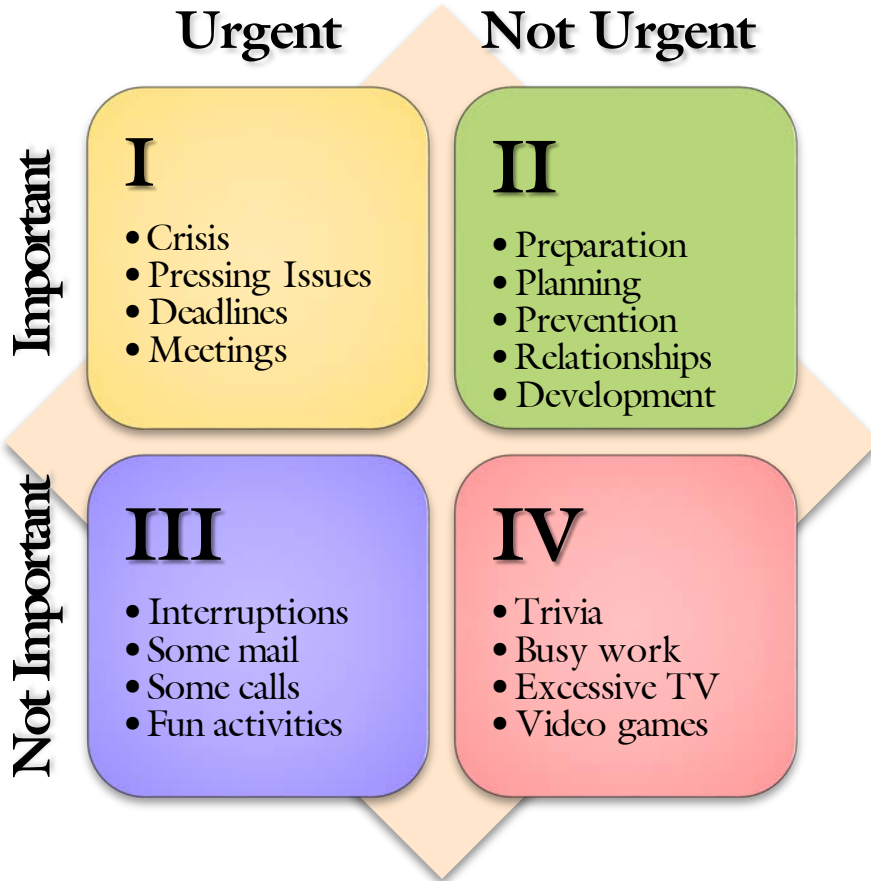


Priority Management Matrix

Based on *7 Habits of Highly Effective People*, by Stephen Covey



Is more than 20% of your time spent in Q1? What must happen for your energy and focus to be maximized by directing 60%-80% of it into Q2? Adapt your practice so that as much of Q3 can be absorbed into Q2. Use Q4 sparingly, to release your mind completely—intentionally. Then reengage Q2.

