

Putting First Things First: Steps in the Right Direction

	URGENT	NOT URGENT
IMPORTANT	I: "Fires"--- I will manage these by:	II: Quality Time---I will focus on these by:
NOT IMPORTANT	III: Distractions---I will minimize these by:	IV: Time Killers----I will avoid these by:

Based on Stephen Covey's works: ***First Things First*** and ***7 Habits of Highly Effective People***