

# Reduce Your Stress Manage Your Time

GOAL ONE		GOAL TWO	
<i>Project One</i>	<i>Project Two</i>	<i>Project One</i>	<i>Project Two</i>
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
<i>Project Three</i>	<i>Project Four</i>	<i>Project Three</i>	<i>Project Four</i>
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
GOAL THREE		GOAL FOUR	
<i>Project One</i>	<i>Project Two</i>	<i>Project One</i>	<i>Project Two</i>
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
<i>Project Three</i>	<i>Project Four</i>	<i>Project Three</i>	<i>Project Four</i>
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7

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How to use: Divide the areas of your life (ie weight loss) into 4 Goals that are absolute priorities that will move you forward. Next divide each of those Goals into 4 Projects that will move you toward those goals. Do this one goal at a time so that projects 1-4 are all listed under the appropriate Goal. Next under each Project list the task or tasks that lead to completion of that specific project. Once you have filled in all 4 Goal quadrants you have created your overall road map.