1. The Urgent Important matrix

urgent not urgent

Not important

Important

|  |  |
| --- | --- |
| * Income tax * Some calls * Deadline | * Workout * Vacation * Financial planning |
| * Weekly calls * interruptions | * time waste * irrelevant email |

2-  goal within one year :

#### My goal within one year is Earn a new degree. A professional degree and Get a job

#### sub-goals :

#### \* be more creative

#### \*learn more

#### \*wake up early