

TIME MANAGEMENT STRATEGY CHART

Date: _____

TOP PRIORITIES (NON-NEGOTIABLE)

QUICK WINS (< 15 MINS)

EISENHOWER DECISION MATRIX

URGENT & IMPORTANT (DO)
NOT URGENT & IMPORTANT (SCHEDULE)
URGENT & NOT IMPORTANT (DELEGATE)
NOT URGENT & NOT IMPORTANT (ELIMINATE)

TIME BLOCK LOG

08:00 - 10:00 _____

10:00 - 12:00 _____

13:00 - 15:00 _____

15:00 - 17:00 _____

DAILY REFLECTION

What was the main distractor?

Success of the day:

"The key is not to prioritize what's on your schedule, but to schedule your priorities."