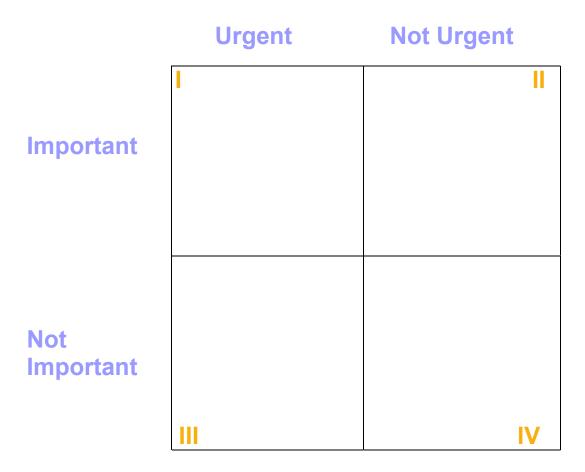
Working in the Zone

Read and follow the instructions below.



Identify your activities, and categorize them according to where they fit best in the matrix above:

| Important and Urgent | (Zone I) |
|------------------------------|------------|
| Important but Not Urgent | (Zone II) |
| Urgent but Not Important | (Zone III) |
| Not Urgent and Not Important | (Zone IV) |

What percentage of each day is being spent is each zone? Accurate tracking is the first step in regaining control of how you use your time.

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