

PRIORITISING YOUR TIME

THERE ARE LOTS OF MODELS OUT THERE FOR BEING MORE PRODUCTIVE AND PRIORITISING YOUR TIME. THIS TEMPLATE IS THE MOST EFFECTIVE I'VE FOUND, AND I'VE ADAPTED IT FROM STEPHEN COVEY'S BESTSELLING BOOK, 'THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE'.
USE STICKY NOTES OR WRITE DIRECTLY ON THE SHEET.

	URGENT	NOT URGENT
IMPORTANT	YOUR FIRST PRIORITY	YOUR SECOND PRIORITY - AND OFTEN THE THINGS THAT GET OVERLOOKED BECAUSE THEY'RE NOT URGENT
NOT IMPORTANT	THESE THINGS OFTEN TAKE OUR ATTENTION AWAY FROM THE THINGS THAT ARE TRULY IMPORTANT. PUSH THESE THINGS FURTHER DOWN THE LIST	WHY YOU ARE DOING THESE THINGS? WHAT WOULD MAKE THEM MORE IMPORTANT OR MORE URGENT?

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