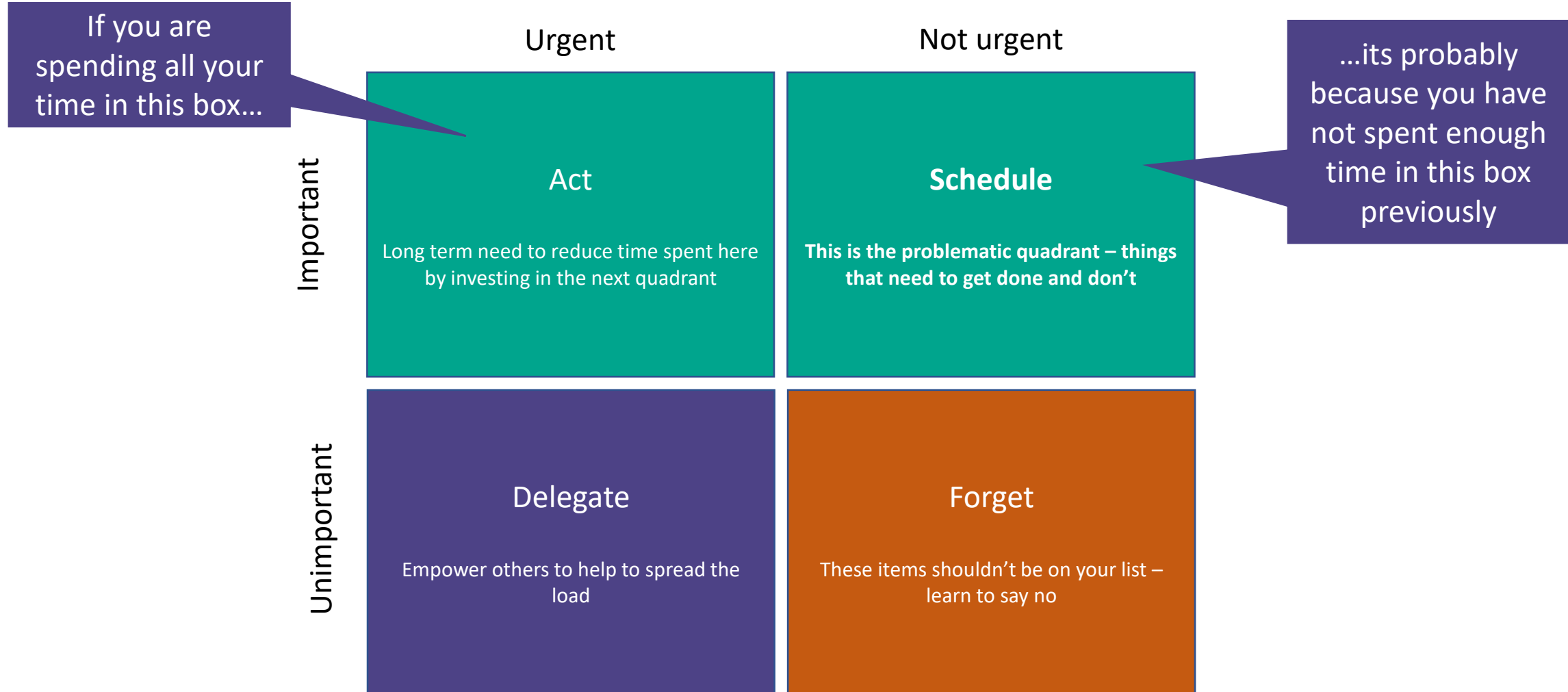
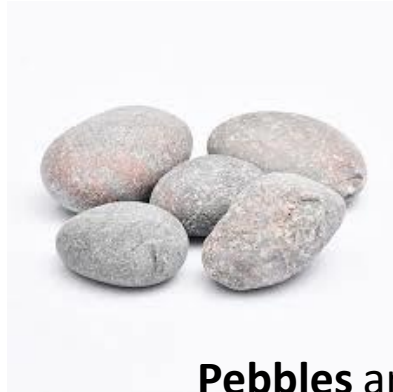


The “Important / not urgent” quandary



The Rocks-in-the-bucket analogy



Big Rocks are long term goals, things you can do to make yourself more successful, things that fulfil you, important / non urgent tasks

Pebbles are short term goals and projects with deadlines



Sand is the minor tasks, emails, and other distractions, and is abundant!

The Jar is your capacity (hard to find a transparent bucket!)



The Rocks-in-the-bucket analogy



By instinct we deal with the distractions first (we put the sand in the jar)

Then we work on the things that are top of mind – the small pebbles

..and another day goes by when we didn't have time for our rocks

The Rocks-in-the-bucket analogy



If we plan our week by **putting the rocks in first** – we reserve that time before someone else does. Trick is to allocate realistic time slots.

Then plan in when you will do some of the short term tasks, our *pebbles*, **remembering to leave some time unscheduled** for unexpected *sand*.

It's not about getting more stuff done but instead, it's about getting YOUR most important things done.