

TIME MANAGEMENT EXCELLENCE

Date: _____

TOP 3 STRATEGIC PRIORITIES

- 1.
- 2.
- 3.

EISENHOWER DECISION MATRIX

URGENT & IMPORTANT (DO)

NOT URGENT & IMPORTANT (PLAN)

URGENT & NOT IMPORTANT (DELEGATE)

NOT URGENT & NOT IMPORTANT (ELIMINATE)

DAILY SCHEDULE & BLOCKS

08:00

10:00

12:00

14:00

16:00

TASKS & QUICK WINS

END OF DAY REFLECTION

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