Sharpen the Saw

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Spiritual

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Social/Emotional

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Roles and Goals

Low➔➔➔ **URGENCY** ➔➔➔High

Low➔➔➔➔➔ **IMPORTANCE** ➔➔➔➔➔High

1 Urgent **and** important **D**o it now	2 Important, but **not** urgent **D**ecide when to do it
4 Urgent, but **not** important **D**elegate it	3 **Not** important and **not** urgent **D**ump it

Roles and Goals

Role: _____

Goal: _____

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Role: _____

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Roles and Goals

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Roles and Goals

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Roles and Goals

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Roles and Goals

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Roles and Goals

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Roles and Goals

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Roles and Goals

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Roles and Goals

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Roles and Goals

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Roles and Goals

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Roles and Goals

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Roles and Goals

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Roles and Goals

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