

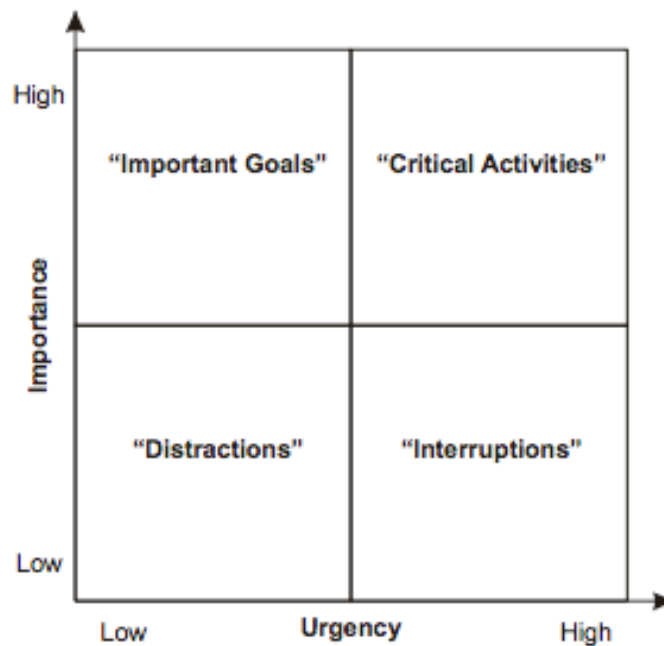
## Prioritizing Your Goals

You are in the midst of setting your personal and professional goals and prioritization allows you to break the list down into bite sized chunks. It will also help you determine if you are spending time on non-critical tasks.

You can use the Time Management Toolkit from Mind Tools. This matrix allows you to sort your activities so you can focus on those that will bring you the best results.

The Time Management Matrix:

Figure 1: Urgent/Important Matrix



- List all of your tasks regardless the size.
- Rank those items in order of importance from most important to least important.
- Now applying the urgency of anyone task, plot the to-dos in the graph.
- Use the graph to help guide which items should be performed first.

Source: Adam Bobay