

	GOAL 1	GOAL 2	GOAL 3	WHY?
SPECIFIC				
MEASURABLE				
ATTAINABLE				
REACHABLE				
TIME-SENSITIVE				



RACI MATRIX

	R	A	C	I
TASK 1				
TASK 2				
TASK 3				

R: RESPONSIBLE FOR COMPLETING THE TASK
A: ACCOUNTABLE PERSON WHO IS MAKING DECISIONS AND TAKING ACTIONS ON THE TASK.
C: CONSULTED PERSON WHO IS COMMUNICATED WITH REGARDING QUESTIONS IN THE DECISIONS OR TASKS.
I: INFORMED PERSON UPDATED WITH DECISIONS OR ACTIONS COMPLETED.



	URGENT	NOT URGENT
IMPORTANT	DO IS THERE A DEADLINE? DOES THIS HAVE MAJOR CONSEQUENCES? IS IT GROWING ME?	SCHEDULE NO DEADLINE, BUT WHEN DO I WANT THIS DONE? WILL THIS MOVE ME CLOSER TO MY GOALS?
NOT IMPORTANT	DELEGATE CAN SOMEBODY ELSE DO THIS JOB? IS THIS THE HIGHEST AND BEST USE OF MY TIME?	ELIMINATE WILL THIS GROW ME IN GOD? WILL THIS GROW ME IN RELATIONSHIP? WILL THIS GROW ME IN WORK?



POMODORO TECHNIQUE

1. LIST YOUR TASKS.
2. SET A 25-MINUTE TIMER.
3. FOCUS AND WORK.
4. TAKE A 5-MINUTE BREAK.
5. REPEAT 4 TIMES, THEN BREAK FOR 15 MINUTES.

