

## Questions Related to Tyranny of the Urgent

What unfinished tasks are of greatest concern to me right now?

What urgent demands weigh most heavily on me?

What are some barriers I find in trying to manage myself?

What one or two important activities are being squeezed out by some that are only urgent?

Small changes are important. In light of what I have discovered in reading and reflecting on this article, what are one or two small steps I can take now?

At this point, what time slot each week could I reserve to start reviewing my activities and reshaping my priorities and schedule?