PRIORITIZATION & BOUNDARIES

A FRAMEWORK FOR DAILY SUCCESS

Life is filled with demands, tasks, and responsibilities, but not everything is equally important. Learning how to prioritize what truly matters allows you to be more productive, reduce stress, and focus on what aligns with your long-term goals.

STEP 1: IDENTIFY WHAT'S TRULY IMPORTANT

- Ask yourself: What tasks or goals will make the biggest impact on my life, work, or well-being?
- Use the **Urgent vs. Important:**
  - **Urgent & Important** – Do these first.
  - **Important but Not Urgent** – Schedule these.
  - **Urgent but Not Important** – Delegate or minimize.
  - **Neither Urgent nor Important** – Eliminate or limit these.

DATE

PRIORITIES

URGENT	IMPORTANT	DELEGATE	LIMIT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

STEP 2: SET BOUNDARIES WITH YOURSELF

Prioritizing your time means saying no to distractions and unnecessary obligations. Create non-negotiable time blocks for:

- Focused work
- Self-care and personal growth
- Quality time with family and friends
- Rest and relaxation

1 _____
2 _____
3 _____
4 _____
5 _____
6 _____

EXAMPLE: SELF-CARE (5AM-7AM)

Whitespace
METHODS

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STEP 3: SET BOUNDARIES WITH OTHERS

- Communicate your availability and limits clearly.
- Say no to commitments that don't align with your priorities.
- Protect your time from interruptions (e.g., turning off notifications, setting office hours, or creating a "Do Not Disturb" period).

MY BEST "DO NOT DISTURB" TIME FRAME

NOTABLE BOUNDARIES

STEP 4: STRUCTURE YOUR DAY, WEEK, & GOALS

- Daily: Start each morning by listing your top 3 priorities.
- Weekly: Plan ahead by scheduling time for what matters most.
- Goal-Oriented: Break long-term goals into actionable steps and assign them deadlines.

STEP 5: REFLECT & ADJUST

- Regularly check in on your priorities: Are you focusing on what truly matters?
- Adjust boundaries and schedules as needed to maintain balance.
- Celebrate progress and recognize areas for improvement..

FINAL THOUGHT

Prioritization isn't about doing more—it's about doing what matters. When you structure your days with intention and protect your time with boundaries, you create space for meaningful work, personal growth, and a fulfilling life.

NOTES & FREE THOUGHTS