

2017			
	My SMART Goals	Resources required	Date due
I am determined to.....	1.  2.  3.		
I am determined to .....	1.  2.  3.		
I am determined to	1.  2.  3.		

## EISENHOWER BOX

	URGENT	NOT URGENT
IMPORTANT	<b>MANAGE – DO IT NOW</b> I'm in fire-fighting mode and need to eat these frogs. I'll delegate where I can.	<b>FOCUS – ADD TO MY SCHEDULE</b> Most important quarter. My long term goals, planning, professional development. Don't do these and they move to the box on the left!
NOT IMPORTANT	<b>AVOID OR DELEGATE</b> Usually other people's drama! Things I should have said No to!	<b>LIMIT</b> Distractions & entertainment. Some entertainment is good because all work and no play...

*'What is important is seldom urgent and what is urgent is seldom important.'*

*Dwight Eisenhower*