



Time & Energy Quadrant

1. What do I NEED TO do? (things that contribute to your overall health & lifestyle balance)
2. What do I HAVE TO do? (responsibilities, working “in it”)
3. What do I LIKE TO do? (Just because, for fun, recreation)
4. What do I WANT TO do? (dreams, goals, improvement, going to the next level)

Daily & Weekly Energy

Not all time slots are created equal.

1. What 3 time slots during your week do you feel most energized and/or productive?
2. What 3 time slots during your week do you feel the least motivated and/or productive?

Calendar Collaboration

You aren't in this alone.

1. Who do you need to consider & consult with on your calendar?
2. Do any of their time & energy quadrant components need to make it to your calendar? Do you need a shared calendar?