

MY PRIORITY MATRIX

Week of: _____

- Goals: 1. _____
2. _____
3. _____

	Urgent	Not Urgent
Essential	<p>Do Now and Deadlines</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Block Time for</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Non-Essential	<p>Delegate</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Eliminate</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



Notes: _____

