

WANT *To-Do's*

Use the chart below as a guide for your actions. Put more of the "have to-do's" and "need to-do's" to work for you and avoid the "just-do's." Here is the test: "Is what I am doing **RIGHT NOW** the best use of my time?"

| | WHY | WHAT |
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| HAVE TO-DO <i>Vital and urgent</i> | | |
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| NEED TO-DO <i>Vital, but not urgent</i> | | |
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| GET TO-DO <i>Not vital, but urgent</i> | | |
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