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Don't Do <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

