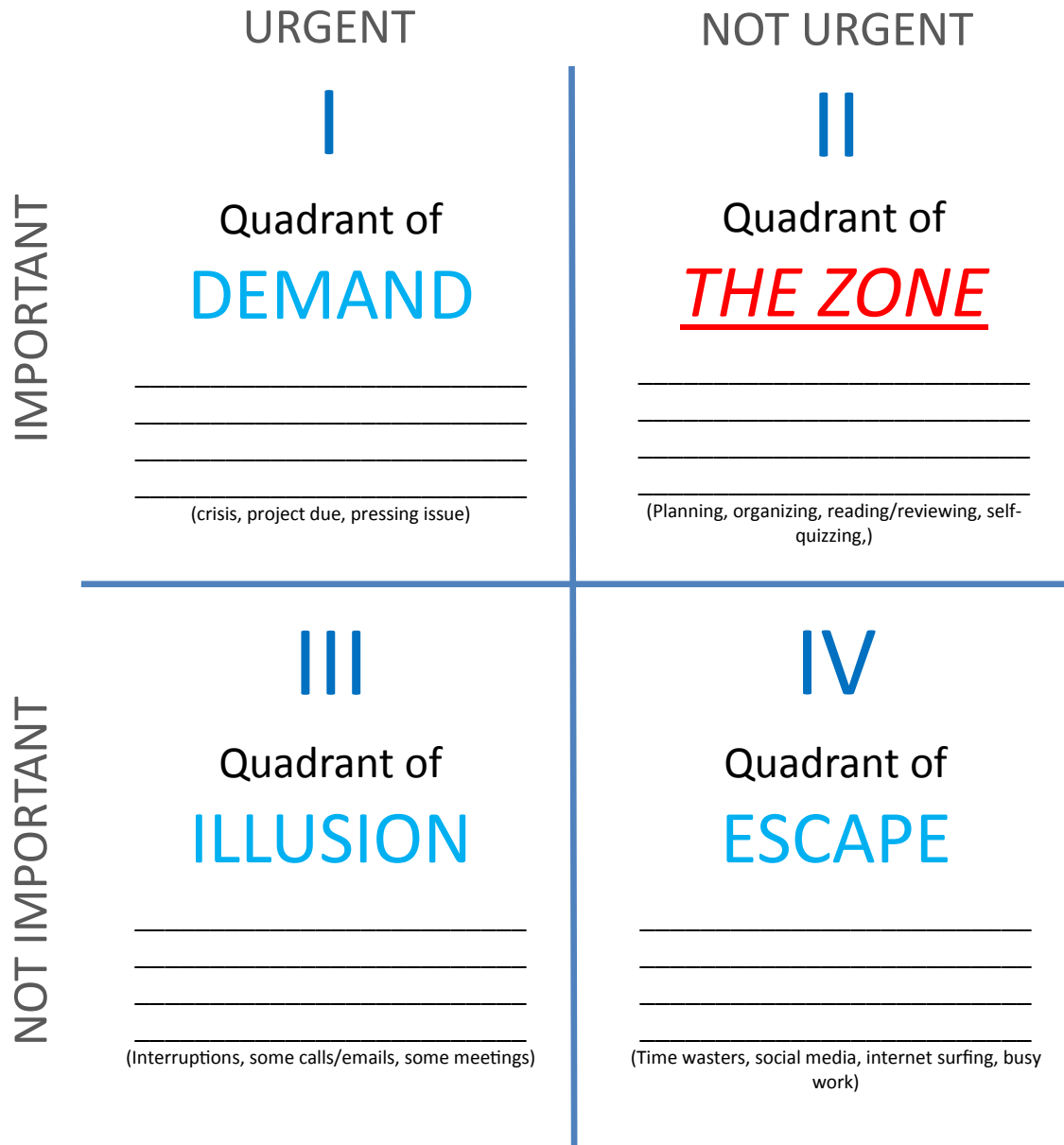


# PRIORITIZING YOUR TIME



*Are you in The Zone?  
Identify your tasks and place them in the  
appropriate quadrants.*