

TIME MANAGEMENT

Date: _____

Phone Calls To Make	Complete	Thank You Notes To Send Out	Complete
1. _____	☐	1. _____	☐
2. _____	☐	2. _____	☐
3. _____	☐	3. _____	☐
4. _____	☐	4. _____	☐
5. _____	☐	5. _____	☐

20/80 Time

Order of Priority	Time Allotted	Description – List of Things to do <u>now</u> (High Importance; High Urgency)	Complete
1.	_____	_____	☐
2.	_____	_____	☐
3.	_____	_____	☐
4.	_____	_____	☐
5.	_____	_____	☐
6.	_____	_____	☐
7.	_____	_____	☐
8.	_____	_____	☐
9.	_____	_____	☐
10.	_____	_____	☐

List of Things to Do (High Importance; Low Urgency)	Complete	List of Things to Delegate (Low Importance; High Urgency)	Complete
1. _____	☐	1. _____	☐
2. _____	☐	2. _____	☐
3. _____	☐	3. _____	☐
4. _____	☐	4. _____	☐
5. _____	☐	5. _____	☐
6. _____	☐	6. _____	☐
7. _____	☐	7. _____	☐
8. _____	☐	8. _____	☐

New Contacts Today:	Notes:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

KYRIOS