

DAY 3
CHAPTER 6
EVALUATE
TIME MANAGEMENT

4 QUADRANT TIME MATRIX WORKSHEET #1

Complete the 4 Quadrants by placing your goals in the appropriate square based on your Time Evaluation Worksheet. You may need to go back to the worksheet to determine the goals you chose.

<p style="text-align: center;">QUADRANT #1 PRIORITY: URGENT & IMPORTANT</p> <p>GOALS:</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p style="text-align: center;">QUADRANT #2 PRIORITY: IMPORTANT, NOT URGENT</p> <p>GOALS:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p> <p>8.</p>
--	--

DAY 3
CHAPTER 6
EVALUATE
TIME MANAGEMENT

QUADRANT #3 PRIORITY: NOT IMPORTANT BUT URGENT GOALS: 1. 2. 3.	QUADRANT #4 PRIORITY: NOT IMPORTANT NOT URGENT GOALS: 1. 2. 3.
--	--

PRIORITIZING GOALS WORKSHEET # 2

Based on your one-page *Success Plan*, fill in your goals in column one aligned with the category and then place the goals in highest priority #1 to lowest #18 in column two.

GOALS FROM ONE PAGE SUCCESS PLAN	PRIORITIZED LISTING OF GOAL For all you goals
Health: 1.	1.
2.	2.
3.	3.
Business: 1.	4.
2.	5.
3.	6.
Relationships: 1.	7.
2.	8.
3.	9.

DAY 3
CHAPTER 6
EVALUATE
TIME MANAGEMENT

Personal Growth: 1.	10.
2.	11.
3.	12.
Financial: 1.	13.
2.	14.
3.	15.
Spirituality(Mindset) 1.	16.
2.	17.
3.	18.

EVALUATING PRIORITIES WORKSHEET#3

1. Does your priority align with how you spend your time from the previous worksheet?

2. What's your biggest challenge when managing your time?

3. What kind of life do you want?

State your Purpose, Vision, and Mission statements for both personal and business:

Personal Statement:

Purpose:

Vision:

DAY 3
CHAPTER 6
EVALUATE
TIME MANAGEMENT

Mission:

Business Statement:

Purpose:

Vision:

Mission:

4. Have you developed goals without limitations for your life?
 5. Did you prioritize your time based on the goals you were dedicated to, reflecting on the actual urgency and priority of your goals?
 6. Do your habits support your goals, or do they need to be restructured to support your priorities?
- Do you need to revisit and restructure your one-page success plan?
 - How accurate were you with the time frames you set for specific tasks?
 - What percentage of the tasks you planned for was accomplished?
 - Do you value your time more wisely now?
 - What are some ways you find you were wasting time?
 - If you could find extra hours in your week, how would you spend that time?