but my problem is I have 4 big, huge subject, which are all very important, so i usually would end up with 4 eisenhover box,

this is my life issue, as I am spread around under many subject, and so my life goes nowhere becouse of that

earlier in another thread you used to speak about setting and analysing goals,

how to define clear goals,

how to analyse my goals,

set priorities, I belive this point could help me the most,

1. urgence vs importance,

2. long term vs short term

3. resource allocation

is there some tools to help me make deal with those three point, if you agree its the most relevant to my situation ?

It sounds like you're dealing with multiple significant areas in your life that each demand a lot of attention. Managing this effectively requires a strategic approach to goal setting, analysis, and prioritization. Here are some steps and tools that can help you address your three key points: urgency vs. importance, long-term vs. short-term goals, and resource allocation.

**1. Define and Analyze Your Goals**

Start by clearly defining your goals in each of the four major areas of your life. These goals should be Specific, Measurable, Achievable, Relevant, and Time-bound (SMART).

* **Specific:** Clearly define what you want to achieve in each area.
* **Measurable:** Determine how you will measure progress and success.
* **Achievable:** Ensure that your goals are realistic and attainable.
* **Relevant:** Make sure the goals align with your values and long-term objectives.
* **Time-bound:** Set a timeframe for achieving these goals.

**2. Prioritize Your Goals**

a) Urgency vs. Importance:

* Use the Eisenhower Box for each of your major life areas. It will help you see which tasks are critical (urgent and important) and which can be scheduled later (important but not urgent).
* Recognize that not everything urgent is important. Focus on what aligns with your long-term goals.

b) Long-Term vs. Short-Term:

* Identify which goals are long-term and which are short-term within each area.
* Balance your focus so that short-term tasks (even if urgent) do not consistently overshadow long-term objectives.

**3. Resource Allocation**

a) Time Management:

* Allocate specific time blocks for each area of your life. This could mean dedicating certain days or parts of a day to each area.
* Use tools like Google Calendar or a planner to visually organize your time.

b) Energy and Attention:

* Understand your peak productivity times. Allocate challenging tasks to these periods.
* Be mindful of burnout. Spreading yourself too thin can be counterproductive.

c) Financial and Physical Resources:

* Assess what financial or physical resources you need for each goal.
* Plan your budget and logistics accordingly.

**Tools and Techniques:**

1. **Eisenhower Box:** Continue using it, but adapt it to manage each of your life areas separately.
2. **Goal-Setting Templates:** Use templates for SMART goal setting. Tools like Trello, Asana, or even a simple spreadsheet can help in organizing these goals.
3. **Time Management Apps:** Consider apps like Todoist, Toggl, or RescueTime to track and allocate your time efficiently.
4. **Reflective Practices:** Regularly review and reflect on your progress. This could be through journaling, meditation, or scheduled self-review sessions.
5. **Seek External Input:** Sometimes talking to a mentor, coach, or therapist can provide new perspectives and help in aligning your goals with your values and abilities.

Remember, the key is to find a balance that allows you to progress in all significant areas without feeling overwhelmed. It's about making strategic choices and sometimes accepting that not everything can be done at once. Regularly revisiting and adjusting your goals and strategies is a crucial part of this process.