



Making the Most of Your 24/7: Using Time Effectively

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1. What would be on your business card?

2. Maximize your _____.

a. Work on that which is _____

b. Do the _____ thing first

3. Workspace: _____ to _____

4. Enemy of priorities: _____.

What distractions do you have in your life?

5. _____ your _____ to
_____ your _____.

6. You are in _____ of your _____.

7. _____ through to a
_____.

8. _____ your time for study, work, and _____.

Before you start to study, engage in programs, or play take a piece of
_____ and write down everything that is on your mind that is
_____ of what you are about to do. Put it in a safe place; this is
your _____ list or thought page.

9. Divide your work into _____ short-range _____.

10. Plan your day the _____.

As the adage says:

How do you eat an _____?

One _____ at a _____!

The Grading Method

⊕	Task	Grade	Completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Organize or Agonize

<p>High Importance/ High Urgency</p> <p><i>Do first</i></p>	<p>High Importance/ Low Urgency</p> <p><i>Set deadlines for completion; work into daily routine</i></p>
<p>Low Importance/ High Urgency</p> <p><i>Find ways to get done quickly</i></p>	<p>Low Importance/ Low Urgency</p> <p><i>Usually busy or repetitious work</i></p>