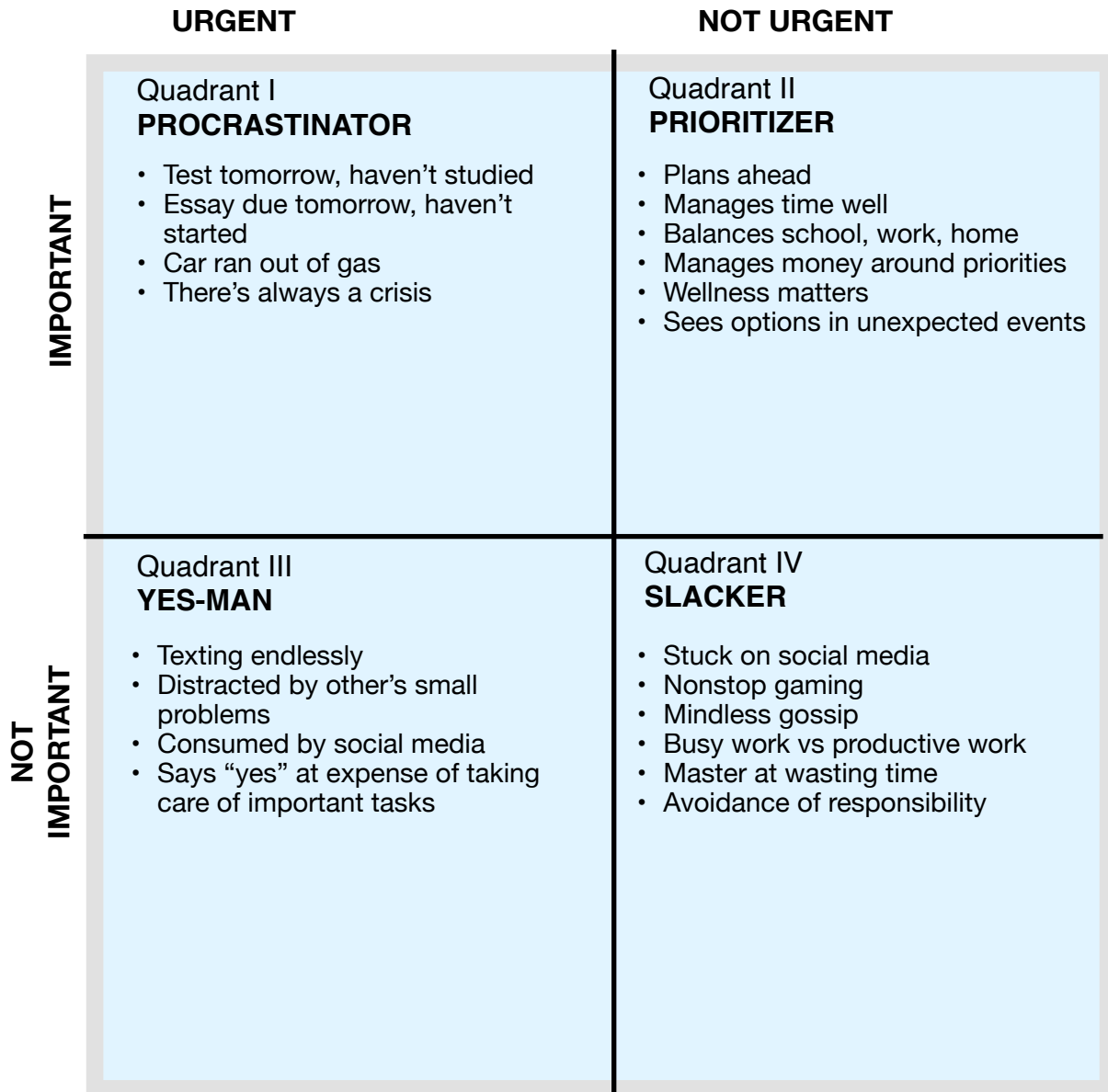


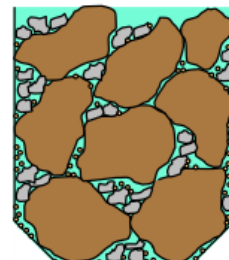
## MANAGE YOUR TIME Fill in YOUR Matrix



*"Procrastination is the thief of time."* Edward Young

What tasks / events can you manage differently to maximize your time for those that fall into Quadrant 2?

Establish your "big rocks," the important tasks, not just the urgent ones. Put your big rocks first.



**MANAGE YOUR TIME**  
How are you spending your time?

