

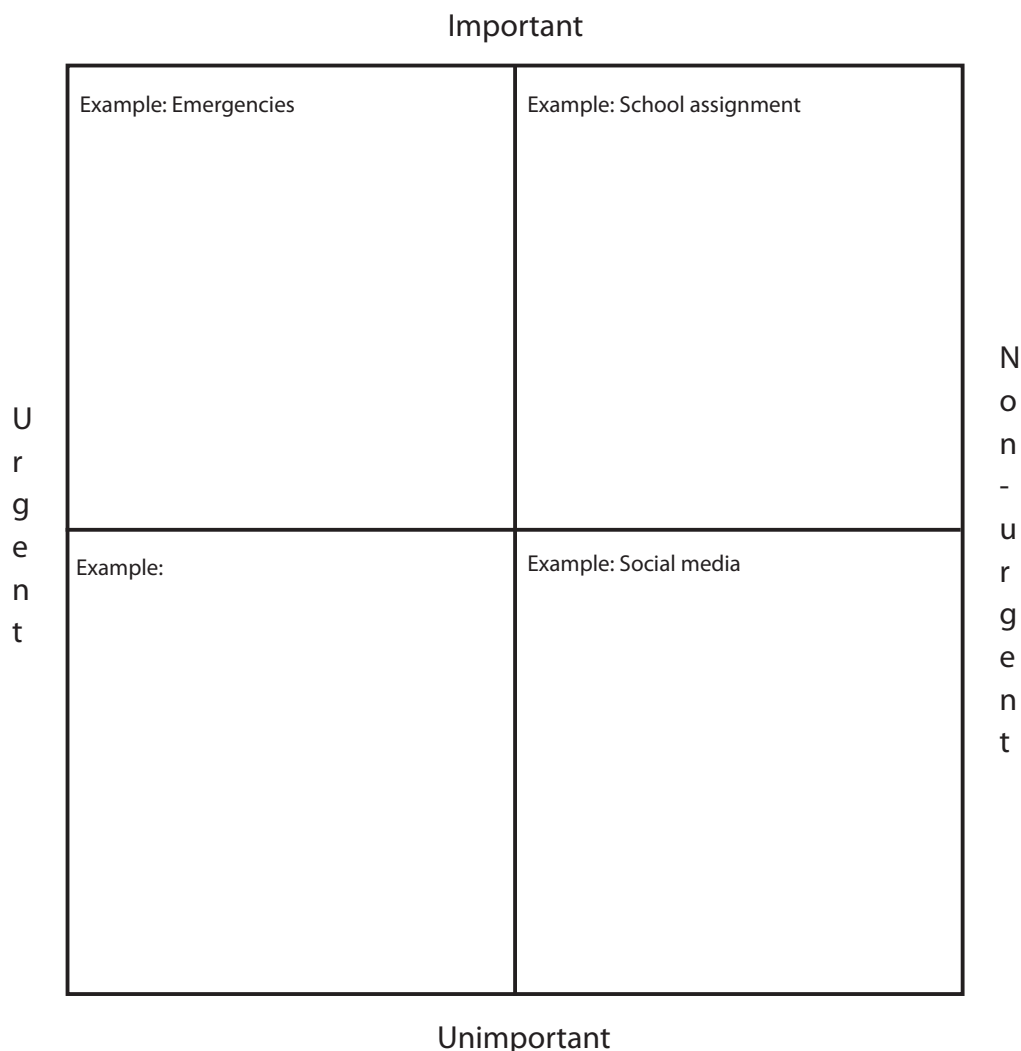
# Time Management

**You can't actually manage time, but you can choose how you spend it!**

Assuming you sleep 7 hours a night, you have 6,205 hours in the next year to choose how to spend. How do you decide what to do and when to do it?

Below you'll see The Time Matrix, which gives you four options of how to classify tasks and experiences, and an example of each. Take a few minutes to put in current tasks, experiences, and activities that make up your life.

## The Time Matrix



Ideally, most of your time should be spent on tasks in the important & non-urgent quadrant, followed by important & urgent. Are you prioritizing your tasks effectively?



# Trap It & Map It!

Don't strain the brain!

Trap every event and task, and get it out of your head. Create a plan you can trust!

**Write down every task or goal you have for the day**, and what you need to do to get it done.

Then transfer those to a planner for the day, with scheduled and unscheduled tasks.

Task	Next Actions
1.	1.
2.	2.
3.	3.
4.	4.

Goal	Next Actions
1.	1.
2.	2.
3.	3.
4.	4.



Scheduled Events? Calendar
6:00 _____
7:00 _____
8:00 _____
9:00 _____
10:00 _____
11:00 _____
12:00 _____
1:00 _____
2:00 _____
3:00 _____
4:00 _____
5:00 _____
6:00 _____

Unscheduled Tasks? Storage System
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

## Action items:

- Every day I will spend 15 minutes planning my next day.
- Get a planning device or app.