> The key is not to prioritize what's on your schedule, but to schedule your priorities.
> -Dr. Stephen R. Covey

TO DO

PROJECTS

REMEMBER

PRIORITIES

SCHEDULE

○ done

don't sort gravel

BE **PROACTIVE**

BEGIN with the **END IN MIND**

PUT **FIRST THINGS** FIRST

THINK **WIN-WIN!**

SEEK FIRST TO **UNDERSTAND** THEN TO BE UNDERSTOOD

SYNERGIZE: SEEK NEW AND BETTER ALTERNATIVES

SHARPEN the SAW