

## Prioritization & Time Management to Calm the Busy Mind

**Things I NEED to do...**

**Things I WANT to do...**

### Decision Making

I am the only person that can do this

DECIDE: Important & Not Urgent

DO: Important & Urgent

DELETE: Not Important & Not Urgent

DELEGATE: Not Important & Urgent

**Plan a Delegation Conversation OR Use the Merlin Strategy for Backwards Mapping**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
5:00 - 5:30 AM						
5:30 - 6:00 AM						
6:00 - 6:30 AM						
6:30 - 7:00 AM						
7:00 - 7:30 AM						
7:30 - 8:00 AM						
8:00 - 8:30 AM						
8:30 - 9:00 AM						
9:00 - 9:30 AM						
9:30 - 10:00 AM						
10:00 - 10:30 AM						
10:30 - 11:00 AM						
11:00 - 11:30 AM						
11:30 - 12:00 PM						
12:00 - 12:30 PM						
12:30 - 1:00 PM						
1:00 - 1:30 PM						
1:30 - 2:00 PM						
2:00 - 2:30 PM						
2:30 - 3:00 PM						
3:00 - 3:30 PM						
3:30 - 4:00 PM						
4:00 - 4:30 PM						
4:30 - 5:00 PM						
5:00 - 5:30 PM						
5:30 - 6:00 PM						
6:00 - 6:30 PM						
6:30 - 7:00 PM						
7:00 - 7:30 PM						
7:30 - 8:00 PM						
8:00 - 8:30 PM						
8:30 - 9:00 PM						
9:00 - 9:30 PM						