

Weekly Planner

- Week Commencing:
Planning for the week ahead will help you complete all **Important/Not urgent** (II) activities *before* they become **Urgent** and **Important**
- Including Professional *and* Personal activities will give you balance
- Establish which **quadrant** below your activity is in; you will start to gain organisation and calm across all areas



Urgent	Not Urgent
I Activities: <i>Crises, Pressing Problems, Deadline-driven projects</i>	II Activities: <i>Prevention, Recognising new opportunities, Planning, recreation, relationship bldg</i>
III Activities: <i>Interruptions, some calls, some emails, some meetings</i>	IV Activities: <i>Trivia, busywork, some mail, some calls, time wasters</i>

[illegible]