

What do you want to accomplish before this year is over? Brainstorm your ideas and record them in the lists below to create an organized jumping off point to guide your end-of-year progress. It is not too late to accomplish big things this year, but you need to be strategic about where you spend your time and why. As you accomplish your goals, cross them off this list to keep track of how far you've come.

URGENCY	SHOULD DO		MUST DO	
	Urgent, medium priority	DEADLINE	Health, career, obligations, top priority	DEADLINE
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URGENCY	DON'T DO		WANT TO DO	
	Eliminate or push to next year	DEADLINE	Important, interests, self improvement, bonus goals	DEADLINE
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IMPORTANCE				