

DAY 4
CHAPTER 6
TIME MANAGEMENT
RE-STRUCTURE

MILESTONES & TASKS WORKSHEET

To make the best usage of your time, you need to

1. Create milestones to achieve your goals: Take the #1 priority goal and break it down into milestones. This worksheet can be used for all goals eventually.
2. From the milestones, create tasks that need to be completed for accomplishment.
3. Repeat this for the goals in the first quadrant.

GOAL #:

- MILESTONE #1 (break in small tasks for each milestone, example below)
 - Task 1:
 - Task 2:
 - Task 3:
- MILESTONE #2 (break in small tasks)
- MILESTONE #3 (break in small tasks)
- MILESTONE #4 (break in small tasks)
- MILESTONE #5 (break in small tasks)

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TASKS QUADRANT MATRIX WORKSHEET #2

Prioritize your tasks from worksheet #1, regardless of the milestone it applies to. You may not fill every quadrant, and that's okay. This exercise is to prioritize your tasks to begin restructuring your time.

QUADRANT #1 PRIORITY: URGENT AND IMPORTANT 1. Task: 2. Task: 3. Task: 4. Etc.	QUADRANT #2 PRIORITY: IMPORTANT, NOT URGENT 1. Task: 2. Task: 3. Task: 4. Etc.
QUADRANT #3 PRIORITY: URGENT, NOT IMPORTANT: 1. Task: 2. Task: 3. Task: 4. Etc:	QUADRANT #4 PRIORITY: NOT URGENT NOT IMPORTANT 1. Task: 2. Task: 3. Task: 4. Etc: