

MANAGING TIME BASED ON PRIORITIES



1. WHAT ARE THE RESULTS YOU NEED/WANT TO ACCOMPLISH AT WORK NEXT WEEK?

MONDAY

TUESDAY

WEDNESDAY

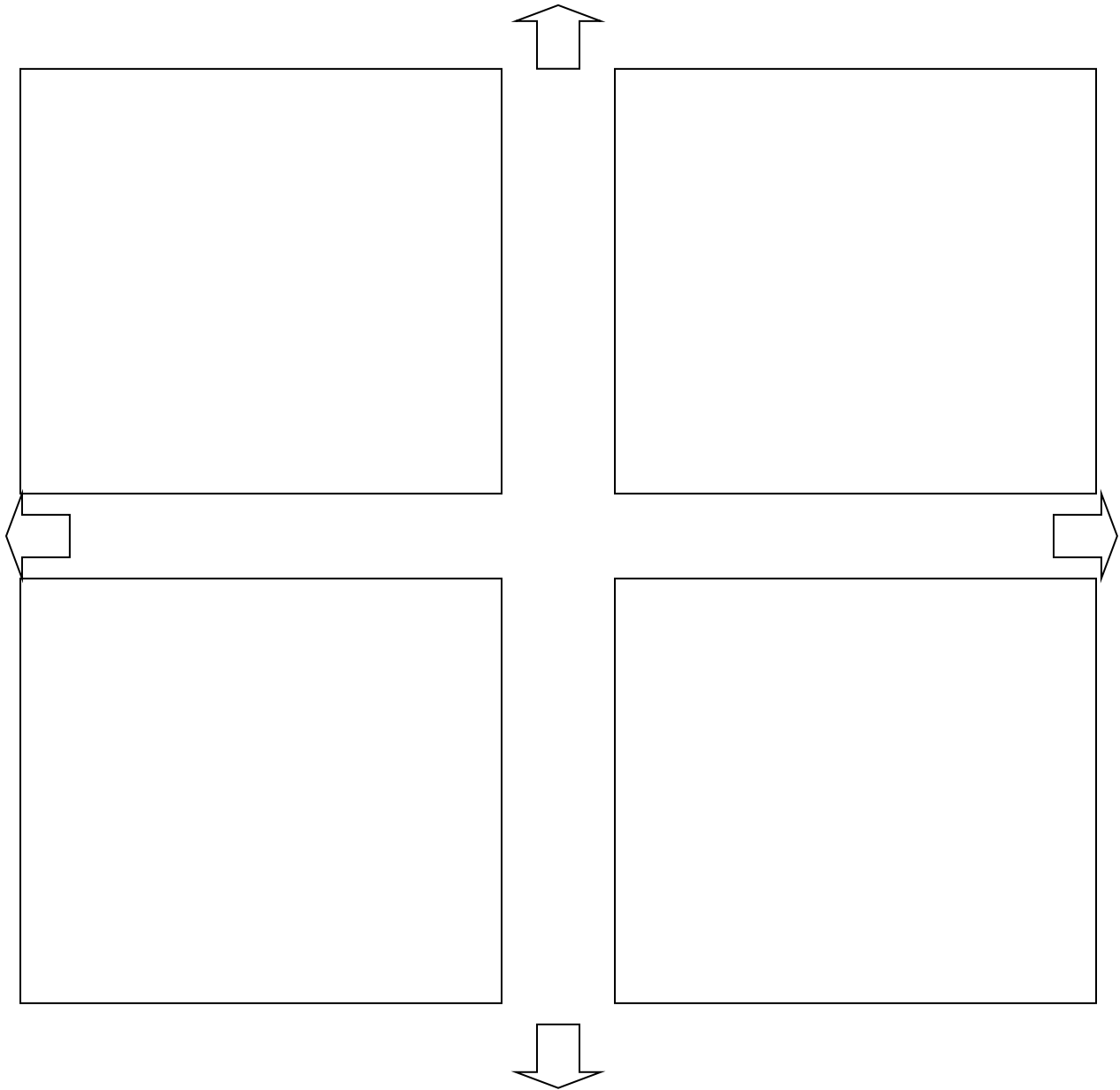
THURSDAY

FRIDAY

- a. HOW MUCH TIME WILL EACH RESULT REQUIRE?
(Jot an amount of time beside each one--an hour, 10 minutes, 10 hours?)
- b. IF I CAN ONLY ACCOMPLISH ONE RESULT ON THE LIST, WHICH SHOULD IT BE? (Put a #1 beside it.)
- c. AFTER THIS IS DONE, THEN WHICH? (Put a #2 beside it.) (Etc.)

MANAGING TIME BASED ON PRIORITIES (continued)

2. Based on your typical week, what percentage of your time will you spend in each of the four quadrants of the Time Management Matrix?



MANAGING TIME BASED ON PRIORITIES (continued)

3. WHAT TIME/SELF MANAGEMENT HABITS DO YOU NEED TO STOP?



4. WHAT TIME/SELF MANAGEMENT HABITS DO YOU NEED TO CONTINUE?



5. WHAT TIME/SELF MANAGEMENT HABITS DO YOU NEED TO START?



6. WHICH DO YOU PLAN TO DO FIRST? WHAT/WHO CAN HELP YOU TO BE SUCCESSFUL?



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