



Enjoy having MORE TIME?

That's what you said on the survey sent last year.

How much time do you spend on things that are **not Urgent or Important?**

Probably more than you want to admit. :)

If you're not familiar with the **Eisenhower Matrix**, check it out [here](#).

Are there some things you just can't seem to get done?

There are three solutions - **Do it, Hire it, or Chuck it.**

Sometimes we need to just suck it up and *get it DONE*.

Not your expertise? *HIRE someone or DELEGATE.*

Doesn't serve you? *CHUCK it which includes the DELETE button.*

Next week we tackle PROCRASTINATION!

In the meantime,

Be. Here. Now.

A handwritten signature in blue ink that reads 'Jeanne'.

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