TIME MANAGEMENT - Exercises

## 1- How much time (in hours) do you have? (You can choose how long you will live)

## 2.1- What do you want (or what are your goals)?

For tomorrow:

For the coming month:

For the coming year:

For the next 5 years:

## 2.2- Are your goals SMART?

## 2.3- Make your TODOs list corresponding to the above goals

|  |  |
| --- | --- |
| **10 things to do every day (A)**  1-    2-  3-  4-  5-  6-  7-  8-  9-  10-  **5 things to do in the next 5 years (D)**  1-    2-  3-  4-  5- | **7 things to do in the coming month (B)**  1-    2-  3-  4-  5-  6-  7-  **7- things to do in the coming year (C)**  1-    2-  3-  4-  5-  6-  7- |

## 2.4- Group your TODOs using Eisenhower matrix

|  |  |  |
| --- | --- | --- |
|  | **Urgent** | **Not urgent** |
| **Important** | **I: MANAGE – DO NOW** | **II: FOCUS – PLAN NEXT** |
| **Quadrant of Necessity** | **Quadrant of Quality and Personal Leadership** |
| **Not important** | **III: MINIMIZE - DELEGATE** | **IV: ELIMINATE** |
| **Quadrant of Deception** | **Quadrant of Waste** |

## 2.5- Prioritize your TODOs

I:

II:

III:

## 2.6- Allocate available time to each TODO and finalize the plan (i.e. milestones with start / end / buffer time)

## 3- Run with your time

## 4- Adjust your plan (and goals if needed) every month

***What will you do if you will die tomorrow?***