Draw the Urgent Important matrix

Urgent

Not Urgent

Important

Do

Tasks with clear deadlines and significant consequences if not completed in a timely fashion.

Schedule

Not Important

Delegate

Tasks that need to get done, but don't need your expertise in order to be completed.

Delete

Tasks that distract you from your preferred course, and don't add any measurable value.

Name your goal within one year. Name three sub-goals that will allow you to achieve your primary goal:

- GOAL:
- Acquire more skills for success.

- SUB-GOALS:
- Focus on the things you can change
- Take baby steps
- Don't tackle everything at once