

# My Priority Management Sheet

	Urgent	Not Urgent
Important	1. <i>First Priority</i>	2. <i>Proactive &amp; High Leverage</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Not Important	3. <i>Someone else wants it now</i>	4. <i>Delete from daily task list</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

All activities can go into one of these four quadrants. It's about being honest! **Quadrant #2** is where the big wins in life come from. Q2 activities ensure we have a business, marriage, health, and dreams, tomorrow and beyond.

**Quadrant #1** are our immediate attention in our daily schedule. **Quadrant #3** is where our reactive monkey mind lives; distracted by stimulus (ringing phones, emails, etc) .We can schedule a daily block of time to address these items and give the monkey a boundary. And **Quadrant #4**, that's where we list what NOT to make time for because it doesn't support us, our dreams, or anyone else. It's where our addictions are listed (i.e. TV, 1hr on Facebook each day, etc). Actually list them and ask your friends to help you let them go.

After we see our priorities we can make a template for a standard week with time blocks representing each quadrant. Start with Q2, then Q1, and finally Q3. (Get a template to design your week at: [http://inherentexcellence.com/resources/My\\_Week\\_Template.xls](http://inherentexcellence.com/resources/My_Week_Template.xls))