

Overcoming being overwhelmed

First of all: make your list! Write it all down, the fun, the awful and the flat out ugly!

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Now it's time to go through each and every task and decide wether it's important or unimportant, urgent or not urgent. Mark your choices next to each task. When deciding, remember to measure each task against the whole of your list, not against some other standard like importance for your life right now.

Once you're done, move every task over to the matrix below. For each task you transfer, cross it off the list above.

Important, urgent	Important, not urgent
Not important, urgent	Not important, not urgent