

## 1- The Urgent Important matrix

	urgent	not urgent
Important	<ul style="list-style-type: none"><li>• Income tax</li><li>• Some calls</li><li>• Deadline</li></ul>	<ul style="list-style-type: none"><li>• Workout</li><li>• Vacation</li><li>• Financial planning</li></ul>
Not important	<ul style="list-style-type: none"><li>• Weekly calls</li><li>• interruptions</li></ul>	<ul style="list-style-type: none"><li>• time waste</li><li>• irrelevant email</li><li>• </li></ul>

## 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